



Our Lady of the Way Primary School
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PREMISES, BUILDING & FACILITIES POLICY

According to the Registration Systems and Member Non-Government Schools (NSW) Manual (2004), a registered non-government school's premises and buildings must be satisfactory. There must be compliance with relevant council and government requirements, WH&S legislation and environmental and land use guidelines. In 1997, all states and territories gave the Building Code of Australia (BCA) the authority to ensure that all buildings adhere to a set standard.

1.0 Rationale

At *Our Lady of the Way School* believe that the safety and well-being of all people entering and working in the grounds and buildings at is paramount. Regular checks should be made to ensure that the grounds and buildings are safe and suitable places for quality teaching and learning. The Catholic Education Office has a responsibility to assist the Principal in maintaining a school, which is safe and conducive to quality teaching and learning. All members of the school community have an important role to play in maintaining a safe and suitable environment for quality teaching and learning.

2.0 Aims

- 2.1 Monitor the state of the grounds and buildings to ensure that all members of the school community are working in a safe and suitable environment.
- 2.2 Be actively involved in all building programs, which are undertaken at the school.
- 2.3 Have an active WH&S committee, which conducts regular checks of the school premises and reports to the Principal.
- 2.4 Keep records of minor and major building improvements, which occur at the school.
- 2.5 Oversee the progress of any capital works projects to ensure that school requirements are given due consideration.

3.0 Implementation

- 3.1 All teachers are encouraged by the Principal to report any concerns associated with school buildings and premises.
- 3.2 Areas of concern and/or repairs needed must be reported to the school office/maintenance person for action. Staff are also required to inform the Principal, for urgent matters.

3.3 Plans of the school and any new work are kept by the Principal in the secure storeroom for reference purposes when required.

3.5 Applications can be made to the CEDP for financial support for any essential major improvements.

4.0 Budget

A budget is available for school maintenance and minor works. Applications will be made to the CEDP for major works or repairs that are in excess of the school budget.

5.0 Evaluation

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this program.