

# St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



## Premises Policy

**This policy should be read in conjunction with the school's Health & Safety Policy.**

**Agreed by FGB: 20<sup>th</sup> May 2020**

**Due for Review: 19<sup>th</sup> May 2023 (every three years)**

## **INTRODUCTION**

It is intended that this policy is maintained as a live working document which will be regularly amended and updated to reflect health and safety legislation and health and safety issues relevant to St Joseph's Catholic Primary School.

This statement relates to those aspects over which the *Governing Body* has control and relates to the management of the school premises, which include the school's grounds and community areas.

By implementing this policy, the *Governing Body* intends to:

- Ensure that the School is an environment which is healthy and safe for Pupils, Visitors and Staff
- Develops performance standards for the organisation of health & safety management and the control of risk
- Establishes a framework for carrying out assessments through competent persons and
- Establishes a programme for carrying out inspection of the school for the control of risks.

### **Scope**

The *Governing Body* aims to ensure that the School premises are fit for purpose. They will achieve this by the provision of adequate management for the funding, maintenance, and review for the upkeep of the fabric of the building and its grounds.

## **IMPLEMENTATION**

### **Organisation**

The organisation for the implementation of the Premises Management policy is as follows:

- The *Governing Body* delegates its responsibility for ensuring that deficiencies are repaired, and that improvements, alterations and extensions to premises are carried out to appropriate standards and within budget to the Headteacher via the line management of the School Business Manager (SBM) and Site Manager.
- The SBM and the Site Manager will make regular Health & Safety inspections of the premises and grounds. A Link Governor for Health & Safety will also conduct regular Health & Safety Audits on behalf of the *Governing Body*.

- The Full Governing Body will receive periodic reports from the SBM and Site Manager about the Premises and Premises Management.
- At each meeting of the Full Governing Body there will be a Health & Safety report by the Headteacher and/or Link Governor for Health & Safety.

## **Arrangements**

The arrangement for the implementation of this policy is as follows:

- The premises are audited annually, for condition of decoration and state of repair, suitability for purpose of use, Health & Safety, or other requested facility;
- Priorities will be established by consultation with Link Governor for Health & Safety and balanced with the budget for the year. A timetable of works will be agreed with the Schools Leadership team in consultation with the Site Manager and/or School Business Manager.
- Specifications and Quotations will be drawn up for larger works. These will be discussed at as they arise at Full Governing Body meetings and a programme of work agreed. Contracts will be awarded on the basis of "best Value" with regard to quality. Final approval for the commencement of works will rest with the Full Governing Body. The Financial Scheme of Delegation confirms authority levels (e.g.the HT and SBM can authorise orders up to £5k for single items).
- All Governors will be required to declare any interest that they may have in connection with a particular programme of work, or contract.
- All contractors undertaking work in the school and its grounds are advised by the School Business Manager or Site Manager of the Health & Safety Regulations operating in the school. They will be required to go about their work with due consideration and safety for the smooth operation of the school activities.
- Where work requires exceeds the funding available a priority of work schedule will be produced, which will include appropriate timescales for the completion of the work required.

## **Priority**

The basis for priority of work will be as follows:

1. Work required on an urgent Health & Safety basis. This will include electrical safety, heating, dangerous walls, leaking pipes etc.

2. Serious deterioration of building or fabric where delay will lead to increased costs.

3. All other works including decoration.

All routine maintenance will be undertaken by the Site Manager under the direction of the School Business Manager. The Site Manager and any supporting staff must be competent to carry out the functions required, the site manager is required to assess the nature of the work (potential hazards, equipment and conditions) identify where he/she (or their staff) are not competent to conduct the work and raise the issue to the SBM. Where specific training is required this must be undertaken before the tasks commence.

Maintenance contracts will be placed for specific items where the school does not have the manpower or expertise. These contracts will be reviewed regularly by the School Business Manager for cost effectiveness.

### **Frequency of Inspection**

The frequencies of inspections are to take place no less than once per year. Where specific equipment, resources etc require more regular inspections the appropriate interval of time will be adhered to. The frequency and scope of inspections should be tailored to provide useful outcomes and must not be seen as a bureaucratic exercise.

In all cases reference should be made the St Joseph's Catholic Primary School's Health & Safety Policy before any inspections are undertaken.