



ST. MARY'S
ACADEMY TRUST

St Mary's Academy Trust

Premises Management Policy

Date agreed by Board.....01 October 2019.....

Date to be reviewed.....01 October 2021.....

Introduction

This is a policy for St Mary's Academy Trust schools.

It is intended that this Policy is maintained as a live working document which will be continuously amended, updated to reflect health and safety legislative requirements and health and safety issues relevant to the school.

This statement relates to those aspects over which the Trust has control and relates to Management of the School's premises.

By implementing such a policy the Trust intends to:

- Ensure the school 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; and
- Establish a programme for carrying out inspections of the school for the control of risks.

Scope

The Trust aims to ensure that the 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

The organisation for the implementation of this policy is outlined below.

- a) The Local Governing Body elected has responsibility for ensuring that deficiencies are repaired, and that improvements, alterations and extensions to premises are carried out to defined standards and within budget constraints.
- b) The Local Governing Body reports to the Finance Committee.
- c) The Committee is responsible for monitoring and advising on health and safety matters.

Arrangements

The arrangement for the implementation of this policy is outlined below.

- a) The premises are audited termly (Autumn – Health and Safety Officer, Spring – A Gallagher, Summer – Health and Safety Governor), for condition of decoration, state of repair, suitability for purpose of use, health and safety, or other requested facility. It is recommended the Health and Safety Governor attends all audits.
- b) 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.

- c) Specifications and Quotations are drawn up for larger works. These are discussed at regular meetings of the Finance Committee, and a programme of work is agreed. Contracts are awarded on the basis of 'Best value for money' with regard to quality.
- d) Governors are required to declare any interest that they may have in connection with a particular programme of work, or contract.
- e) Contractors are advised by the Head Teacher of the Health and Safety Regulations operating in the school, and are required to go about their work, with due consideration and safety for the smooth operation of the school activities.
- f) If any works required exceed available funds then priorities will be determined (see below).

Priority

The basis for priority is:

- 1) Work required on an urgent Health and Safety basis, including electrical safety, heating, dangerous walls, leaking pipes etc.
- 2) Serious deterioration of building or fabric where delay will lead to increased cost.
- 3) All other work, including decoration.
- 4) Routine maintenance is carried out by the Caretaking staff under the direction of the Head Teacher. The Caretaking staff must be competent to carry out these functions, and some of these activities will require specific training.
- 5) Maintenance contracts are placed for specific items where the school does not have the manpower or the expertise. The contracts are reviewed periodically for cost effectiveness.

Premises Inspection/Management Regulations

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1992 Workplace (Health, Safety & Welfare) Regs 1992
- The Education (Schools Premises) Regs 1996

Frequency of Inspection

For particular 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, the frequency of inspections should be such that they provide useful outcomes and are not seen as simply a bureaucratic exercise.