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1.0 INTRODUCTION

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

By implementing such a policy, the School 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
- establish a programme for carrying out inspections of the School for the control of risks

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the Compliance with Regulations & Legislation Statement.

2.0 SCOPE & IMPLEMENTATION

Scope:

Outcomes First Group 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 below

- The Facilities 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 Facilities Manager and Education and Compliance Officers are responsible for monitoring and advising on Health and Safety matters, under the advice and guidance of the Group Health and Safety



Manager, and will report into the Headteacher regarding any requirements for improvement and funding requests.

- Governors may undertake an annual tour of the site as required.

Arrangement for the implementation of this policy is outlined below

- The premises are inspected/checked monthly by the Facilities Manager and Education and Compliance Officers, for obvious hazards, the condition of decoration and state of repair, suitability for purpose of use, or other requested facility.
- Priorities are established, 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 managing company, Outcomes First Group, and a programme of work is agreed.
- Contractors are advised by the Facilities Manager of the Health and Safety procedures/policies/site rules appertaining to the School, and of the requirement to go about their work, with due consideration and safety for the smooth operation of the School activities.

Larger work projects are scheduled to take place out of school hours, such as weekends and school holidays to minimise disruptions to the pupil's learning

3.0 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 Headteacher and the Facilities Manager. Site maintenance staff carry out these functions within the limitations of their competence, training and experience. Certain maintenance activities will require specific training e.g. IPAF/PASMA and therefore where school maintenance staff do not have the required level of competence/training and/or experience, these will be outsourced to competent contractors. Maintenance contracts are placed for these works and are reviewed periodically for cost effectiveness.

Outcomes First Group 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.

4.0 PREMISES INSPECTION & MANAGEMENT STANDARDS

FREQUENCY OF INSPECTION

The school management has responsibilities for health and safety issues including the repair and maintenance of the premises/equipment and ensuring relevant documentation is in place. Inspections are used as a proactive measure to ensure safety is maintained at all times.

Inspections/checks are undertaken at monthly intervals. The Facilities Manager is responsible for ensuring that these inspections/checks are made and that the Headteacher is made aware of any resulting issues.



PREMISES MANAGEMENT POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – BASTON HOUSE SCHOOL

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. These include but are not limited to

- Air Conditioning Systems
- Asbestos register
- Automated gates
- Compulsory Display of Notices
- Control of Substances Hazardous to Health (COSHH)
- Risk Assessment
- CCTV
- Electrical – PAT
- Electrical – Electrical Installation Condition
- Emergency Lighting
- LEV/Extraction Systems
- Fire Risk Assessment
- Fire Detection and Alarm Systems
- Fire Doors
- Fire Fighting Equipment
- First Aid Equipment
- Fume Cupboards
- Gas Safety/Gas Appliance/Gas Pipe Work
- IT Infrastructure
- Playground Equipment
- Water Hygiene and Safety

The Office 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.