



MAINTENANCE POLICY

Rationale

At St Patrick's we are committed to ensuring, so far as is reasonably practicable, the health and safety of all workers and others present at the workplace. This includes an obligation to have systems in place to check that equipment and buildings are safe and without hazards and to mitigate risks to the health and safety of all students and employees. This includes volunteers and others present on the site at and within all parts of the workplace.

Scriptural Context

*"Let each of you look not only to his own interests, but also to the interests of others."
Philippians 2:4*

Aims

It is the responsibility of the Principal:

- To provide a safe environment for all staff and students.
- To ensure that all physical aspects of the school are well maintained and regularly inspected.
- To allocate funds to maintain an ongoing maintenance program.
- To ensure that the maintenance procedures are functional and effective.

Guidelines

The Maintenance Policy at St Patrick's, Macksville aims to do the following-

- The school allocates funds from the annual budget towards the maintenance program.
- As part of the maintenance program, all locks and keys are to be maintained. All keys to school property are to be accounted for in a key register.
- A general key is to be provided to the local Rural Fire Service if they need access to the school grounds after hours.
- Staff/students are to report any serious and dangerous maintenance problems to the Principal immediately. Hazards are to be recorded on the My Safety website.
- Staff/students are to report any minor maintenance issues to Administration or complete the link on the daily updates. Allocated time is also given at the start of every staff meeting to bring up any general maintenance issues. These are recorded in the minutes and in the maintenance link for follow-up.
- Broken glass through accident or deliberate action must be replaced as a matter of safety and security.
- The Principal needs to ensure that the maintenance program is effective.
- The school must maintain written evidence that any premises and /or building first occupied after 2003 comply with all legislation relevant at the time of occupation.

Guideline Indicators

As a realisation of the Guidelines, St Patrick's School will endeavour to do the following-

- Review and ensure the Maintenance Checklist is up to date and has been adhered to.
- The Principal and administrative office staff receive quotations and estimations for any maintenance work to be carried out in the following year, as set out in the

maintenance checklist. Other funds are allocated for unforeseen maintenance issues that may arise.

- Staff members are to fill in the maintenance request sheet in the office for all maintenance needs.
- Locks on the master key system are maintained annually, unless urgent repairs require more frequent maintenance. All keys given to staff are to be recorded on the key register by the Principal.
- The Principal or a delegated person will make provisions to find a solution to any maintenance problems by bringing in a relevant tradesperson.
- The Principal or a delegated person will organise for a glazier to replace broken glass and if need be, use boards to secure the room temporarily if deemed necessary.
- A Records and Maintenance database will be updated regularly on the diocesan administration program by the administration officer.
- The Principal will report to the School Advisory Council each meeting to inform them of any relevant issues.
- The Administration Staff will ensure that all building documentation is filed in the office for future reference.

Reflective Materials

- St Patrick's Primary School, Macksville, Work Health and Safety Policy, 2022
- St Patrick's Primary School, Macksville, Electrical Policy, 2022
- St Patrick's Primary School, Macksville, Risk Management Policy, 2018
- CSO Preventative Maintenance Standard Operating Procedure, 2020

This policy was last ratified by St. Patrick's School Advisory Council in...	June 2007 June 2012 November 2015 November 2017 Reviewed in July 2022
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