



**Inspiring Futures  
through Learning**

Inspiring Futures through Learning

**Premises Management Policy**

June 2023 to June 2025

*At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.*

**\*Including all IFtL Schools and Two Mile Ash Initial Teaching Training Partnership**

<b>Policy name:</b>		Premises Management Policy
<b>Version:</b>		V2
<b>Date relevant from:</b>		June 2023
<b>Date to be reviewed:</b>		June 2025 <i>This policy will be reviewed every two years unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
<b>Role of reviewer:</b>		IFtL Head of Operations
<b>Statutory (Y/N):</b>		N
<b>Published on website*:</b>		3C

<b>Policy level**:</b>	1
<b>Relevant to:</b>	All employees through all IFtL schools and departments
<b>Bodies consulted:</b>	
<b>Approved by:</b>	IFtL Board of Trustees
<b>Approval date:</b>	26 <sup>th</sup> June 2023

#### Key:

#### \* Publication on website:

##### IFtL website

- |   |                       |
|---|-----------------------|
| 1 | Statutory publication |
| 2 | Good practice         |
| 3 | Not required          |

##### School website

- |   |                       |
|---|-----------------------|
| A | Statutory publication |
| B | Good practice         |
| C | Not required          |

#### \*\* Policy level:

- Trust wide:
  - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
    - o *Approved by the IFtL Board of Trustees.*
- Trust core values:
  - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
    - o *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
    - o *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*
- School / department policies
  - These are defined independently by schools / departments as appropriate
    - o *Approved by school / department governance bodies.*

# **Premises Management Policy**

## **Introduction**

The aim of this document is to ensure that all schools and academies within the IFTL Multi Academy Trust are aware of their responsibilities for the care of the buildings that they occupy and take appropriate steps to ensure that buildings are maintained to a good standard as required in the DfE Good Estate Management Guide (GEMS)<sup>1</sup>. Head teachers and Governing Bodies should ensure that schools are maintained to a good standard and that they remain suitable for their purpose in order to support the high standards of education provided for the children within our trust.

## **Responsibilities**

### *Trust Responsibilities*

IFTL are responsible for ensuring that all buildings within the trust are maintained and fit for purpose. This process starts with due diligence when a new school joins the trust and continues through regular monitoring and inspection of its schools. IFTL will work with schools to secure additional funding where possible, but the costs associated with premises management remain the responsibility of the schools.

### *Head Teacher/Head of School Responsibilities*

Head teachers have the overall Duty of Care to all employees, pupils, members of the public and any others affected by their undertaking and as such, must make reasonable funds available to address all safety matters relating to the building as part of a thorough statutory compliant planned maintenance program, and rectify any failures identified during the planned maintenance servicing program. An appropriate monitoring program, to ensure plans are carried out, should be devised, and details should be made available to staff in order to raise awareness of the planning and implementation of maintenance and improvement works.

### *Delegated Staff Responsibilities;*

Many tasks that fall under planned preventative maintenance will be delegated to site staff based in schools. It is the responsibility of these colleagues to ensure that tasks are carried

out as and when they are scheduled, that accurate records of such tasks are kept and are available for checking by their line manager, by visiting contractors or by enforcing authorities that may visit the school unannounced.

Site staff, in conjunction with Headteachers and Business managers, are also responsible for the creation and management of the school's Asset Management Plan (AMP). The AMP should highlight any known issues related to performance or safety of aspects of the building as well as end of life equipment and any foreseeable requirements to enhance or improve the building over a 5-year period.

The AMP is an essential tool to enable adequate financial planning. The AMP **must** be shared with the IFtL core team as a live document. The easiest way to do this is to store this document on the IFtL Site Management portal.

Asset Management Plans should be a tool to allow for planning of upcoming works with adequate time to fully prepare. Should schools identify elements of works that are outside of their budget, these **must** be flagged to the Trust and discussed with the CFO or Head of Finance in budget meetings.

Schools should not get to a position where large scale works, outside of the scope of a school budget, are flagged as a priority without having gone through the correct process with the finance team to explore the school budget position and any other funding options.

## Legal Framework and Background Information

Minimum standards for school premises are stipulated within the Education (School Premises) Regulations 1999. These regulations apply to all schools regardless of status. It is a statutory requirement that all schools comply with these regulations.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all places of work across the UK, including schools.

Although these are the two main legislative frameworks governing the condition and suitability of schools, other legislation also applies including

- The Control of Asbestos Regulations 2012
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform Fire Safety Order 2005
- COSHH 2002

## **Objectives**

Maintenance and upkeep of school buildings should be seen as a priority. Schools should commit to their duty to manage the health, safety and welfare of their staff as far as reasonably practicable and to their duty to conduct their undertakings in a way that does not pose a risk to the health and safety of all persons including non-employees. Efficient, well maintained buildings will help to ensure that the environment for staff and non-employees is conducive to a safe and healthy working environment.

