



Queen Elizabeth High School Policy

Premises Management

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Policy and Document Links:

Health and Safety Policy
Safeguarding and Child Protection Policy

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(1) 01.09.17

(2) 01.09.17

Rationale

This policy outlines the commitment of Queen Elizabeth High School to effective premises maintenance and up keep of our grounds, buildings and supporting infrastructure services.

By implementing such a policy we intend 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
- establish a programme for carrying out inspections of the school for the control of risks

Scope

The Governing Board 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.

This statement relates to:

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

Implementation

Organisation for the implementation of this policy is outlined as follows. The Academy Business Manager has the responsibility for ensuring that deficiencies are repaired and that improvements, alterations and extensions to the premises are carried out to defined standards, within the confines of the budget.

The Academy Business Manager is responsible for monitoring and advising on Health and Safety matters in collaboration with the Health and Safety Officer and the Governor with responsibility for Health and Safety who will undertake an annual tour of the site or as required.

Arrangements for the implementation of this policy is outlined as follows.

The premises are audited annually, for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or other requested reason(s). Priorities are established, by means of ranking the requirements where required, and balanced with the budget for the year. A timetable of works is agreed with the Headteacher.

Specifications and quotations are drawn up for larger works. These are discussed at regular meetings or written updates to the Finance Committee, and a programme of work is agreed. Contracts are awarded on the basis of best value and in line with the conditions set out within the Academies Financial Handbook.

Contractors are advised by the Academy Business Manager 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, ensuring all relevant aspects of student safeguarding are adhered to.

Ranking

The basis for ranking 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

Maintenance

Routine maintenance is carried out by the site staff under the direction of the Academy Business 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 school does not have the manpower or the expertise, for example aspects of grounds maintenance. The contracts are reviewed periodically for cost effectiveness.

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

Premises Inspection and Management Standards

Queen Elizabeth High School 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 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 & guidance (L8)
- Construction (Design and Management) Regulations 2007
- Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2012
- Equality Act 2010
- Work at Height Regulations 2005
- Load Operating and Lifting Equipment Regulations 1998

Frequency of Inspection

The frequency of inspection is to take place no less than once a year for most items. The Academy Business Manager is responsible for ensuring that checks are made and that the Headteacher is made aware of any issues. For some 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 school has responsibilities for the repair and maintenance of the premises which include:

- Air Conditioning Systems
- Asbestos register
- Compulsory Display of Notices
- Contractor Qualification Check
- Control of Substances Hazardous to Health (COSHH) Risk Assessment
- CCTV
- Electrical – PAT
- Electrical – Fixed Electrical Installations
- Emergency Lighting
- Extraction Systems
- Fire Risk Assessment
- Fire Detection, Lockdown and Alarm Systems
- Fire Doors
- Fire Fighting Equipment
- First Aid Equipment
- Fume Cupboards
- Gas Safety/Gas Appliance/Gas Pipe Work
- IT Infrastructure
- Water Hygiene and Safety

The Academy Business Manager keeps a report of all statutory Health and Safety contracts including the date of the last inspection, and the due date of the next.

This policy will be reviewed annually to take account of legal and/or other developments or sooner if it contravenes in any way legal compliance.

Policy Amendment Record

Number:	Date:	Amended by:	Details and Location:
1	01.09.17	M Farmer	Checked against The Key Compliance Tracker, adjustments to some terminology to ensure compliance and clarification of interpretation.
2	01.09.17	M Farmer	Style change to incorporate change to school name. References to old name changed to reflect new name. Shelf ready from September 1 st 2017.