



PREMISES MANAGEMENT POLICY

Version	Review Date	Update
1.0	July 2015	Policy updated
2.0	August 2016	Policy reviewed and updated by Health and Safety Manager, and re-formatted for approval by Trust Board
3.0	April 2017	Policy reviewed for renewal
4.0	April 2018	Reviewed for renewal
5.0	March 2019	Reviewed by CFO for renewal
6.0	March 2021	Reviewed by CFO

Policy Owner	Operations Director
Policy Reviewer(s)	Chief Finance Officer (Version 6.0) Trust Health and Safety Committee (Version 7.0 onwards)
Policy Approver(s)	Chief Executive Officer
Policy Type	Trust
Distribution List	Headteachers Local Governing Body Clerks Estates Teams
Display on Website	Trust
Display on Intranet	Yes
Related Document(s)	Schools to have their own local premises management procedures
Policy Effective From	June 2021

Review Frequency	Every two years
Next Review	March 2023

Employers' Duty to their Employees

Section 2 of the Health and Safety at Work Act (1974) 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.

This duty involves:

- Providing and maintaining safe equipment, machinery and systems of work
- Ensuring the safe use, handling, storage or transportation of articles or substances used at work or in connection with work by their employees
- Providing any information, instruction, training and supervision which is necessary to ensure that employees can carry out their work safely
- Ensuring that places of work under the employer's control are free from danger, with safe means of access and egress.
- Making sure the working environment is safe, without risks to health and providing adequate facilities and arrangements for welfare at work.

The Management of Health and Safety at Work Regulations 1999 (MHSWR) are regulations made under the Health and Safety at Work, Act 1974 (HSWA).

Maintenance Management

The Dean Trust believes that its staff and pupils should expect to be provided with a safe, well-maintained and comfortable working environment at all times. The Dean Trust believes that the quality of the working environment is a key factor in the functioning of high-quality teaching and learning.

In addition to the fabric of the building, services such as water, lighting, heating and air conditioning systems will be maintained appropriately to ensure that the organisation is comfortable, economical and safe to use and that energy is not wasted.

This Dean Trust aims to ensure that, so far as is reasonably practicable, the buildings are maintained in a manner that provides a safe, reliable and secure environment, which is fit for purpose and complies with current legislation.

With respect to maintenance, the Dean Trust will consider:

- All legal requirements affecting the building, including those stipulated within any of its buildings occupied under leasehold or PFI agreements.
- The present and future use of the premises; there may be a change of use planned and this should be taken into account
- The life expectancy of the building and its services, e.g. a new building would require a different maintenance regime to an older building
- The accessibility of the building, in terms of the maintenance of its component parts • Life cycle costs of the component parts of the building.
- Suitable design and layout
- Appropriate measures in relation to fire/security of the premises
- Adequate maintenance
- Where applicable, the proper operation of the premises, and use of any surrounding grounds.

The Dean Trust will also ensure high standards in terms of workmanship criteria, minimum service levels and service level agreements, e.g. heating levels or maintenance team response times, through regular reviews.

Definitions

The Dean Trust understands "buildings maintenance" to refer to a planned schedule of inspection and maintenance designed to keep the premises in good condition with plant, machinery and services that are functioning efficiently. It understands "buildings refurbishment" to refer to the regular upgrade and improvement of buildings, fabrics, fittings and equipment. Such projects can be small in scale, such as the redecoration of an office, or large-scale, such as the rebuilding or extending of part of the building.



The Dean Trust understands “planned preventative maintenance” to refer to any buildings maintenance system that includes regular inspection of the premises to address buildings issues before they become urgent or emergencies. Planned preventative maintenance is an active forward-looking process quite distinct from “reactive” maintenance, where problems are addressed as they occur.

In addition to the fabric of the building, services such as water, lighting, heating extraction and air-conditioning systems will be subject to a planned programme to ensure that the building is comfortable and safe to use and that energy is not wasted.

