



## Buildings and Grounds Policy

### **Aims**

- A. To maintain the buildings and grounds of the school on a day to day basis so they are:
  - 1. safe
  - 2. clean, tidy and attractive.
- B. To make adjustments to the buildings and grounds to accommodate the needs of the current school community.
- C. To make capital improvements to the buildings and grounds as circumstances and opportunity arise.
- D. To minimise the cost of maintenance through utilising parent volunteers.

### **Scope and Application**

This policy is available on the school website and applies to:

- A. Employees.
- B. Students.
- C. Parents.
- D. Community members.
- E. Visitors to the school.

### **Definitions**

- A. **Busy Bee** - A scheduled event where parents complete maintenance tasks to take care of the school
- B. **Coordinator** – A parent who completes work for the school and receives payment towards tuition fees
- C. **Community Job** - a task performed by a parent, in lieu of paying a levy, that assists in maintaining a clean, presentable and safe school.

### **Principles**

- A. The day-to-day maintenance of the buildings and grounds is a whole school community responsibility. Parents contribute to the maintenance of the school through cleaning rosters, community job hours and busy bees.
- B. All members of the community are responsible for reporting any observed safety issues.
- C. Maintenance issues, hazards and near misses will be recorded and tracked through OHS procedures.
- D. All maintenance tasks are to be performed by community members in accordance with the KSCS OHS Policy, with tasks performed safely and within the individual's capabilities.
- E. Tasks that are time critical or require trade specific knowledge will be completed by a maintenance company or contractors, at the discretion of the Principal. Safe work methods will be requested prior to work being undertaken by contractors at the discretion of the Principal.
- F. Paid Coordinator positions will be offered, when available, to families as fee relief to complete tasks required to maintain the school.
- G. Participation levies will be applied to those families who do not participate in rosters.
- H. Regular inspections of buildings and grounds will be undertaken to identify hazards to be included in the maintenance schedules.
- I. Maintenance will be planned and scheduled to ensure hazards are addressed, repairs are completed in a timely fashion and capital projects for improving facilities are coordinated. Sub-committees may be formed to complete projects.

## **Responsibilities**

### **A. Board**

- 1. Ensuring the overall safety of the buildings and grounds, and ensuring that work is performed in accordance with the KSCS OHS Policy.
- 2. Coordination of Capital Improvements.
- 3. Coordination of subcommittees.
- 4. Overseeing maintenance schedules.
- 5. Approving budget for Capital Projects.
- 6. Setting budget for Maintenance and Repairs.
- 7. Approving the number of Coordinator positions annually based on budget.
- 8. Overseeing Grant Applications and acquittals.

### **B. Principal**

- 1. Responding to day-to-day maintenance requests and Hazard reports and ensuring that work is performed in accordance with the OHS policy.

2. Overseeing Occupational Health and Safety Committee, Safety Representative, and Parent Coordinators.
3. The selection of Trades and Contractors for general maintenance and repairs outside the scope of Parent Coordinators.
4. Management of the Maintenance and Capital Expenditure budgets.
5. Overseeing the completion of Purchase Requests and payment.
6. Overseeing periodic maintenance agreements (pest, urinal, gutters, fire extinguisher, electrical testing).
7. Scheduling and planning of work for Busy Bees.
8. Overseeing Commercial Kitchen Registration.
9. Assigning Parent Coordinator positions with regard to experience and financial need.

**C. Bursar**

1. Managing the purchase request, invoice and payment of trades and contractors.
2. Registering Parent Coordinator details on MYOB.
3. Completing taxation forms for Parent Coordinators.
4. Application of Parent Coordinator payments to school fees.
5. Invoicing Levies to families who do not participate.
6. Grant acquittals.

**D. Administration Assistant**

1. Update and maintain the Maintenance Schedule.
2. Maintain OH&S records.
3. Maintenance of the Office Environment.
4. Communicating Cleaning rosters to parents.
5. Oversight of the completion of cleaning by Parents and Cleaning Coordinators.
6. Coordination of timesheets for Parent Coordinators.
7. Provide records of parent participation in Busy Bees, Cleaning and Kitchen rosters to Bursar.

**E. Occupational Health and Safety Representative**

1. Preparing Maintenance and Hazard Reports for the Board.
2. Responding to Hazard Reports.
3. Scheduling maintenance and ensuring that maintenance is performed in accordance with OHS policy.

4. Maintaining active records of maintenance completed.
5. Scheduled maintenance records to be shared with Board, and significant maintenance issues to be raised as an agenda item at Board meetings.

#### **E. Parent Coordinators**

1. Contribute to the maintenance of a safe and clean school by performing the requirements of their respective Parent Coordinator role (i.e. external maintenance; internal maintenance; cleaning, and; kitchen coordinator/s).
2. Complete building and grounds maintenance tasks as required, and maintain records of tasks completed.
3. Coordinate community member involvement in building and grounds maintenance (e.g. prepare rosters).
4. Report any hazards or issues to OHS Representative or Principal.
5. Perform regular audits and maintain appropriate resources (e.g. cleaning products, etc) to enable building and grounds maintenance tasks to be completed.

#### **F. Teaching Staff**

1. Supervise students actively to ensure that hazards are addressed prior to causing injury.
2. Maintaining their classroom environment and shared teaching areas.
3. Report Hazards.
4. Contribute to safety audits.
5. Oversee student cleaning, and ensure tasks are performed safely and in accordance with OHS Policy.

#### **G. Parents**

1. Actively contribute to the maintenance of the school through participation in rosters, and perform tasks safely and in accordance with the OHS Policy.
2. Report Hazards.
3. Pay levies by the due date if participation was not registered.
4. Participating on rostered days for Cleaning and Kitchen duties.
5. Organising a replacement in the event that they are unavailable.
6. Completing records of participation in Lunch duty, Busy Bees, cleaning rosters and community jobs.

#### **H. Students**

1. Clean and tidy the school environment, under the direction of teachers.
2. Use materials sparingly and for their intended purpose to prevent hazards from arising.

## **Related Legislation**

- A. Occupational Safety and Health Act 1984
- B. Occupational Safety and Health Regulations 1996
- C. Code of Practice on Occupational Safety and Health in the Western Australian
- D. School Education Act 1999
- E. School Education Regulations, 2000

## **Related Kerry Street Documentation**

- A. Procedures and Forms including:
  - 1. Procedures, including Hazard form and Busy Bee Procedure (See OHS Policy - procedures).
  - 2. Kitchen Checklist.
  - 3. Cleaning Checklist.
  - 4. Hazardous Materials Registry.
- B. Policies including:
  - 1. Occupational Health and Safety Policy.
  - 2. Duty of Care Policy.
  - 3. Records Management Policy.
  - 4. Risk Management Policy.
- C. KSCS Constitution.
- D. KSCS Organisation Chart.
- E. KSCS Strategic Plan.
- F. Hazard Reports.
- G. Parent Rosters.
- H. Kitchen Induction documents.
- I. Timesheets.
- J. Asbestos report.

## **Contact Person**

Enquires relating to this policy should be directed to the School Principal or Board Chair.

## **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

## Authorisation and Review

- A. This policy was read, discussed, amended and authorised by the Kerry Street Community School Council on 12 January 2005.
- B. Policy reviewed by meeting of staff and Council on 13 January 2006.
- C. Reviewed Sept 2012.
- D. Reviewed September 2016.
- E. To be reviewed December 2017.

## Revision History

<b>Date</b>	<b>Revision</b>	<b>Detail</b>
May 2019	V1	Separation of Policy and Procedure. Procedures reviewed and edited.
Jan 2020	V2	Minor edits and updates.