

UNAVOIDABLE CAPITAL MINOR WORKS FORM

Please note that this application will only be considered if it is accompanied by a Report from the relevant statutory authority. For example:

- DDA person specific works request – Occupational Therapist report to be provided
- Fire Risk Works – NIFRS report to be provided
- Works required following/or to prevent a specific incident – PSNI report to be provided
- Works required following an accident - HSENI report to be provided

Applications without accompanying reports will not be accepted.

School/Location Name:	St Joseph's Primary Strangford	DE Ref No:	4033005
Manhattan Project No:	<i>(DE to obtain from EA prior to issue)</i>		
Issue:	What has happened, what will happen if works not completed, etc. No Principal's office- concerns over Principal's wellbeing- cannot efficiently carry out duties with no designated workspace. GDPR concerns, confidentiality, Child Protection concerns (no privacy to deal with incidents of a sensitive nature). Just this week in my role as SENCO I had to host my Transfer Annual Review meetings with parents in the staffroom; this meant staff had no access to the staffroom for their break and lunch time which is totally unsatisfactory. The one small office that does exist within the school is used by the school secretary and is also a communal reprographics room used by all teaching and non-teaching staff; it is very much a 'general office'.		

1. Works Required

There is a need for an office to be created solely for use by the school Principal. It states clearly in Section 3a (pg 58) of the DE Primary Schools Building Handbook (Edition 3 September 2020) point 6.8 that every school should have a Principal's office.

2. Date Work Identified

As our school's enrolment has grown year on year (we are currently only 4 pupils off full capacity) it has become increasingly more difficult for me to find a space to work without major disruption. There is a clear need for an office to enable me to carry out my role as school Principal enabling me to have all documentation to hand in a secure area.

3. Additional Information

Mitigation
alternatives
considered:

On my Principal Release days, I have no area/office for my sole use. I have nowhere to store relevant and sensitive data necessary for me to fulfil my duties on a daily/weekly basis. This makes my job very difficult. If I have to meet visitors to the school, staff from external agencies, parents to discuss private and confidential issues/concerns, members of my BoG, ETI etc I quite literally have to scurry around the school to find a suitable and available quiet space. For example, the library (which is used daily for reading and SEN) is currently my office space. I have no privacy, no phone line, a very poor WiFi connection with no data point. I am also sitting on a pupil sized desk and chair! This is causing pain in my lower back and discomfort as I sit here for prolonged periods of time whilst looking at a computer screen. I am aware that employers are dutybound to provide a suitable working environment and that there are specific health and safety regulations around working with screens/Digital Display Units. Please see the link re: safe computer use from NI Direct. <https://www.nidirect.gov.uk/articles/safe-computer-use> My BoG are fully behind me making this application as it will have a huge positive impact on my working day and ensure effective and efficient use of my weekly Principal Release days.

	<u>Principal.</u>	<u>25th Nov '21</u>
Applicant	Position	Date
☒ Please tick to confirm Trustees/Board of Governors are aware of this application		

A scanned copy of the completed and relevant report(s) together with signed form should be emailed to minorworks@education-ni.gov.uk in respect of non controlled schools or minorworks@eani.org.uk in respect of controlled schools.