



Beechwood Primary School

Premises Management Policy

Management of the School's premises

By implementing such a policy the Governing Body 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.
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Scope

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 for the upkeep of the fabric of the school.

Implementation

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

- The Facilities and Development Committee is reviewed annually and consists of a Chairperson, Governors and includes the Head Teacher. The committee meets termly and the Site Manager attends. The Committee 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 Committee reports to the Full Governing Body.
- 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.

- 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 Head Teacher.
- Specifications and Quotations are drawn up for larger works. These are discussed at regular meetings of the Committee, and a programme of work is agreed. Contracts are awarded on the basis of 'Best value for money' with regard to quality.
- Committee members are required to declare any interest that they may have in connection with a particular programme of work, or contract.
- 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.

- Work required will always exceed the funding available and therefore priorities are essential.

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.
- Routine maintenance is carried out under the direction of the Head Teacher. The Head teacher ensures that the Site Manager is 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. The contracts are reviewed periodically for cost effectiveness.

Premises Inspection/ Health and Safety 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

The frequency of inspection is to take place no less than once a year.

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 though should be such that it provides useful outcomes and is not seen as simply a bureaucratic exercise.

Health and Safety Inspection List

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Reviewed April 2016

Next Review April 2018

Governor's Chair of Facilities & Welfare _____

Head Teacher _____