

**SCHOOL NO. 4401 - KATANDRA WEST**

Policy Statement:     ENVIRONMENT - 610 Urgent Works  
                                  610 – URGENT WORKS

Responsibility:         School Council, Sub-committee and Principal

This Policy was last ratified by School Council in 2013.

1.    PURPOSE:

To maintain and improve through urgent works the school buildings and grounds, whilst adhering to all safety requirements and generally completing unplanned repairs to all school facilities.

2.    GUIDELINES:

- 2.1 School buildings and grounds must be regularly maintained so that all areas are safe and useable.
- 2.2 Damaged or faulty school equipment is to be reported in OH&S manual and repaired or replaced as soon as reported. Appropriate measures will be made to ensure the area is secure and safe.
- 2.3 Damaged or faulty fittings within the classrooms or buildings are to be repaired or replaced after being reported to the Principal.
- 2.4 Items needed to replace or repair facilities may be purchased upon authority of the Principal or the School Council.
- 2.5 Any school requirements regarding urgent buildings and grounds work is to be made known to the Principal.
- 2.6 Tradesmen may be contracted to complete urgent grounds maintenance and urgent building maintenance tasks.
- 2.7 Working bees are to be organised as required to carry out planned grounds / buildings maintenance.
- 2.8 An Environment (Grounds and Buildings) Sub-Committee will be formed with a leader from the School Council to deal with minor works.
- 2.9 The Sub-Committees need to be able to operate within the budget allocation or to seek additional funding from School Council for unplanned projects that are outside the Budget.
- 2.10 The Principal, in consultation with the School Council, may vary this Policy if circumstances require it.