



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; and
 - 3. in compliance with National, State and Local building regulations.
- 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. Parents
- C. Community members
- D. Students
- 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.
- D. **Hazard** - a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

- E. Safety and Health Representative (SHRep)** - represents fellow employees in workplace safety and health matters and carries out specific functions related to workplace safety and health.

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 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 WHS procedures.
- D.** All maintenance tasks are to be performed by community members in accordance with the KSCS WHS 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 support families in meeting their fee obligations and 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. Ensure the overall safety of the buildings and grounds and that work is performed in accordance with the *KSCS WHS Policy*.
2. Oversee Capital Improvements.
3. Coordination of subcommittees.
4. Oversee maintenance schedules.
5. Approve the budget for Capital Projects.
6. Approve the budget for Maintenance and Repairs.
7. Approve the number of Coordinator positions annually (or as required) based on budget.
8. Oversee Grant expenses and income through financial reports.

B. Principal

1. Respond to day-to-day maintenance requests and Hazard reports and ensure that work is performed in accordance with the *KSCS WHS Policy*.
2. Oversee the WHS Committee, Safety and Health 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. Oversee the completion of Purchase Requests and payments.
6. Oversee periodic maintenance agreements (pest, urinal, gutters, fire extinguisher, electrical testing).
7. Schedule and plan work for Busy Bees.
8. Oversee Commercial Kitchen Registration.
9. Assign Parent Coordinator positions with regard to experience and financial need.

C. Bursar

1. Register Parent Coordinator details on MYOB.
2. Complete taxation forms for Parent Coordinators.
3. Process payments to parent coordinators
4. Invoice Levies to families who do not participate.

D. Administration Assistant

1. Update and maintain the Maintenance Schedule.
2. Manage the purchase request, invoice and payment of trades and contractors.
3. Maintain WHS records.
4. Maintenance of the Office Environment.
5. Oversight of the completion of cleaning by contractors and Cleaning Coordinators.
6. Coordination of timesheets for Parent Coordinators.
7. Provide records of parent participation in community hours, Busy Bees and Kitchen rosters to Bursar.
8. Accompany contractors when onsite during school hours.
9. Grant acquittals.

E. Safety and Health Representative (SHRep)

1. Preparing Maintenance and Hazard Reports for the WHS Committee.
2. Responding to Hazard Reports.
3. Scheduling maintenance and ensuring that maintenance is performed in accordance with the *KSCS WHS Policy*.
4. Maintaining active records of maintenance completed.

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 SH 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. Conduct risk assessments of environments with students.
2. Supervise students actively to ensure that hazards are addressed prior to causing injury.
3. Maintain classroom environments and shared teaching areas.
4. Report Hazards.
5. Contribute to safety audits.
6. Oversee student cleaning, and ensure tasks are performed safely and in accordance with *KSCS WHS 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 *KSCS WHS Policy*.
2. Report Hazards.
3. Pay levies by the due date if participation was not registered.
4. Participate on rostered days for Kitchen duties and Community Jobs.
5. Notify the Community Jobs Coordinator if they are unavailable for their rostered duty.
6. Complete records of participation in School Lunch, Busy Bees, and community jobs.

H. Students

1. Clean and tidy the school environment, under the direction of teachers.
2. Report Hazards to teaching staff.
3. 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 - Occupational Safety and Health in the Western Australian
- D. School Education Act 1999
- E. School Education Regulations, 2000
- F. Building Code of Australia
- G. Building Act 2011
- H. Building Regulations 2012
- I. Local City Council Building Regulations
- J. Workers' Compensations and Injury Management Act 1981
- K. Work Health and Safety Act 2020
- L. Work Health and Safety (General) Regulations 2022

Related Kerry Street Documentation

- A. Procedures and Forms including:
 - 1. Buildings and Grounds Procedure
 - 2. Busy Bee Procedure
 - 3. Hazardous Materials Procedure
 - 4. Student Access to School Grounds Maps
- B. Policies including:
 - 1. Duty of Care Policy
 - 2. Records Management Policy
 - 3. Risk Management Policy
 - 4. WHS Policy
- C. KSCS Constitution
- D. KSCS Organisational Chart
- E. KSCS Strategic Plan
- F. Hazard Reports
- G. Hazardous Materials Register
- H. Kitchen Checklist
- I. Cleaning Checklist
- J. Parent Rosters
- K. Kitchen Induction documents
- L. Timesheets

Contact Person

Enquiries 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 2014
- E. To be reviewed December 2017
- F. Reviewed May 2019
- G. Reviewed January 2020
- H. Reviewed May 2021
- I. Reviewed November 2022
- J. To be reviewed S2 2025

Revision History

Date	Revision	Detail
May 2019	V.1	Separation of Policy and Procedure. Procedures reviewed and edited.
Jan 2020	V.2	Minor edits and updates.
May 2021	V.3	Update of Aims and Responsibilities. Incorporation of SHRep. OHS references changed to WHS.
November 2022	V.3.1	Minor edits and updates