



## 406 Property Procedure

### *PROCEDURES*

1. The Board of Trustees will provide a well maintained, safe, attractive and functional learning environment.
2. All personnel using or maintaining equipment and/or chemicals will be aware of the appropriate use and care of the equipment and safety precautions.
3. All personnel using equipment with potential risk will be assessed by the Principal as to whether they have the appropriate handling skills.
4. The school will comply with the [Health and Safety at Work Act 2015](#). Programmes will be implemented which encourage safe practices in all aspects of school activity, for students, staff and visitors as prescribed in our Health and safety Policies and Procedures.
5. Students will be actively encouraged to use playground equipment safely and look after school property.
6. The Board of Trustees has a ten year Property Maintenance Plan. Implementation of this plan will be reviewed annually. The plan will be updated in line with the 5YPP.
7. The Principal will ensure that the School Building and Features Manual safety checks are completed and the assurance returns are posted online each month into the governing body's website.
8. The Principal will have discretion to see repair work is carried out up to the value of \$4,000 without consulting the Board of Trustees.
9. Any significant works or developments must take into account the Landscape Concept Plan of 2016.

Reviewed - August 2017