



# St. Catherine's Catholic School Premises Management Policy

<b>Policy agreed by</b>	Governing Body
<b>Policy reviewed by</b>	Paul Kershaw
<b>Date</b>	April 2017
<b>Review Cycle</b>	Every two years
<b>Review date</b>	April 2019

# St. Catherine's Catholic School Premises Management Policy

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## ST CATHERINE'S CATHOLIC SCHOOL MISSION STATEMENT

ST CATHERINE'S  
CATHOLIC  
SCHOOL  
aims to:

Be a vibrant, inclusive, Catholic community  
where there is mutual love, service and respect.

Offer opportunities to everyone on their unique  
journey to nurture their strengths and potential.

Encourage everyone to positively serve our  
society and the world by living our Gospel values.

Celebrate and empower  
women of the future.



Life Faith Love Strength  
Success Belief  
Unity Joy  
Togetherness

## 1. Purpose

The purpose of this policy is to outline a whole school approach to efficient premise management. This is undertaken by the whole support, teaching and learning community. We regard this as involving co-operative team-work. All members of the school community – teachers and support staff, parents, governors and students – are encouraged to be part of it. Good premises management takes place when all those involved have a clear understanding of their roles and responsibilities towards their environment.

## 2. Principles

Effective premises management

- 3.1 provides an environment which is routinely serviced to be safe, clean, warm, well-maintained and welcoming
- 3.2 recognizes the role & contribution of the Site Service Team by:
  - 3.2.1 welcoming constructive ideas & respecting knowledge & expertise
  - 3.2.2 providing Appraisal for Premises support staff in recognition of their work & to meet their training needs
- 3.3 covers practical and mandatory requirements:
  - 3.3.1 Day -to -day management of site
  - 3.3.2 Signage especially for Fire Evacuation
  - 3.3.3 Accident books
  - 3.3.4 First Aiding
  - 3.3.5 RIDDOR, COSH & PAT
  - 3.3.6 Accessibility for all
  - 3.3.7 Health & Safety Standards compliance

This policy looks to improve the whole site with particular emphasis on

- The Health & Safety of all
- An environment conducive to securing Learning & high-quality Teaching
- Methods of internal security
- Methods of peripheral security
- Enhancing teaching & learning facilities
- Improving flow of student traffic as school expands

## Scope

This policy 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

The School has responsibilities for the repair and maintenance of the premises which include:

- Air Conditioning Systems
- Asbestos register
- Automated gates
- Compulsory Display of Notices
- Contractor Qualification Check
- Control of Substances Hazardous to Health (COSHH) Risk Assessment
- CCTV
- Electrical – PAT
- Electrical – Fixed Electrical Installations
- Emergency Lighting
- 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
- Lifts and Hoists
- Water Hygiene and Safety

## Method

Effective premises management operates systems so all members of the community contribute such as

- good habits inculcated and encouraged in the form/year community
- the Prefects and the School Council taking a pro-active role in caring for the site
- use of Exchange-Site Team e-mail submitted for notifying repairs
- a rolling programme of maintenance needs
- specific site and building development programme planning, e.g. CIF Bids/Holiday time works
- incidental & formal line-management meetings to report back, plan & anticipate premises needs

Effective premise management draws on the guidance and expertise of outside agencies such as

- The Health & Safety Executive
- Premises management advice and templates from subscribed school management support organisations
- The school's external Health & Safety consultant

Arrangement for the implementation of this policy is outlined below

- The premises are audited annually, with frequent reviews, for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or Fire Safety and other statutory obligations..
- Priorities are established, and works planned whilst balanced with the budget for the year. A timetable of works is agreed with the Premises SLT Line Manager and, where significant and appropriate, with the School Business Manager, The Headteacher and the Governing Body Premises Committee. Specifications and quotations are drawn up for larger works. These are discussed at regular meetings, and a programme of work is agreed. Contracts are awarded on the basis of the School's Procurement and Best Value Policies.
- Contractors are advised by the Premises Manager of the Health and Safety Regulations operating in the School, and are required to go about their work, with due consideration and safety for the smooth operation of the School activities.
- Work required will always exceed the funding available and therefore priorities are essential.

The basis for priority is:

- work required on an urgent Health and Safety basis, including electrical safety, fire 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

## **Monitoring of the policy**

Both site service manager and senior managers have a responsibility for monitoring through:

- Informal visual observation of site, facilities & equipment
- Formal monitoring of incidental repairs and planned maintenance programmes
- Appraisal of team members' role and performance
- Monitoring responses to requests for repairs and termly Health, Safety & Maintenance checklists
- termly maintenance checks made by all teaching and support colleagues in conjunction with Health & Safety advice from the school's external Health & Safety Co-ordinator
- annual reviews of each department/subject area by the school's contracted external Health & Safety consultant, with more frequent reviews for higher risk areas such as PE, Drama and Music, and reviews linked to specific building works start dates
- Review of the external Health & Safety consultant's monthly report recommendations by the school's Health & Safety Co-ordinator and the Premises manager, with appropriate action taken
- Analytical and evaluative appraisal meetings to review progress and performance.
- Premises report presented to termly Governing Body Premises Committee.

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

- 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 (amended 2004);
- 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
- Load Operating and Lifting Equipment Regulations 1998
- Code of Practice for the Design, Manufacture, Installation & Maintenance of powered Gates & Traffic barriers 2016

## **Evaluation of the policy**

- Assistant Headteacher with line-management responsibility, the Premises Manager & the Senior Leadership team.
- Evaluation by Governing Body' Premises Committee.