



044 Premises Management Policy

Statement of intent

Moseley School and Sixth Form has a duty to ensure that buildings under its control comply with the statutory and regulatory standards. The school needs to consider the buildings:

- Condition – focussing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

1. Relevant Legislation

1.1. This policy will have consideration for and be in compliance with the following legislation:

- The Control of Asbestos Regulations 2012
- The Education (School Premises) Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999

1.2. This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2014) Guidance on first aid for schools
- DfE (2017) Managing asbestos in your school
- DfE (2015) Advice on standards for school premises

2. Core Roles and Responsibilities

2.1. The school premises are monitored by the Headteacher, School Business Manager, Site Manager and the School's Site and Finance Committee.

2.2. The Site Manager will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary for school led projects.

2.3. The Site Manager will identify maintenance and repair work within the school and arrange for the site team to undertake the repairs or arrange for it to be undertaken by a contractor.



3. The School will arrange/ undertake the following:

- Regular maintenance carried out, in accordance with best practice and as required by legislation, to include the following: asbestos checks, air conditioning unit checks, boiler maintenance, electrical appliance checks, fixed electrical installation testing, emergency lighting testing, local extraction ventilation, fire alarm testing, fire door checks, fire extinguisher checks, gas appliance safety checks, gas pipe soundness checks, lift safety checks and pressure vessel checks PE equipment, kitchen equipment & DT equipment safety checks.
- Water supply (Legionella): regular risk assessments and testing of water systems
- Asbestos: there is an asbestos register on site (held in the Site Office) which shows where asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals.
- Drainage: ensure there is an adequate drainage system for disposal of water waste.
- Accommodation: ensure that all areas of the school are maintained to an appropriate standard. The accommodation provides a clean, warm and safe teaching and learning environment for staff, students, visitors and contractors.
- Contractors: ensure any contractors who attend site to undertake works have the appropriate training/certification.
- Vehicle segregation: ensure that appropriate traffic management systems are in place on site, to allow pedestrians and vehicles to circulate in a safe manner.
- Lettings: ensure that when the premises that are used for a purpose other than the curriculum, arrangements are in place to maintain the safety and welfare of both staff and students and the education of students' is not interrupted.

This policy operates in accordance with the schools published Equality Policy.

Reviewed by: **Governing Body**

Date: **October 2019**

Date of next review: **October 2020**