

Phoenix School Premises Management Policy

Date	Review Date	Coordinator	Nominated Governor

We have a responsibility for the management and regular maintenance of the school premises in order to conform to the prescribed standards as set out in the School Premises (England) Regulations 2012 and in Wales the Education (School Premises) Regulations 1999.

We aim to ensure that we maintain the school building and building services in good condition and to a good operational standard. All new or proposed building projects will comply with the guidance contained in Building Bulletins as published by the Government.

We have in place a programme of routine maintenance and renewal of the fabric and decoration of the school facilities as we are responsible for the health and safety of the pupils, school personnel and visitors.

Management of the school facilities will be undertaken by the Premises Committee, the Headteacher, the finance manager and the site manager.

We have negotiated a contract with the Local Authority's Technical Services which undertakes all major maintenance work, deals immediately with unexpected emergencies, carries out an annual school premises survey, structural maintenance and Legionella control.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To manage and maintain the school facilities to the standards as set out in the Education (School Premises) Regulations (Wales) 1999 / the School Premises (England) Regulations 2012.
- To ensure that we maintain the school building and building services in good condition and to a good operational standard.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a Caretaker/Site Manager;
- delegated powers and responsibilities to the Sites and Buildings Committee and to the Headteacher to oversee the management of the school premises;
- in place a programme of routine maintenance;

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- in place a building development plan;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the Site Manager and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher working with the Sites and Buildings Committee will:

- ensure that the school complies with the standards as set out in the Education (School Premises) Regulations 1999 / the School Premises (England) Regulations 2012;
- ensure the Health and Safety policy is kept up to date;
- ensure all equipment is maintained to a high standard;
- undertake risk assessments;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and the site manager;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the Site Manager;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of the Site Manager

The Site Manager will:

- work closely with the Headteacher, Bursar and Sites and Buildings Committee;
- undertake general maintenance and other duties;
- carry out regular inspections of:
 - the fabric of the building
 - the interior of the building

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- heating equipment
 - all services to the building
 - building security
- have in place a programme of routine maintenance and renewal of the fabric and decoration of the school facilities;
 - keep and update when appropriate an asset register;
 - keep information on the operation of equipment in a buildings logbook;
 - keep, in compliance with HS(G)70 The Control of Legionellosis Including Legionnaires' Disease, a water supply record book;
 - undertake appropriate training in:
 - asbestos
 - asset management
 - basic health and safety
 - COSHH
 - dealing with contractors
 - electrical safety
 - fire safety
 - first aid training
 - health and safety risk assessments;
 - lone workers
 - manual handling
 - school security
 - working at height
 - undertake essential health and safety risk assessments;

Role of the Bursar

The Bursar will:

- control the facilities maintenance budget;
- undertake budget forecasting of the programme of routine maintenance and renewal of the fabric and decoration of the school facilities;
- audit the completed maintenance work

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- comply with the health and safety policy by ensuring their own safety and the safety of others;
- take appropriate steps to minimise danger;
- be aware of the reporting procedures if any faults are detected;
- immediately report to the site manager any building or equipment faults;
- seek assurance that identified faults will be rectified quickly;
- implement the school's equalities policy and schemes;

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- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Maintenance Programme

The maintenance programme will:

- meet the standards as outlined in the Education (School Premises) Regulations 1999 / the School Premises (England) Regulations 2012;
- work within a defined budget;
- be well planned and organised with work undertaken by:
 - the site manager
 - the Local Authority property services
 - outside contractors
- cover all the school buildings including:
 - fixtures and fittings
 - equipment
 - water, gas and electrical services
- cover the school grounds including:
 - security perimeter fencing
 - security lighting
 - entrances
 - pathways
 - car parking areas

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Health and Safety	▪ Asbestos
▪ Asset Management	▪ COSHH
▪ Electrical Safety	▪ Fire Safety
▪ Medical & First Aid	▪ Risk Assessments
▪ Lone Workers	▪ Manual Handling
▪ School Security	▪ Working at Height

Headteacher:		Date:	
Chair of Governing Body:		Date:	

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups															Conclusion																			
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No									
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS						
		✓			✓			✓			✓			✓			✓			✓			✓					✓							
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
	✓			✓			✓			✓			✓			✓			✓			✓			✓						✓				
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			✓			✓						✓	

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

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Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				