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## **BUILDINGS AND GROUNDS POLICY**

Essex Heights Primary School will make effective use of resources available to the school for the provision and maintenance of buildings and grounds. The school will facilitate a safe working and recreational environment for all participants. In the development of the grounds, consideration will be given to aesthetic appeal, educational benefits and historical and cultural context.

### **GUIDELINES:**

1. The School Council's Buildings and Grounds subcommittee will develop a Maintenance Plan for a maintenance and minor works program, which will incorporate the organisation of contracted mowing services and working bees as required.
2. A Master Plan (Learnsapes) will be developed for the school grounds, including a priority list of identified projects.
3. Where appropriate, the school will liaise with regional facilities personnel on Maintenance and Minor Works projects.
4. Maintenance and Minor Works projects will be completed in order of priority in accordance with the Physical Resources Management System, (PRMS) and the school's Maintenance Plan.
5. An annual budget comprising locally raised funds, PRMS funding, as well as Maintenance and Minor Works Quarterly Grant allocations, will be formulated.
6. An appointed Occupational Health & Safety Officer will meet regularly with the Principal to make appropriate recommendations re occupational health and safety issues.
7. The employment of contracted services / trades personnel to complete maintenance requirements will be overseen by School Council and the Buildings and Grounds Subcommittee. NB: Heating, sprinkler system, plumbing, electrical and oval mowing.
8. A maintenance worker will be employed on a casual basis to complete tasks as specified in the Maintenance Log Book, housed inside the Handyman's pigeon hole in the staff Room.
9. All members of the Essex Heights Primary School community will be encouraged to care for, and maintain the school's buildings and grounds, both during and outside school hours.

Andrew Crossett

Trevor Sharrock

Principal

School Council President

School Council - December 2015