

# VOYAGE LEARNING CAMPUS



## PREMISES MANAGEMENT POLICY

This policy has been adopted by the Management Committee on:

Date adopted:	9 <sup>th</sup> December 2021
Signed:	
Next review due:	December 2023

# **Voyage Learning Campus Premises Management Policy**

## **1. INTRODUCTION**

- 1.1 The Education Act 1996 places a duty on the Secretary of State to prescribe standards for the premises of all maintained schools in England and Wales. Those for England are set out in The School Premises (England) regulations 2012 and they apply to all existing and new schools maintained by a local authority.
- 1.2 Schools and colleges are also covered by the Health and Safety at Work etc. Act 1974 (HSWA), which places overall responsibility for health and safety with the employer. The HSWA sets out the broad principles for managing health and safety in most workplaces including schools. The general duties imposed by the HSWA are supported by the Management of Health and Safety at Work Regulations 1999 (MHSWR) which require employers to appoint one or more competent persons to assist in undertaking the measures necessary for compliance with the requirements and prohibitions imposed by relevant legislation. .
- 1.3 Provisions that are covered by these regulations include: toilets and washing facilities; medical accommodation; health, safety and welfare; fire, pupils with special educational needs; building work; acoustics; lighting; water supplies; drinking water and outdoor space.
- 1.4 This Policy is to be read in conjunction with the Health and Safety Policy, including the 'Good estate management for schools' guidance published by the DFE in April 2018.

## **2. POLICY STATEMENT - RESPONSIBILITY**

- 2.1 The Employer is the Local Authority. The Employer's responsibilities include:
  - Delivering a healthy and safe environment.
  - Ensuring that risk assessments are undertaken and where appropriate the significant findings recorded.
  - Monitoring arrangements for repairs, maintenance and improvement projects.
- 2.2 The Management Committee and Senior Leadership Team have responsibility for ensuring that necessary measures are undertaken in order to comply with the requirements and prohibitions imposed by relevant legislation for the premises of the Voyage Learning Campus and provisions as set out in Section 1.3 above. This responsibility includes regularly reviewing Risk Assessments.
- 2.3 The Senior Leadership Team monitors the premises on a daily basis and any necessary repairs and maintenance items are reported to the School Operations Manager.
- 2.4 The School Operations Manager will prioritise and make arrangements to resolve any issues. Items that have health and safety implications are prioritised over non urgent repairs

2.5 There is a compliance contract in place to perform statutory inspection and testing including, but not limited to, the following:

- Gas Safety including boilers and other gas installations
- Fuel oil storage
- Air conditioning systems
- Fire detection and alarm system
- Fire doors
- Extraction Systems
- Fire Fighting equipment
- Emergency lighting
- Fixed electrical installations
- Water hygiene and safety (legionella)
- Electrical Portable Appliance Testing
- Pressure systems
- Lifts and hoists
- DT equipment

This contract is procured by the School Operations Manager using the guidance provided by North Somerset 'Compliance Monitoring in Council Buildings'. The contract is monitored on a monthly basis with regular quality assurance meetings held.

2.6 Risk Assessments carried out by the Local Authority:

- Legionella
- Asbestos
- Fire
- Radon
- Glazing
- Trees

2.7 There is a cleaning and light maintenance contract in place, this is procured by the School Operations Manager. The contract is monitored on a monthly basis with regular quality assurance meetings held.

2.8 Playground equipment is checked, in line with Health and Safety requirements, and monitored by the Head of Centre.

2.9 The Asbestos Management Plan is monitored and maintained the Head of Centre and School Operations Manager.

2.10 The Fire Safety Management Plan is monitored and maintained by the Head of Centre and School Operations Manager.

2.11 The First Aid Risk Assessment and provision is monitored and maintained by the Head of Centre and School Operations Manager.

### **3. SECURITY**

3.1 A Site Security Risk Assessment is carried out on an annual basis by the School Operations Manager together with the Head of Centre.

3.2 The Head of Centre ensures that a list of Key holders is maintained and that an updated copy is available at all times.

#### **4. LETTINGS**

4.1 Lettings are arranged by the School Operations Manager who works closely with Head of Centres and the Principal with regards to proposed letting.

4.2 The Principal or delegated Assistant Vice Principals ensure that the campus premises used for a purpose other than conducting the campus's main business are organised to ensure that the health, safety and welfare of students and outside users are safeguarded and that education is not interrupted by other users.

#### **5. PLANNED PREVENTATIVE MAINTENANCE**

5.1 Maintenance includes performing routine actions, known as Planned Preventative Maintenance (PPM) which aim to prevent issues from arising. PPM can be defined as works of a routine nature where annual costs can realistically be estimated and forecast. Regular PPM will be performed to keep the buildings and equipment in good working order.

5.2 Using the Building Fabric Report, the School Operations Manager will plan the PPM schedule for the sites.

#### **6. EMERGENCIES**

6.1 A Business Continuity Plan is in place and reviewed by the School Operations Manager at least annually.

6.2 A Lockdown Procedure is in place on each site and is reviewed at least annually by the Head of Centre and School Operations Manager.

6.3 Guidance for suspicious packages and bomb threats are outlines in the Business Continuity Plan.

#### **7. PROCUREMENT AND MANAGING WORKS**

7.1 The Schools Operations Manager follows the guidance set out by the Local Authority regarding procurement and the appointment and management of contractors. All contractors are checked for appropriate qualifications, memberships to appropriate bodies and insurance details are requested and kept on file.

#### **8. GENERAL PREMISES**

- 8.1 The Principal can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.
- 8.2 In consultation with the Principal, the Head of Centre with individual site responsibility ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of student who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to reach each student in a classroom in order to provide individual help and guidance.
- 8.3 The Head of Centre with site responsibility ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/him if problems arise as a result of deficiencies in this area.