

Premises Management Policy

Shooters Hill Sixth Form College

Adopted and ratified by the Governing Body on:	December 2016
Review Date:	December 2019
Accountability:	Governing Body
Responsibility:	Governing Body

PREMISES MANAGEMENT POLICY

INTRODUCTION

PURPOSE

1. This policy outlines the College's commitment to effective premises maintenance and up keep of the grounds, buildings and supporting infrastructure services.
2. By implementing such a policy the College intends to:
 - ensure the institution has an environment that is healthy and safe
 - develop performance standards for the organisation of health and safety management and the control of risks
 - establish a framework for carrying out assessments through competent persons
 - establish a programme for carrying out inspections of the College for the control of risks

SCOPE

3. The Governing Body aims to ensure that the College premises are fit to teach in, by provision of adequate management for the funding, maintenance, and review for the upkeep of the fabric of the College.
4. This statement relates to:
 - All buildings, structures and infrastructure (both temporary and fixed).
 - All services including water, electrical, gas, pressure systems, heating & ventilation, drainage & sewage.
 - All plant, fixed equipment and temporary equipment.

IMPLEMENTATION

5. Organisation for the implementation of this policy is outlined below:
 - The Facilities Manager has the responsibility for ensuring that deficiencies are repaired and that improvements, alterations and extensions to premises are carried out to defined standards, within budget in close liaison with the Director of Corporate Services.
 - The Facilities Manager is responsible for monitoring and advising on Health and Safety matters.
 - Governors may undertake an annual tour of the site as required.
6. Arrangement for the implementation of this policy is outlined below:
 - The premises are audited annually, for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or other requested facility.
 - Priorities are established, by means of scoring the requirements where required, and balanced with the budget for the year. A timetable of works is agreed with the

Principal and Director of Corporate Services who has principal responsibility for infrastructure.

- Specifications and quotations are drawn up for larger works. These are discussed at regular meetings or written updates to the Finance & General Purposes Committee (F & GP), and a programme of work is agreed. Contracts are awarded on the basis of the College's Financial Management Policy with regard to quality.
- Contractors are advised by the Facilities 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 College activities.
- Work required will always exceed the funding available and therefore prioritisation and planning are essential.

PRIORITY

7. The basis for priority is:
 - Work required on an urgent Health and Safety basis, including electrical 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.

8. Routine maintenance is carried out by the site staff under the direction of the Premises Manager. The site staff must be competent to carry out these functions, and some of these activities will require specific training. Maintenance contracts are placed for specific items where the College does not have the manpower or the expertise. The contracts are reviewed periodically for cost effectiveness. The Governing Body aims to ensure that the College premises are fit to teach in, by provision of adequate management for the funding, maintenance, and review of the upkeep of the fabric of the College.

PREMISES INSPECTION AND MANAGEMENT STANDARDS

9. The College 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 1992
 - Workplace (Health, Safety & Welfare) Regulations 1999
 - The Education (College 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 2007
 - 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

FREQUENCY OF INSPECTION

10. The frequency of inspection is to take place no less than once a year for most items. The Facilities Manager is responsible for ensuring that checks are made and that the Director of Corporate Services is made aware of any issues. For some apparatus and equipment the law requires specific checks by qualified personnel at set intervals in time. These intervals of time must be adhered to. Generally, frequency of inspections should be such that it provides useful outcomes and is not seen as simply a bureaucratic exercise.

11. The College 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

12. The Premises Manager keeps a report of all statutory Health and Safety contracts including the date of the last inspection, and the due date of the next. This is reviewed at least once a year by the F & GP Committee.