

# PREMISES MANAGEMENT POLICY

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## INTRODUCTION

This policy outlines the Federation's commitment to effective premises maintenance and upkeep of the grounds, buildings and supporting infrastructure and services.

This statement relates to those aspects over which the Governing Body has 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 FEDERATION PREMISES

By implementing such a policy, the Federation intends to:

- Ensure the Federation 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 Federation for the control of risks.

## SCOPE

The Governing Body aims to ensure that the Federation 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 Federation.

## IMPLEMENTATION

Organisation for the implementation of this policy is outlined below:

- The Site Manager 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 Site Manager 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 Chief Finance Officer (CFO) .
- 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 Federation's Financial Management Policy with regard to quality.
- Contractors are advised by the Site Manager of the Health and Safety Regulations operating in the Federation, and are required to go about their work with due consideration and safety for the smooth operation of the Federation 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 Site Manager. 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 Federation does not have the manpower or the expertise. The contracts are reviewed periodically for cost effectiveness.

## PREMISES INSPECTION AND MANAGEMENT STANDARDS

The Federation 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 1999.
- Workplace (Health, Safety & Welfare) Regulations 1992.
- The School Premises (England) Regulations 2012.
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 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.
- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.
- Equality Act 2010.
- Working at Height Regulations 2005.
- Load Operating and Lifting Equipment Regulations 1998.
- Confined Spaces Regulation 1997.

## FREQUENCY OF INSPECTION

The frequency of inspection is to take place no less than once a year. The Site Manager is responsible for ensuring that checks are made and that the Executive Principal is 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 Federation has responsibilities for the repair and maintenance of the premises which include the following:

- Access Control.
- Air Conditioning Systems.
- Asbestos Register.
- Automated systems (Gates, doors, windows).
- Compulsory Display of Notices.
- Construction (Design and Management).
- Contractor Qualification Check.
- Control of Substances Hazardous to Health (COSHH) Risk Assessment.
- CCTV.
- 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.