

VOYAGE LEARNING CAMPUS



PREMISES MANAGEMENT POLICY

This policy has been adopted by the Management Committee on:

Date adopted: 11.10.2017

Signed: 

Next review due: October 2019

Voyage Learning Campus Premises Management Policy

1. INTRODUCTION

- 1.1 The Education Act 1996 places a duty on the Secretary of State to prescribe standards for the premises of all maintained schools in England and Wales. Those for England are set out in The School Premises (England) regulations 2012 and they apply to all existing and new schools maintained by a local authority.
- 1.2 Schools and colleges are also covered by the Health and Safety at Work etc. Act 1974 (HSWA), which places overall responsibility for health and safety with the employer. The HSWA sets out the broad principles for managing health and safety in most workplaces including schools. The general duties imposed by the HSWA are supported by the Management of Health and Safety at Work Regulations 1999 (MHSWR) which require employers to appoint one or more competent persons to assist in undertaking the measures necessary for compliance with the requirements and prohibitions imposed by relevant legislation. .
- 1.3 Provisions that are covered by these regulations include: toilets and washing facilities; medical accommodation; health, safety and welfare; fire, pupils with special educational needs; building work; acoustics; lighting; water supplies; drinking water and outdoor space.
- 1.4 This Policy is to be read in conjunction with the Health and Safety Policy, including 6 Standards for School Premises and EFA Essential School Maintenance, a guide for schools January 2016.

2. POLICY STATEMENT - RESPONSIBILITY

- 2.1 The Employer is the Local Authority. The Employer's responsibilities include:
- Delivering a healthy and safe environment.
 - Ensuring that risk assessments are undertaken and where appropriate the significant findings recorded.
 - Monitoring arrangements for repairs, maintenance and improvement projects.
- 2.2 The Management Committee and Senior Leadership Team have responsibility for ensuring that necessary measures are undertaken in order to comply with the requirements and prohibitions imposed by relevant legislation for the premises of the Voyage Learning Campus and provisions as set out in Section 1.3 above. This responsibility includes regularly reviewing Risk Assessments.
- 2.3 The School Operations Manager and Premises Officer together with the administrative team and handyman monitor the premises on a daily basis and manage any necessary repairs and maintenance.

- 2.4 There is a ticketing system in place to report any premises issues to the Premises Officer. The Premises Officer will prioritise and make arrangements to resolve any issues. Items that have health and safety implications are prioritised over non urgent repairs
- 2.5 There is a compliance contract in place to perform statutory inspection and testing including, but not limited to, the following:
- Boilers and other gas installations
 - Fuel oil storage
 - Air conditioning systems
 - Fire detection equipment
 - Fire doors
 - Kitchen extractors
 - Fire Fighting equipment
 - Emergency lighting
 - Fixed wiring
 - Water supply - legionella
 - PAT
 - Pressure systems
 - Lifts and hoists
 - DT equipment

This contract is procured by the School Operations Manager and managed on a day to day basis by the Premises Officer.

- 2.6 Risk Assessments carried out by the Local Authority:

- Legionella
- Asbestos
- Fire
- Radon
- Glazing
- Trees

- 2.7 There is a cleaning contract in place, this is managed by the Premises Officer.

- 2.8 Playground equipment is checked and monitored by the Head of Centre.

- 2.9 The Asbestos Management Plan is monitored and maintained the Head of Centre

- 2.10 The Fire Safety Management Plan is monitored and maintained by the Head of Centre

- 2.11 The First Aid Risk Assessment and provision is monitored and maintained by the Head of Centre.

3. SECURITY

3.1 A Site Security Risk Assessment is carried out on an annual basis by the School Operations Manager together with the Head of Centre.

3.2 The Head of Centre ensures that a list of Key holders is maintained and that the Premises Officer has an updated copy at all times.

4. LETTINGS

4.1 Lettings are arranged by the Premises Officer who works closely with Head of Centre with regards to proposed letting.

4.2 Lettings are approved by Management Committee.

4.3 The Principal or delegated to the Vice and Assistant Vice Principals ensure that the campus premises used for a purpose other than conducting the campus's main business are organised to ensure that the health, safety and welfare of students and outside users are safeguarded and that education is not interrupted by other users.

5. PLANNED PREVENTATIVE MAINTENANCE

5.1 Maintenance includes performing routine actions, known as Planned Preventative Maintenance (PPM) which aim to prevent issues from arising. PPM can be defined as works of a routine nature where annual costs can realistically be estimated and forecast. Regular PPM will be performed to keep the buildings and equipment in good working order.

5.2 Using the annual Building Fabric Report the School Operations Manager together with the Premises Officer will plan the PPM schedule for the sites.

5.3 The Premises Officer will work with the Handyman to carry out PPM.

6. EMERGENCIES

6.1 A Business Continuity Plan is in place and annually reviewed by the School Operations Manager.

6.2 A Lockdown Procedure is in place and reviewed annually by the School Operations Manager.

7. PROCUREMENT AND MANAGING WORKS

7.1 The Schools Operations Manager and Premises Officer follow the guidance set out by the Local Authority regarding procurement and the appointment and management of contractors.

8. GENERAL PREMISES

8.1 The Principal can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

- 8.2 In consultation with the Principal, the Head of Centre with individual site responsibility ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of student who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to reach each student in a classroom in order to provide individual help and guidance.
- 8.3 The Head of Centre with site responsibility ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/him if problems arise as a result of deficiencies in this area.
- 8.4 Asset Registers are maintained for each site by the Heads of Centre and reviewed annually by the Premises Officer.