

MAINTENANCE POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

RATIONALE

The Currajong School believes that a well-maintained school contributes towards a safe and pleasant working and educational environment, builds school pride and morale and enhances school image.

OBJECTIVES

- Providing a safe and secure environment for students and staff
- Creating a physical environment that is conducive to learning
- Resource management

IMPLEMENTATION

- The Principal is responsible for the maintenance of the school buildings and grounds, and all urgent works
- Staff are required to log maintenance requests on Sentral for all equipment, facilities or areas of the school that require attention
- Urgent or unsafe maintenance items need to be removed from use, and brought to the immediate attention of the Principal, Leadership Team and Health and Safety Officer, and the Health and Safety Representative.

MAINTENANCE

Maintenance falls into three broad categories:

1. Essential Maintenance – work that is recurrent in nature, required to keep systems operational, safe and/or as required by statutory authorities or regulation, for example:
 - Fire protection systems
 - Security systems
 - Electrical equipment safety inspections and testing
 - Playground equipment
 - Gas appliance testing
 - Heating and cooling equipment

2. Planned Maintenance – work that has been identified through asset inspection and assessment procedures required to be undertaken to preserve a building's fabric including features, for example:
 - Painting previously painted surfaces
 - Replacement of floor coverings
 - Replacement of furniture
 - Regular cleaning
 - Gutter cleaning

3. Unforeseen Maintenance – work that cannot be anticipated, usually as a result of a breakdown or accident, which is essential for health safety, security or protecting the environment, for example:
 - Blocked drains from stormwater or sewerage
 - Electrical hazards
 - Vandalism outside school hours
 - Water leaks from taps, toilets or bubblers

PROCEDURES

To ensure that The Currajong School buildings, facilities and grounds meet all legal standards and fully comply with health and safety requirements, The Currajong School has implemented a "Workplace Inspection" proforma checklist. The checklist will be completed in full twice a year, and refer to:

- Chemicals
- Electricity
- Storage
- Furniture
- Floor coverings
- Ventilation
- Light
- Fire extinguishers
- Evacuation clearance

The Principal will take any necessary corrective action to ensure the unacceptable condition or operation situation is resolved.

In addition to the Workplace Inspection checklist, the school's maintenance log on Sentral is available to all staff, and any issues that require urgent attention will be addressed by a tradesperson as soon as possible.

OH&S issues can be raised with the Principal and the school's Health and Safety Representative.

Note: If a maintenance issue is identified and it poses an immediate threat, staff must notify the Principal and Health and Safety Representative immediately.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.