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Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



SOUTH AFRICAN  
**ECONOMIC  
RECONSTRUCTION  
AND RECOVERY**  
BUILDING A NEW ECONOMY

*Every child is a National Asset*

# TRAINING MANUAL FOR HANDYPERSONS



NATIONAL  
DEVELOPMENT  
PLAN

**2030**



Read to Lead

A Reading Nation is a Leading Nation



## PURPOSE OF THE TRAINING MANUAL

- To help Handypersons understand their duties and responsibilities in the general upkeep and maintenance of schools.
- To workshop Handypersons on the Education Sector Guidelines for Maintenance and Upkeep of School Facilities
- To provide basic knowledge on Occupational Health and Safety.



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# 1. To Help the Handypersons understand their duties and responsibilities in the programme



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## (a) Job purpose:

- A Handyman is appointed to keep the school clean and to repair/fix minor damages to the school buildings (classes, toilets, halls, nutrition centres, etc).
- The Principal or school official delegated by the Principal will instruct Handymen on maintenance task to be undertaken.
- Delegated school officials will supervise work undertaken by Handypersons.

NB: Completed tasks should be reported back to the Supervisor



## **(b) Key Responsibilities:**

- Minor repairs and replacements and improvements to buildings and grounds.
- Conduct general upkeep of school facilities
- Assessment of the condition of the school infrastructure and surrounding.
- Compile a maintenance plan for work to be undertaken



## Type of repairs a Handypersons will include, but not limited to the following:

- Window repairs (fixing handles, peg stays and panes, window blinds).
- Door repairs (mortice locks & striker plates, fixing/tightening hinges).
- Minor painting (walls, doors, security gates, burglar bars).
- Minor repairs to floors ( fixing carpets, loose tiles).
- Repair/ replace roof sheets blown away by wind, fascia boards, gutters, downpipes as well as cleaning and fixing loose brackets



- Minor fence repairs (wire fence).
- Repair of broken minor replaceable components of some equipment
- Repairs to desks and furniture, loose writing boards.
- Cleaning of stormwater channels and gullies to prevent blockages.
- Maintenance of garden and grounds.



## Handypersons will do basic plumbing repairs as follows:-

- Fixing leaking taps.
- Fixing loose toilets seats and covers.
- Fixing loose hand wash basin and urinals.
- Unblocking of urinals, hand wash basins and other minor blockages.

## Minor electrical repairs to be undertaken by a Handyperson are:-

- Replacement of fluorescent tubes and starters, replacement of globes.
- Fixing of existing loose light switches and plugs.



## Handypersons will do Day to day general upkeep (minor maintenance) as follows:-

- Cleaning of indoors of core, specialist and common areas (including classrooms, corridors and ablution facilities) sweeping, wiping, scrubbing, dusting and polishing of surfaces,
- Picking up of papers and disposing thereof in designated areas (waste bins or waste disposal area),



- Cleaning and maintaining gardens, grounds, landscapes, open spaces, playgrounds and sports fields, including cutting lawns, trimming and shaping of trees, planting flowers and trees, installing grass patches, watering gardens and lawns, de weeding,
- Cleaning storm water drainage systems, gutters, downpipes, waterchannels, drains, removal of debris and unblocking and splashing with water.



# Assessment of Infrastructure Condition

- Handypersons should regularly inspect the school property to identify defects/ damages to school buildings.
- Draft a basic maintenance plan as guided by the Supervisor.
- Handypersons should also inspect the facility for defects/damages that pose risks to people and immediately report such defects/damages.
- Take pictures if possible as evidence of the risk and need for immediate remedial action.
- Communicate your findings with the supervisor/school management.
- Damages / Defects that are beyond a Handyman's capacity will be referred to Provincial Infrastructure Maintenance for implementation through contractors.



# Assessment of Infrastructure Condition

- The following are examples of damages/ defects that are beyond a Handyman's capacity and therefore require immediate intervention by Provincial Infrastructure Maintenance:-
  - Blown off roof
  - Burst water/sewer pipe
  - Overflowing septic tank
  - Burnt Distribution Board / Electrical wires
  - Exposed electrical wires
  - Structural cracks



## (c) Reporting Requirements:



As part of the BEEI Programme, the Department of Basic Education has developed a simple reporting form to help track the tasks you've been assigned by your Principal.

