



# Frank Field Education Trust

## Premises Management Policy

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Frequency of Review	Annually
Review Date	September 2024

Signature of CEO:	Signature of Chair of Trustees
Tom Quinn	Dr. Chris Hampshire

***Social Justice through Excellence in Education***

## **Premises Management Policy**

### **Statutory Central Policy**

#### **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 risk 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). They further implement the major provisions of a European Union health and safety directive – the Framework Directive. The regulations supplement and extend the general duties contained in the HSWA and introduced a general duty on employers to carry out risk assessments.

#### **Maintenance Management**

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

FFET understands buildings maintenance to refer to the keeping of all buildings, fabrics, fittings, plant, utilities and equipment in good, safe condition, in efficient working order and in good repair.

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 working environment is comfortable, economical and safe to use and that energy is not wasted.

FFET aims to ensure that, so far as is reasonably practicable, the buildings and fittings 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, FFET will consider:

- All legal requirements affecting the building, including those stipulated within the lease/PFI agreement.
- The present and future use of all the premises; there may be a change of use planned and this should be taken into account, e.g. industrial property requires a different standard of maintenance to a hospital

- The life expectancy of the building and its services, e.g. a new building would require a different maintenance regime to an old building that may be near the end of its life expectancy
- The accessibility of the building, in terms of 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.

FFET has high standards in terms of workmanship criteria, minimum service levels and service level agreements e.g. heating levels or maintenance team responses time, which are maintained through regular reviews.

### **Definitions**

FFET 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 “building 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 part of the building.

FFET understands “planned preventative maintenance” to refer to any buildings maintenance system that includes regular inspection of the premises and the development of a strategic maintenance plan designed 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 of renewal 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 FFET buildings and premises lies with each FFET Principal. The operational responsibilities for buildings maintenance systems lie with the team at individual FFET sites. These responsibilities are delegated through an identified 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 their respective local governing body.

### **Implementation**

All staff are responsible for the implementation of this policy. Overall responsibility for ensuring that the policy is implemented, monitored and reviewed rests with the Executive Team. Information on the policy will be:

- Circulated to all staff

- Provided to all new employees

## **Procedures**

In the FFET overall operation 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 the premises is in a 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 the building including all outbuildings' fittings
- Building equipment and devices
- Services such as water, gas and electric
- Grounds – including fences, gates, paths, car parks, lighting and walls
- All material parts of the premises, including fixtures and fittings, will be well maintained and a maintenance schedule will be in place in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

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

- A system of planned preventive maintained 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 conduct a risk assessment to 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.
- All maintenance contractors or staff will be expected to comply with the FFET Health and Safety Policies and Safeguards.

## **Working with Maintenance Contractors**

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

When work is being planned, maintenance contractors or staff working on the premises should always be provided with a site map identifying electrical and water installations and a register or any known asbestos materials which have been left in place and sealed.

- 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 facilities manager will take whatever action is necessary to ensure safety and control any risks.

- Access to any relevant risk assessments, drawing, instructions, handbooks and record will be provided to maintenance staff and contractors before any work commences.
- The estates supervisor/site manager will keep and update a maintenance plan and guide for the building. The guide will specify intervals between:
  - Routine, general and detailed inspections
  - The inspection and maintenance of each engineering service and items of special equipment
  - The maintenance of items that require 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
- The maintenance guide will also include essential data taken from the building's record that is likely to be needed during inspection.
- The maintenance plan or schedule will include checklists completed during regular inspection, which will specify the condition of the fabric of the building, its fittings and equipment, and will identify any repairs, remedial work or action to be taken. The plan will be regularly reviewed and will include routine maintenance and redecorating as well as larger-scale refurbishment.

### **Maintenance Planes and Guides**

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

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

The maintenance guide will also include essential data taken from the building's records that is likely to be needed during inspections.

The maintenance plan or schedule will include checklists completed during regular inspection which will specify the condition of the fabric of the building, its fittings and equipment, and will identify any repairs, remedial work or action to be taken. The plan will be regularly reviewed and will include routine maintenance and redecorating as well as larger-scale refurbishment.

### **Emergency 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 or security systems (such as broken windows)
- Flood/Fire
- Blocked or overflowing drains
- Failure of water supply
- Serious structural damage
- Complete failure of heating system in Winter
- Complete failure of hot water system

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

**Training**

All maintenance staff will be trained to ensure that they are able to work safely and effectively. All new staff will receive induction training which will include a thorough tour of the premises and detailed guidance on fire systems and escape routes and procedures.

**Records**

Records will be kept of all maintenance jobs and repairs, including when the fault or repair requirement was reported, when the repair was arranged, who completed the repair and who checked that it was complete. Incomplete or unsatisfactory repairs will be followed up by the site manager. Maintenance records will be regularly inspected and reviewed by the site manager line manager to identify trends or patterns of work required and the performance of contractors.