



Repairs and Maintenance Policy

This policy addresses issues in relation to:

Premises and Buildings – 3.4

Facilities –3.5

(See also Policies on Premises and Buildings, Risk Management and Workplace Health and Safety)

Policy

In accordance with the requirements of Registered and Accredited Individual Non-Government Schools (NSW) Manual, Section 3.5, a registered nongovernment school must:

Assess and monitor the current standard and state of repair of facilities, taking into account the requirements of relevant legislation including:

- *Explosives Act 2003*
- *Work Health and Safety Act 2011*

The Head of College / Executive Principal of Al-Faisal College, in collaboration with the Projects and Properties Manager with the support of the College's Office Manager and school staff, are responsible for ensuring the school's built environment is adequately maintained in sound operational condition.

The Workplace Health and Safety Committee provides a further advisory service to assist the College to develop strategies to implement effective maintenance programs.

In addition, school maintenance is a collective responsibility of all staff that requires input and assistance from all stakeholders working at the school.

Teachers should educate students to treat school facilities respectfully.

The built and landscaped environments at Al-Faisal College must be kept in such condition to ensure that the facilities are adequate:

- for the courses of study provided by the school;
- for the numbers of students in each course;
- for safe and secure occupancy and use by students, staff and visitors and
- to ensure that associated risks are managed adequately

**Maintenance:**

To ensure the reliability and longevity of our College's facilities, school maintenance is essential for the safety of all staff, students, parents and visitors to the school. Maintenance falls into three categories:

1. Planned Maintenance:

Work that is recurrent in nature, required to keep systems operational, safe and/or as required by statutory authorities or regulations. An annual/bi-annual program or schedule will be maintained for:

- Fire protection systems
- Security systems (i.e. CCTV)
- Ventilation systems
- Heating and cooling plant and equipment
- Lift services
- Electrical equipment safety inspections, tagging and testing
- Hazardous materials management (Chemical Storage)
- Playground equipment and boundaries
- Pest control
- Pumps: Storm water
- Gas Service: hot water system

All certificates / documentation will be maintained in the "Premises, Building and Facilities" Folder.

2. Preventative/statutory and routine 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
- Annual cleaning
- Gutter cleaning
- Daily cleaning of premises

3. Unforeseen Maintenance:

Work that cannot be anticipated, usually as a result of a breakdown or an 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 and flooding



Processes

The school has implemented a “Maintenance Book” system. This book is located in the front office. Staff members are to record any items that require maintenance in this book. The General Assistance(s) review the Maintenance book and prioritise and the identified issues. All larger repairs or major WHS are referred to the Projects and Properties Manager. If the matter is of an urgent nature a tradesperson will be notified immediately.

All completed and actioned items are signed off and dated once complete in the Maintenance Book by the Projects and Properties Manager or delegate. All pending issues are referred back to the Head of College.

Workplace Health and Safety issues should be raised with the Head of College, Executive Principal and the Projects and Properties Manager or the Work Health and Safety committee.

Definitions

Built environment: One building, a group of buildings, a part of a building or additions to a building, which are used for a purpose that is connected with the curriculum of the school or college.

Fixtures: Affixed to a building and are unable, to be detached without substantial damage to the item itself or that to which it is attached, are accepted as part of a building.

Landscaped environment: Includes outdoor play areas, landscaping, play equipment and playgrounds.

NOTE: If a maintenance issue is identified and it poses an immediate threat, teachers **MUST** notify the Head of College or Projects and Properties Manager immediately.

Revision History

Version	Policy Date	Review date of policy	Notes
1.0	January 2024	January 2025	<i>Amendments to this policy will be made based on updated legislative requirements or changes to school needs</i>
2.0	January 2025	January 2027	<i>Amendments to this policy will be made based on updated legislative requirements or changes to school needs</i>



Repairs and Maintenance Contact List

Liverpool School

Emergency	
Police, Fire Brigade & Ambulance	000
SES (storm damage)	132 500
Utilities	
Gas: AGL	131 909
Electricity: Energy Australia	131 288
Water: Sydney Water	132 090
Other Contacts	
Green Valley Police Station	02 9607 1799
Horningsea Fire Station	02 9608 0574
Workcover NSW	131 050