Responsibilities

The overall responsibility for the quality and upkeep of The Dean Trust buildings and premises lies with The Dean Trust Board of Trustees, through the Executive Team. The operational responsibilities for buildings maintenance systems lie with the Local Governing Body and Senior Leadership Teams at individual Dean Trust sites. These responsibilities are delegated through an identified Estates supervisor/site manager who will ensure that a programme of routine maintenance and renewal of the fabric and decoration of the premises is in place and that records are kept of all maintenance activity. Records of maintenance work will be monitored by the governing body.

Implementation

Overall responsibility for ensuring that the policy is implemented, monitored and reviewed rests with the Executive Team. Information on the policy will be made available to all Dean Trust employees via the intranet.

Procedures

Overall operational responsibility for buildings maintenance systems lies with the Executive Team, who will ensure that a programme of routine/planned preventative maintenance and renewal of the fabric and decoration of Trust premises is in place and that records are kept of all maintenance activity. The maintenance system will cover all aspects of the premises including:

- All buildings — both external and internal parts of buildings and including all outbuildings' fittings
- Building equipment and devices
- Services such as water, gas and electricity
- Grounds — including fences, gates, paths, car parks, lighting and walls.
- All material parts of the premises, including fixtures and fittings.,

The following procedures will be followed in relation to the maintenance of the premises:

- A system of planned preventive maintenance will be utilised involving the inspection and assessment of equipment, plant and buildings on a regular basis.
- A fault reporting and tracking system will be operated, whereby staff will be encouraged to report faults or potential problem areas, such as torn or frayed carpets, damaged flooring, broken windows, leaky roofs and gutters, electrical faults and broken paving, etc.
- Faults or repairs will be logged by the Estates supervisor/site manager who will determine whether or not a repair is urgent, i.e. whether there is a potential danger to the safety of buildings users, staff or the public.
- Repairs will be allocated or commissioned from appropriate in-house maintenance staff or contractors as required and followed-up to check that any necessary work has been completed satisfactorily.
- All maintenance work, including minor tasks, will be subject to a prior risk assessment and adequate risk management/safety arrangements will be put in place before the work is carried out.

Working with Maintenance Contractors

All contractors working on maintenance tasks will be expected to abide by Dean Trust health and safety policies and procedures.

When work is being planned, maintenance contractors or staff working on the premises should be provided with a site map identifying electrical and water installations and a register of any known asbestos materials.



- Urgent repairs will be prioritised and completed as soon as is practicable. Where there is a delay in any essential maintenance work being done, the estates supervisor will take appropriate action to ensure safety and control any risk.
- Access to any relevant risk assessments, drawings, instructions, handbooks and records will be provided to maintenance staff and contractors.
- Routine, general and detailed inspections
- The inspection and maintenance of each service and items of special equipment
- The maintenance of items that require regular attention to preserve good performance (in line with the manufacturers' instructions)

Maintenance Plans and Guides

The Estates supervisor/site manager will keep and update a maintenance contract register for the building. The register will specify intervals between:

- Routine, general and detailed inspections
- The inspection and maintenance of each service and items of special equipment
- The maintenance of items that require regular attention to preserve good performance (in line with the manufacturers' instructions)
- Any other periodic work that experience in use may later show to be necessary.

Reactive Maintenance and Repairs

A repair is usually considered to be an emergency if there is a risk to health and safety of users of the building or a danger of serious damage to the building itself. Examples include:

- Insecure property or failure of security systems (such as broken windows)
- Flood/fire
- Blocked and overflowing drains
- Failure of water supply
- Serious structural damage
- Complete failure of heating system in winter
- Complete failure of hot water system.

Emergency repairs should be dealt with immediately and appropriate action taken.

Training

All estates teams will receive appropriate training to ensure that they are able to work safely and effectively.

Records

Records will be kept of all service and maintenance works, including when a fault or repair requirement was reported, when the repair was arranged, who completed the repair. Incomplete or unsatisfactory repairs will be followed up. Maintenance records will be regularly reviewed to identify trends or patterns of work required and the performance of contractors.