

ST JAMES' PREMISES MANAGEMENT POLICY

This policy has the School's Motto at its heart.

**Faith in action,
Growing together,
Walking in the footsteps of Christ**

Introduction:

The effective management of the school buildings is the responsibility of the Head teacher, working closely with Governors, Finance Manager and School Caretaker.

St James' RC Primary School carefully considers the building's condition and suitability to ensure safe and continuous operation and effective management of curriculum needs.

Legislation:

The Education (School Premises) Regulations (1999) prescribe the minimum standards for school premises. They include a general requirement that every part of the school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

The Health and Safety at Work Act (1974) sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees.

The Workplace (Health, Safety and Welfare) Regulations (1992) outline provisions that must be made in relation to the work environment.

Managements of Health and Safety at Work Regulations (1999).

Approved Codes of Practice and Health and Safety Executive guidance documents and standards.

Building Regulations are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

Responsibilities:

The school premises are constantly monitored by the School Caretaker, who liaises with the Head teacher and with the Finance Manager to ensure:-

- The management of repairs and improvements
- Policies for security and safety are prepared, monitored and reviewed
- Risk assessments are prepared and acted upon

A premises inspection is undertaken twice a year term by the Head teacher, Finance Manager, School Caretaker and a member of the Resources and Audit Committee of the Governing Body. This inspection includes the:-

Condition of:

- Roof
- Rainwater goods, fascia and soffit

- Walls
- Windows and doors
- Internal areas
- Water supply systems
- Lighting
- Heating and ventilation equipment
- Fire Alarm systems
- Intruder alarms
- Electrical systems
- Mechanical systems
- Grounds and fencing

Suitability of:

- Design
- Access
- School hall
- Classrooms
- Car parking
- Computer suite
- School house
- School kitchen
- Accessibility
- Environmental concerns

Legislative Requirements:

- Fire safety and risk assessment
- Asbestos
- Glazing

School funding:

- Devolved Formula Capital and CIF bids
- Structural maintenance
- Building maintenance

Preventative, Planned and Reactive Maintenance Programme:

- Reactive work
- Priority preventative and planned maintenance work

School Development and Improvement Plans:

- Feasibility studies / option appraisals
- Project work

Self Help Projects and Procurement:

- Live self-help applications

Engineering, Energy and Sustainability:

- Energy and water consumption
- Engineering Service contract
- Display Energy Certificate
- Meter reading

Site Issues:

- Health and safety
- Security and vandalism
- Review of floor plans
- Land or boundary
- License arrangements
- Highways

Contractors:

The school ensures: -

- adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- the competence of contractors (competence can be judged from past experience recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required)
- where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC is registered for work in connection with gas and electrical installations respectively.
- that the contractor has a current health and safety policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

Commissioning a large project:

The school seeks a property professional to work with the school, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:-

- Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- Specification – with the school to producing a technical specification for the work
- Tender – going out to tender to a number of appropriate contractors
- Evaluation of Tenders – checking the validity and accuracy of the tenders
- Site Management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations
- Handover – accepting the finished project. Carrying out snagging and testing.
- Invoice check – checking the validity and accuracy of invoices.

Waste:

The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment and food waste. There are things that everyone can do to contribute to this. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

Lettings:

The school ensures that the premises which are used for a purpose other than conducting the school curriculum are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

Trees:

The school ensures that a regular tree survey takes place and that all arboriculture work is carried out by a competent arboriculturist.

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

This Policy will be renewed annually.

It was last reviewed in: summer 2023

It will next be reviewed in: summer 2024

This statement of policy was approved by the Governing Body at their meeting on:-

Date: _____

Signed:

_____ (Chairperson)

_____ (Head teacher)