



ST. MARY'S  
ACADEMY TRUST

# St Mary's Academy Trust

## Premises Management Policy

Date agreed by Board: .....20 March 2023.....

Date to be reviewed: .....20 March 2025.....

## **Introduction**

This is a policy for St Mary's Academy Trust schools.

It is intended that this Policy is maintained as a live working document which will be continuously amended, updated to reflect health and safety legislative requirements and health and safety issues relevant to the school.

This statement relates to those aspects over which the Trust has control and relates to Management of the School's premises.

By implementing such a policy the Trust intends to:

- Ensure the school has an environment which is healthy and safe.
- Develop and improve standards for the health and safety management and the control of risk.
- Establish a framework for conducting assessments through competent persons.
- Establish a program for conducting inspections of the school for the control of risks.

## **Scope**

The Trust aims to ensure that the School 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 School.

## **Implementation**

The implementation of this policy is outlined below.

- a) The School Headteacher has day to day responsibility for ensuring that deficiencies are repaired, and that improvements and alterations to the premises are carried out to defined standards and within budget constraints.
- b) Larger schemes of work or whereby statutory compliance is not adequate, these should be referred to the Trust Premises Manager, who will investigate and resolve within budget constraints.
- c) Where schemes of work require additional investment, these will be raised with the Trust Finance Manager and/or Chief Executive and reported to the Finance Committee.
- d) The Finance Committee (a subcommittee of the Board) is responsible for monitoring and advising on health and safety matters.

## Arrangements

The arrangement for the implementation of this policy is outlined below.

- a) The premises are audited annually (Autumn, Spring, Summer), for condition of decoration, state of repair, suitability for purpose of use, health and safety, or other requested facility. The audits should be conducted by the Headteacher and one of either; the Trust Premises Manager, the Health and Safety Governor.
- b) Priorities are established by means of a risk-based approach.
- c) Specifications and Quotations are drawn up for larger works. These are approved in line with the Trusts scheme of delegation. Contracts are awarded on the basis of 'Best value for money' with regard to quality.
- d) Contractors are advised by the Head Teacher 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 school activities.

## Priority

The basis for priority is based on the probability of failure, combined with the following risk areas:

1. Health and Safety / Statutory Compliance
2. Operational/Service interruption
3. Maintenance Budget/Business/Financial
4. Building Condition/Deterioration

## Probability of Failure

1. Unlikely: Operationally sound. Normal wear and tear. Estimated time to failure 5-10 years.
2. Possible: Some signs of minor deterioration/ damage. Estimated time to failure up to 5 years.
3. Likely: Signs of significant deterioration/ damage. Estimated time to failure within a year.
4. Certain: Failure imminent or has already occurred.

## Severity

							Probability of failure			
							1	2	3	4
							Unlikely	Possible	Likely	Certain
Severity		Health and safety/statutory compliance	Operational/service interruption	Maintenance budget/business/financial	Building condition/deterioration					
Severity of consequences	1	Insignificant	No risk of injury or breach of procedures	Minimal or no impact on school operation	Minimal or no impact on reactive maintenance budget or reputation	Work can be delayed without affecting condition of building or services	1	2	3	4
	2	Minor	Minor injury, trivial breach of procedures or minimal breach of legal requirements	Localised impact, little disruption or impact on school operation	Possible impact on reactive maintenance budget, complaint or impact on reputation	Could develop into minor deterioration of building or services if delayed	2	4	6	8
	3	Moderate	Injury or illness resulting in absence, significant breach of procedures or legal requirements	Impact on large part of school, disruption to normal school operation	Significant impact on reactive maintenance budget, reputational impact, financial penalty	Will result in significant deterioration of building fabric or services if delayed	3	6	9	12
	4	Major	Major injury, notifiable breach of legal requirements or procedures, litigation likely	Major impact and disruption to whole school operation	Major impact on reactive maintenance budget, loss of reputation, financial penalty	Serious deterioration of building and services and drop in overall condition category if delayed	4	8	12	16
	5	Catastrophic	Fatality, prosecution from legal breach	Failure results in closure of whole school operation	Extensive impact on maintenance or capital budgets, reputational impact, significant financial penalties	Will result in complete building failure, unsuitable for occupation if delayed	5	10	15	20