



**KINGSWAY COMMUNITY TRUST**

**KINGSWAY  
COMMUNITY TRUST**

**PREMISES  
MANAGEMENT POLICY**

**JULY 2017**

# Premises Management Policy

**Date: July 2017**

**Review date: Summer 2022**

By implementing such a policy the Trust Board intends to:

- Ensure the schools have 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 school for the control of risks.

## 1. Scope

The Trust Board aims to ensure that each of 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 schools.

## 2. Implementation

**2.1** Buildings, Health and Safety are discussed at the Local Governing Body meetings.

### 2.2 Arrangements

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

- a) The premises are audited half termly by the Heads of School and a bought in provider every 5 years for condition of decoration and state of repair, suitability for purpose of use, or other requested facility. An annual Health and Safety and Fire risk assessment is carried out by an external provider along with a termly visit from our FM provider to look at the estates.
- 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 Executive Headteacher.
- c) Specifications and Quotations are drawn up for larger works. These are discussed at regular meetings of the local governing body Committee, and a programme of work is agreed. Work is recommended to the finance, risk and audit committee for affordability consideration. Contracts are awarded through the finance, risk and audit committee on the basis of 'Best value for money' with regard to quality.
- d) Local governing body members 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 Executive Headteacher of the Health and Safety Regulations operating in each school, and are required to go about their work, with due consideration and safety for the smooth operation of school activities.

- f) As work required may exceed the funding available, the prioritisation of work is essential in order to take into account the level of funding available.

### **2.3 Priority**

The basis for priority is:

- Work required on an urgent Health and Safety basis, including removal of asbestos, 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.
- a) Routine maintenance is carried out under the direction of the Heads of School.  
b) Maintenance contracts are largely carried out through the Facilities Management SLA or placed directly with suppliers for specific specialised items .

## **3. Premises Inspection/ Health and Safety Management**

### **3.1 Regulations**

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

### **3.2 Frequency of Inspection**

A premises inspection is to take place no less than once a year.

In the case of apparatus and equipment where the law requires specific checks by qualified personnel at set intervals in time, these intervals of time will be adhered to. Generally, frequency of inspections should be such that they provide useful outcomes and are not simply a bureaucratic exercise.

### **3.3 Health and Safety Inspection List**

All Schools are a complete blend of grounds; buildings, services and equipment.

## **4. Roles and Responsibilities**

### **Caretaker will:**

- Ensure that daily and weekly checks are undertaken as instructed
- Raise any issues observed or reported to the School Business manager for orders to be raised or Head of School to alert staff and pupils
- Check all cleaning work to ensure that it is of the highest quality
- Check stock levels and raise cleaning material orders with the School Business manager in a timely fashion

### **Bought in day to day repairs person will:**

- Undertake repairs as instructed by the School Business Manager and Head of School
- Undertake regular preventative work as instructed

**School Business Manager will:**

- Raise orders for work
- Ensure that financial regulations are adhered to
- Liaise with contractors as needed

**Head of School will:**

- Ensure Fire evacuation plans are in place
- Ensure communication about premises is clear and timely
- Ensure that contractors on site are not opposing health and safety concerns of adversely affecting education provision where it can be avoided.

**Finance and Premises Director will:**

- Co-ordinate any Trust-wide procurement work required in relation to property matters
- Oversee the strategic long term plan for maintaining high quality schools
- Ensure that each school is taking appropriate measures to comply to health and safety legislative requirements
- Report back to the Trust board annually on significant issues affecting each school, regarding building and grounds

**Chair of the Local Governing Body will:**

- Undertake an annual visit to each school to maintain familiarity with individual circumstances and developments.

**Executive Headteacher will:**

- Retain a strategic overview of need
- Continue to evaluate the impact of the building and grounds on curriculum provision and learning opportunities
- Liaise with the Head of School regarding issues and opportunities.
- Keep Trustees/Governors up to date with premises and health and safety issues
- Ensure that Health and Safety training is organised and policy adhered to

**Issue Status**

Date	Issue	Updated by	Date approved by Trustees	Review date
29.3.17	July 2017	Suzy Beecher/ Michael Carson	Approved by B Simpson 29.3.17 Approved by board subject to amendments 18.7.17	Summer 2022