

# Premises Management Policy

Policy/Procedure Title	Premises Management Policy
Author	OCC
Approved by	Model and updates adopted annually by Directors
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## INTRODUCTION

This policy outlines the Propeller Academy Trust's (PAT) commitment to effective premises maintenance and up keep of the grounds, buildings and supporting infrastructure and services. All references to the Governing Body relate to the Governing Body within each school (Kingfisher and Fitzwaryn), however the Board of Directors retain overall responsibility.

This statement relates to those aspects over which the local Governing Body has delegated control and relates to:

- all buildings, structures and infrastructure (both temporary and fixed);
- all services including, water, electrical, gas, pressure systems and heating and ventilation, drainages and sewage;
- all plant, fixed equipment and temporary equipment.

## MANAGEMENT OF THE PAT PREMISES

By implementing such a policy the PAT intends to:

- ensure the PAT has an environment which is healthy and safe;
- develop performance standards for the organisation of health and safety management and the control of risks;
- establish a framework for carrying out assessments through competent persons;
- establish a programme for carrying out inspections of the schools within the PAT for the control of risks.

## SCOPE

The Governing Body aims to ensure that school premises are fit to teach in, by provision of adequate Management for the funding, maintenance, and review for the upkeep of the fabric of the school.

## IMPLEMENTATION

Organisation for the implementation of this policy is outlined below.

- The Chief Operations Officer has the responsibility for ensuring that deficiencies are repaired, and that improvements, alterations and extensions to premises are carried out to defined standards, within budget.
- The Chief Operations Officer is responsible for monitoring and advising on Health and Safety matters. Arrangement for the implementation of this policy is outlined below.

- The premises are audited annually, for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or other requested facility.
- Priorities are established by means of scoring the requirements, and balanced with the budget for the year; a timetable of works is agreed with the Head Teacher.
- Specifications and Quotations are drawn up for larger works. These are discussed at regular meetings and a programme of work is agreed. Contracts are awarded on the basis of the PAT Financial Management Policy with regard to quality.
- Contractors are advised by the Chief Operations Officer of the Health and Safety Regulations operating across the PAT, and are required to go about their work, with due consideration and safety for the smooth operation of the Trust activities.
- Work required will always exceed the funding available and therefore priorities are essential.

## PRIORITY

The basis for priority is:

- work required on an urgent Health and Safety basis, including electrical safety, heating, dangerous walls, leaking pipes etc;
- serious deterioration of building or fabric where delay will lead to increased cost;
- all other work, including decoration;
- routine maintenance is carried out by the site staff under the direction of the Chief Operations Officer.

The site staff must be competent to carry out these functions, and some of these activities will require specific training;

- maintenance contracts are placed for specific items where the PAT does not have the manpower or the expertise. The contracts are reviewed periodically for cost effectiveness.

## PREMISES INSPECTION AND MANAGEMENT STANDARDS

The PAT will comply with the relevant regulations and standards that apply to educational organisations which currently include but are not limited by:

- Health and Safety at Work Act 1974;
- Management of Health and Safety at Work Regulations 1992;
- Workplace (Health, Safety & Welfare) Regs 1999;
- The Education (School Premises) Regulations 1999;
- Control of Substances Hazardous to Health Regulations 2002 (amended 2004);
- The Control Of Legionella Bacteria In Water Systems - Approved Code of Practice and guidance (L8);

- Construction (Design and Management) Regulations 2007;
- Regulatory Reform (Fire Safety) Order 2005;
- Control of Asbestos Regulations 2012.

## FREQUENCY OF INSPECTION

The frequency of inspection is to take place no less than once a year. The Chief Operations Officer is responsible for ensuring that checks are made and that the Head Teacher and PAT Finance and Resources Committee are made aware of the results of such checks. In some instances of apparatus and equipment the law requires specific checks by qualified personnel at set intervals in time. These intervals of time must be adhered to. Generally, frequency of inspections should be such that it provides useful outcomes and is not seen as simply a bureaucratic exercise.

The PAT has responsibilities for the repair and maintenance of the premises which include the following:

- Air Conditioning Systems
- Asbestos register
- Compulsory Display of Notices
- Construction (Design and Management) Regulations 2007
- Contractor Qualification Check
- Control of Substances Hazardous to Health (COSHH) Risk Assessment
- Hazardous to Health (COSHH) Risk Assessment
- Disability Discrimination Act
- Electrical – PAT
- Electrical – Fixed Electrical Installations
- Emergency Lighting
- Extraction Systems
- Fire Risk Assessment
- Fire Detection and Alarm Systems
- Fire Doors
- Fire Fighting Equipment
- First Aid Equipment
- Fuel Oil Storage
- Gas Safety/Gas Appliance/Gas Pipe Work
- Lifts and Hoists
- Water Hygiene and Safety
- Working at Height – LOLER