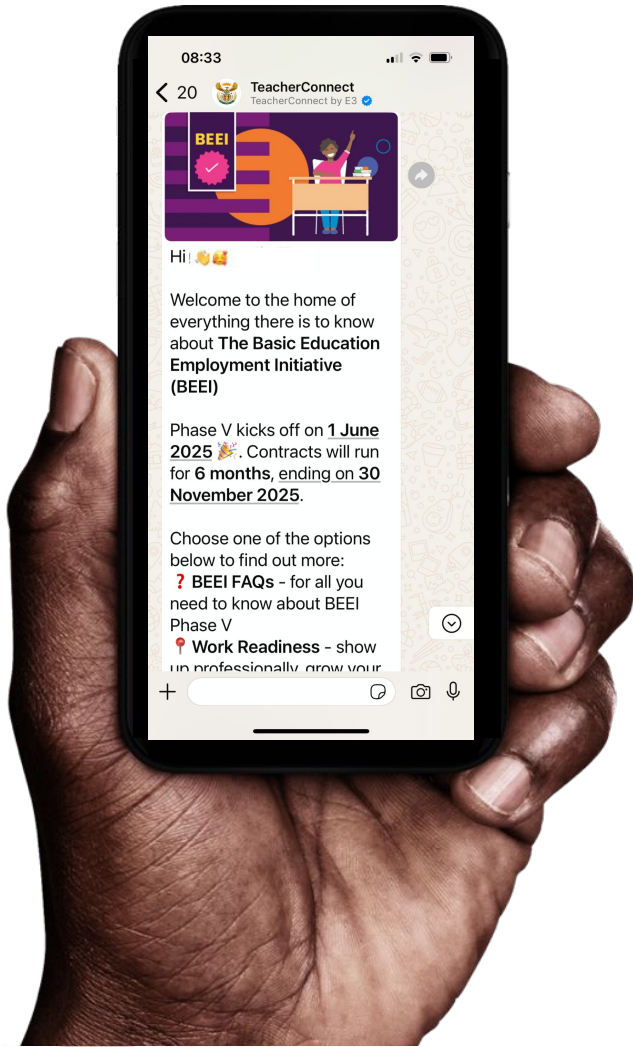
You will receive a weekly SMS or WhatsApp from TeacherConnect, the Department of Basic Education's programme, asking you to fill in this form.

Please make sure to:

- Look out for the SMS each week.
- Click the link in the SMS to open the form.

Have your weekly work details ready, as you'll need this information to complete the form.

Thank you for helping us keep your contribution visible and your work recognised.



TeacherConnect, the Department of Basic Education's WhatsApp bot, is assisting the the Basic Education Employment Initiative with training, support (FAQs) and information- and this is why you will be receiving a message (with a link to a form) from them.

All Assistants are asked to register on the TeacherConnect WhatsApp bot.

To register, WhatsApp the word HI to 060 060 33 33.

You will need to give:

- Your first name, your last name
- Your EMIS number (please ask your school for this)
- Your Assistant Type (eg. Handyperson)
- Your email address
- Your ID number (for verification purposes)

Your data is kept securely and will not be shared with any third parties.

## 2. To workshop Handypersons on the Sector Guidelines for Maintenance and Upkeep of School Facilities

# GENERAL UPKEEP AND MAINTENANCE OF SCHOOLS

## 1. What is maintenance?

- Keeping the school in a good condition by repairing/ fixing faulty or broken parts of the building restoring to its original condition.

## 2. Why do we carry out maintenance?

- To keep facilities in good condition.
- To prevent failures and damages of facilities .
- To save money and allowing facilities to be used for many years.

## GENERAL UPKEEP AND MAINTENANCE OF SCHOOLS Cont.

The following is a list of simple **daily and weekly** maintenance to keep buildings in good condition:

- sweep and wash the floor and verandas daily
- clean and wash down toilets every day
- clean windows every week
- clean storm-drains around the buildings every week especially during rainy season
- collect rubbish every day and burn the rubbish daily or weekly depending upon the amount and bury the ash.
- clean gutters
- cut the grass every week especially during rainy season

# CHECKLIST FOR DAILY AND WEEKLY MAINTENANCE

MAINTENANCE ITEM	WEEK	RESPONSIBILITY	ACTION TAKEN
SWEEP AND WASH THE FLOOR AND VERANDAS			
CLEAN AND WASH DOWN TOILETS			
CLEAN WINDOWS			
CLEAN STORM-DRAINS			
COLLECT RUBBISH			
CUT THE GRASS			