## **PPM Schedules**

Each school must devise a Planned Preventative Maintenance program that is appropriate to the particular requirements of the premises.

This should include all applicable items from Appendix 1 – School Servicing Checklist.

A PPM schedule should be created which lists details of all contractors that are contracted by the school (including contact details), particulars of the contract and expiry dates stating when the contract falls due for renewal.

## **Reactive Maintenance**

Where a school has an effective PPM schedule in place, the need for reactive maintenance will be lessened. In general, preventative maintenance is more cost effective than reactive maintenance due to the added value provided by lengthening the life of equipment, reducing down time and the ability to schedule maintenance visits and reduce emergency call out charges.

Schools should maintain a register of contractors that are available for reactive maintenance that is accessible to various members of staff. This information should not be held by only one person. Reactive maintenance contractor details should also be available in the school's Business Continuity Plan to ensure that response to any incident is implemented as quickly as possible.

## **Compliance Non-negotiables**

Various areas of compliance are statutory and there is a requirement for all schools to ensure that they adhere to all the requirements laid out in the applicable policies.

These include Asbestos Management (where applicable), Management of Legionella, Management of Fire Safety, COSHH and Control of Contractors.

There are separate policies for all of these areas, and it is a requirement for all schools to comply fully with these policies.

## **Contractors**

Where contractors are appointed to undertake maintenance within schools, the IFTL Control of Contractors policy must be followed. All contractors must be verified prior to being appointed to ensure that they comply with any relevant legal requirements, or appropriate body recommendations, for their particular trade.

This includes:

- Gas Safe registration for any gas work undertaken
- UKAS Scheme accreditation for fire risk assessors
- Electrical contractors under NICEIC/NAPIT or other approved schemes
- UKAS accreditation for asbestos surveys

In all cases, proof of competency should be obtained along with risk assessments and method statements, proof of insurance and a construction phase plan (under CDM 2015). Further clarification of all of these items is included in the control of contractors' policy.

## **Financial Planning**

It is critical that a realistic financial plan is put in place to enable effective management of the school buildings.

It is not realistic to set a budget that is too low and to expect site staff to manage a maintenance program without the appropriate resources to do so.

As well as PPM schedules and reactive maintenance, planned building improvements and work from the latest building condition survey, and the AMP, should all be considered when planning the budget.

Failing to allocate sufficient funding to upkeep or improve premises is a false economy that will lead to failures in buildings, plant or equipment and lead to higher costs in the long run.

## APPENDIX 1: School Servicing Checklist

This list provides a guideline to which items may require maintenance/servicing in your schools. You may have specific items that are additional to these and, equally, some of the items stated may not be present in your schools.

Compliance with these items is recorded on the IFtL Site Management & Operations portal as a live system. Please ensure that maintenance visits and inspections are updated as they are carried out.

Item	Frequency of inspection
Electrical fixed wiring test and inspection	Every 5 years or more frequently if recommended by the inspector
Electrical PAT testing	Annual (some items will just require a visual inspection annually – this should be determined by the risk assessment/testing regime)
Emergency lighting	Monthly test by site staff, annual test by contractor
Fire alarm system	Quarterly or six-monthly depending on fire risk assessment
Intruder alarm maintenance	Annual
Electrical fixed appliance	Annual (usually done with PAT test)
Passenger lifts (includes stair lifts)	6 monthly LOLER inspection plus annual service
Lightning protection	Annual
Goods lifts	Annual
BMS Panel	Annual
Portable firefighting equipment	Annual
Automatic doors	6-monthly
Fire Safety Risk Assessment	Annual review (can be done in-house) with a 5 yearly re-assessment by a competent contractor
Stage lighting	Annual
Solar PV systems	Annual clean of panels
Air handling units	Annual service and filter change
Boilers and gas appliances	Annual
Climbing frames, PE equipment	Annual
Air conditioning	Annual or 5 yearly depending on size of system
Fume/dust extract cupboards / systems	Annual
Kitchen gas systems test	Annual
Legionella risk assessment	Annual review with a formal re-assessment every 5 years by a competent contractor
Legionella specific monitoring program	Monthly, quarterly and six-monthly tests – see legionella policy
Petrol/Diesel Interceptors	Annual
Pressure vessel checks (plant room)	Dependant on size – up to 2 yearly
DDA Survey	Annual review
Sewage pumping systems	Annual or as determined by risk assessment