



Policy Number: 9	
Title: Damage, Repairs and Maintenance	
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First Issue Date: May 2012	
Responsible person(s): Facilities and Estates Manager and Care Standards Officer	
Review Date: April 2018	Planned Review Date: April 2020
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Date ratified by Governors:

Signed:

Mary Hare School Damage, Repairs and Maintenance policy

The School premises are maintained to a standard such that, as far as reasonably practical, the health, safety and welfare of pupils are ensured.

Maintenance

1. Maintenance Team

The fully DBS checked Maintenance Team is run directly by the Facilities and Estates Manager (FEM), with daily supervision and allocation of work directed by the Operations Supervisor (OS). This department is responsible for:

- Regular, recorded checks of fire safety equipment in accordance with Fire Regulations and any guidance received from the Fire Authority.
- Ensuring heating and water systems are sufficient and maintained.
- Testing of electrical equipment.
- Responding to reports of damage.
- Making sufficient repairs or arranging replacements.
- Continuing the programme of re-development.

2. Contractors are subject to the provisions of the 'Control of Contractors Policy'.

3. The FEM is responsible for ensuring all risk assessments are in place in relation to damage, repairs and maintenance.

4. Domestic Team

Mary Hare School's fully DBS checked Domestic Team are deployed to the boarding houses daily during the week. They are responsible for the general housekeeping of all bedrooms, bathrooms, common areas, hallways and kitchen facilities. Reports received through the FEM regarding problems with soft furnishings, curtains or carpets may also be dealt with by the Domestic Team.

5. If there are concerns that domestic or maintenance responsibilities are not being carried out sufficiently, these should be reported to line managers. Line managers can liaise directly with the FEM or the Director of Finance and Business.

Damage

6. All members of staff are responsible for reporting damage of any kind, especially where there may be health and safety implications. This is done electronically and is overseen by the FEM, with the OS prioritising the workload. Where damage is found to be deliberate or as a result of inappropriate behaviour, pupil/s involved are required to reimburse the cost of the damage. Parents are contacted in writing through the Bursary and informed that this is the case. Accidental damage will not be billed to pupils, unless it results from reckless behaviour.

7. Where pupils deliberately cause damage to other pupils' belongings, it is the responsibility of the care team to manage the situation and liaise with parents. The aim is for the pupil to reimburse for any damage caused. A sanction may be appropriate depending on the circumstances.
8. All pupils bringing expensive electrical items to school, such as laptops, mobile phones, iPods or game stations, are required to sign a declaration stating that the items are covered by home or private insurance and the school are not responsible for any damage or loss caused. Electrical items will be PAT tested by a qualified contractor annually. Pupils are not encouraged to have large sums of money or other expensive items with them at school. See policy 8. Money and Valuables for additional information.

Monitoring damage

9. The Head of Care and Care Standards Officer monitor the accommodation as part of the Standard 20 observations of practice in all boarding houses. Any issues are reported to the Team Leader as well as to the FEM.
 10. The Independent Visitor is required to report any concerns regarding maintenance issues or damage as part of their half-termly report. This report is responded to by the Care Standards Officer.
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