



## **PROPERTY MANAGEMENT PROCEDURE**

### **AIM**

To provide and maintain a safe and pleasant environment for the staff, students and school community.

### **PURPOSES**

1. To ensure that all classrooms, grounds and facilities are kept in a condition that at least meets the *Local Body Health and Safety Regulations*.
2. To operate and maintain all building services and equipment to provide an optimum learning environment.
3. To set good standards of cleanliness and health as an example to the students, thus creating a general pride in the school.
4. To ensure that the physical environment of the school is developed and maintained in a manner that is in keeping with the surrounding landscape.
5. To provide, where possible, the successful establishment of trees and shrubs within the school so as to provide an attractive environment consistent with the long term landscaping plans.
6. To ensure that the school grounds are kept in a condition that will provide maximum use for the community.

### **GUIDELINES:**

1. Cleaning and maintenance staff are employed for a sufficient number of hours and in accordance with a negotiated job description to maintain health and safety standards under the conditions of their employment award. Staff will be approached regularly to determine areas of concern.
2. When it is not possible to maintain the minimum standards of health and safety, the school may be closed at the discretion of the Principal and the Board of Trustees.
3. Ensure adequate materials and equipment are available to meet the required standards.
4. Involve the school community in developing, planning and caring for the school within these guidelines.
5. An annual maintenance review of the school's physical environment and its equipment will be carried out by the Principal and Trustee responsible for property.
6. Maintenance contracts are regularly monitored and reviewed as required.
7. The Proprietors have a Property Manager who works with the Principal to arrange tenders and to liaise with the Ministry over property issues.
8. When damage is reported it is repaired as soon as practicable.

**PROPERTY MAINTENANCE**

***Minor maintenance***

- ☐ The Principal will ensure minor maintenance is carried out promptly to keep all school facilities in good working condition.
- ☐ Any graffiti or damage to school property will be attended to promptly, and the school maintained in an attractive way at all times.
- ☐ Staff should report minor maintenance matters to the Principal as soon as they are noticed.

***School grounds***

***The Principal will ensure that appropriate staff and/or contractors keep the gardens, school entrance and public areas of the school tidy and attractive at all times.***

1. The Board Property Trustee and the Principal will check facilities and grounds at least once a term.
2. The Principal keeps the School Buildings Systems and Features Manual up to date and reports findings to the Board at each meeting as well as the state of the water filters.

***Building security***

***Staff will ensure all school windows and doors are secured at the close of school each day, and that where appropriate electrical appliances are switched off. Teachers are responsible for the security of their respective classrooms, and the last person to leave should ensure the property is secure and all appliances and lights are turned off.***

**PROPERTY & HAZARD MANAGEMENT**

(WORKPLACE HEALTH & SAFETY)

- ☐ The Board of Trustees will make every effort to provide a safe, well maintained, attractive and functional learning environment.
- ☐ Day to day administration and implementation of decisions, including preventative maintenance, related to the recognised needs of the property is the responsibility of the Principal.
- ☐ A workplace health and safety committee consisting of the Principal, two trustees and the H&S staff member meet on a termly basis to discuss and plan for hazard mitigation.

This committee advises and ensures:-

- Hazards are managed, identified, decided which are significant and taken action to deal with them.
- Regular checks are made that the school has dealt with hazards effectively.

- Checks for hazards when there is new or changed equipment or procedure.
- Tell contractors about hazards and find out what hazards they bring into the school.
- Provide a workplace introduction (induction or orientation) that includes health and safety for new employees.
- Provide staff with adequate health and safety information and training, and supervise staff until they can work safely.
- Have emergency procedures and equipment in place.
- Staff report incidents and injuries to the committee for investigation.

This ensures the school complies with the law that says there must be a systematic approach for dealing with hazards.

There are three parts to this:

1. Identify all the hazards in the school.
2. Identify the significant hazards. Work out which ones need immediate attention and which are of a lesser concern.
3. Take action to deal with the hazards – remove them or reduce their impact.

When these things have been done the committee:

1. Reviews the situation regularly.
2. Adapts processes as new things/equipment and people are brought into the school.

#### **RESPONSIBILITIES OF EMPLOYEES WITH REGARD TO HEALTH & SAFETY**

- Keep work areas clean and tidy.
- **Ensure hung classroom displays are well above adult eye level.**
- Use proper containers for the disposal of rubbish.
- Store materials, equipment and electrical equipment properly.
- Follow instructions provided on the use of equipment and handling/storage of chemicals.
- Report in writing any actual or potential health and safety hazards to the Principal.
- Report all accidents or incidents where someone was or could have been injured to the Principal as soon as you can.
- Wear protective gloves when administering first aid and report to the Principal any body fluid contact as soon as possible.
- Take all practical steps to ensure that you are safe at work and that you do not harm other people.

**Review Responsibility:** *Board Chairperson, Board Property Person, Caretaker & Principal*

**Date Confirmed:** 12 May 2021

**Principal:** *Karla Mitchell*