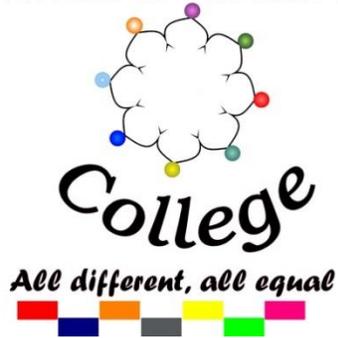


*Rise Carr*



**Rise Carr College**

# Premises Management Policy

<b>STATUS</b>	<b>DATE</b>
POLICY DATED:	May 2019
LAST REVIEWED:	Mar 2021
REVIEWED BY:	Sally Hudson
ADOPTED BY GOVERNORS:	Mar 2021
NEXT REVIEW DATE:	Mar 2022

## 1. Aims

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work etc. Act 1974
- Complies with the requirements of the School Premises (England) Regulations 2012

## 2. Guidance

This document is based on the Department for Education's guidance on good estate management for schools.

## 3. Roles and responsibilities

The governing board, headteacher and facilities manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher and facilities manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the LA / governing board, as required.

The LA / facilities manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

## 4. Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

Please refer to the Facilities Manual which sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the checks and testing sections of the DfE estates guidance.

## **5. Risk assessments and other checks**

Please refer to our Health & Safety policy for information about the school's approach to risk assessment.

We also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

## **6. Monitoring arrangements**

The application of this policy is monitored by the facilities manager and headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the school office.

This policy will be reviewed by the headteacher every year. At every review, the policy will be shared with and approved by the governing board.

## **7. Links with other policies**

This premises management policy is linked to:

- Health and safety policy