## GENERAL UPKEEP AND MAINTENANCE OF SCHOOLS Cont.

**Every month**, a more detailed inspection should be made of the school buildings and grounds. The list below gives a simple building monthly maintenance check internally and externally and on grounds:

- Trim any trees or shrubs close to the buildings
- Check that septic tanks (where applicable) are not full
- Check main water pipes and taps for leaks and repair as necessary
- Check roofs finished with corrugated steel or fiber-cement sheets for loose nails of screws and tighten, seal or replace as necessary
- Check the external light fittings and switches if they are working, switch covers are properly fixed and not damaged; clean light fittings as necessary
- Check ceilings for damp patches that indicate roof leaks
- Check that doors are closing properly and not touching the floor, check that door handles and striking plate are fixed and that keys have not been lost. Oil hinges, handles and locks and adjust locking plates and bolts as necessary

# CHECKLIST FOR DAILY AND WEEKLY MAINTENANCE

MAINTENANCE ITEM	RESPONSIBILITY	PROBLEM	ACTION TAKEN
Trim any trees or shrubs			
Check that septic tanks are not full			
Check main water pipes and taps for leaks			
Check the external light fittings and switches			
Check ceilings for damp patches			
Check doors are closing properly, check that door handles and striking plate are fixed and that keys have not been lost.			

## GENERAL UPKEEP AND MAINTENANCE OF SCHOOLS Cont.

**Every year**, the school grounds and buildings should be thoroughly inspected. The list below gives a simple annual buildings maintenance check internally and externally and on the grounds:

- Check paving around buildings
- check paths and roads within the site. check for any surface cracks or damage and repair as necessary
- check walls or fences and gates for damage and repair or replace as necessary
- check external electrical installations
- Mobile classrooms: check steel cladding for rust and loose fixings and replace or tighten as necessary
- check that toilets are operating properly and are not blocked. if cisterns are fitted, check flushing mechanisms, check all pipe leaks replace and repair as necessary

# ANNUAL MAINTENANCE CHECKS

MAINTENANCE ITEM	RESPONSIBILITY	PROBLEM	ACTION TAKEN
Check paving around buildings			
Check paths and roads within the site			
Check walls or fences and gates			
Check external electrical installations			
Check steel cladding for rust and loose fixings			
Check that toilets are operating properly and are not blocked			

# PROCESS FOR LOGGING AND EMERGENCY MAINTENANCE REQUEST

- *Emergency maintenance is undertaken to prevent infrastructure related emergencies that could lead to either loss of life, health deterioration, or interference with the learning process*

## **Inspection**

Carry out an inspection

Identify the risk and describe the source of risk

## **Picture Evidence**

Take pictures as evidence of the risk and need for emergency maintenance

## **Consultation**

Consult school management about logging an emergency maintenance request

## **Emergency Maintenance Request**

School Principal should then send a formal request to the Infrastructure Directorate stating the need for emergency maintenance

The request should also include pictures taken during inspection

## 3. Occupational Health & Safety



# Occupational Health & Safety

## 1. What is Occupational Health and Safety ?

- OHS is about standards and laws that are aimed at making the workplace safe for workers and everyone in the workplace to prevent accidents/injuries and ill health as a result of work related activities.

## 2. What is the purpose of induction on Health and Safety?

- For Handypersons to be aware of hazards when working on school premises and participate in preventing them.



## How to Apply Occupational Health & Safety

### 3. A Handyman must always comply to the following Health and Safety requirements when working with tools / equipment at the school:-

- Wear proper Personal Protective Equipment when performing Handyman duties.
- Inspect ladders before use and ensure that they are in good condition.
- Inspect hand and power tools before each use and ensure that they are in proper working order.
- Operate equipment you are qualified / trained to operate.
- Ask questions and guidance when you are uncertain about an allocated task.



## How to Apply Occupational Health & Safety

- Practice Good Housekeeping. Disorganized work areas can cause accidents.
- Ensure the area is cleaned and tools are cleaned and properly kept in a safe storage area after completion of repairs.
- Never leave work tools unattended.
- Practice Good Personal Hygiene. Avoid touching eyes, face, and mouth with gloves or hands that are dirty.



# How to Apply Occupational Health & Safety

- Always be aware of hazards around you, be vigilant.
- Willingly accept and follow safety rules. Encourage others to do so. Your attitude can play a major role in the prevention of accidents and injuries.





## Additional Information

- Schools will organize materials required for maintenance of schools.



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