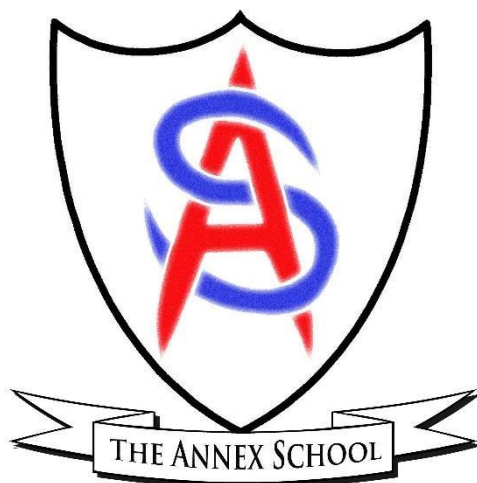




The Annex School Premises Management Policy



The Annex School

Approved by: Jane Parish Date: September 2024 Next Review Date: Annually



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

Scope and implementation

Scope:

J&R Care Ltd 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

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- The Headteacher 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 Headteacher is responsible for monitoring and advising on Health and Safety matters, under the advice and guidance of the House Manager, and will report to the Managing Director regarding any requirements for improvement and funding requests.
- Managing Directors will undertake a termly/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 Headteacher 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 relevant parties.
- Specifications and quotations are drawn up for larger works. These are discussed at regular meetings or written updates to the Managing directors, and a programme of work is agreed.
- Contractors are advised by the premises team 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 pupils' learning

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.

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Routine maintenance is carried out by the site staff under the direction of the Headteacher. 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.

PREMISES INSPECTION & MANAGEMENT STANDARDS

The School will comply with the relevant regulations and standards that apply to educational organisations which currently include, but are not limited to

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 (as amended);

The Control of Legionella Bacteria in Water Systems - Approved Code of Practice & guidance (L8)

Construction (Design and Management) Regulations 2015

Regulatory Reform (Fire Safety) Order 2005;

Control of Asbestos Regulations 2012

Equality Act 2010

Work at Height Regulations 2005

Lifting Operations and Lifting Equipment Regulations 1998

Manual Handling Operations Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Personal Protective Equipment at Work Regulations 1992

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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 pro-active measure to ensure safety is maintained at all times.

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

These include but are not limited to:

- 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

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The Headteacher and Head office keep a report of all statutory Health and Safety contracts including the date of the last inspection, and the due date of the next.

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