

Premises Management Policy Statement

Version 4

This policy applies to all NCLT premises.



Wingfield Academy



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1.0 Policy Statement

- 1.1 All New Collaborative Learning Trust premises require regular maintenance and estate management if they are to be kept in good repair and operate well. Without maintenance, the quality of our buildings will rapidly decline and frequent sudden breakdowns will occur.

2.0 Aims of the Policy

- 2.1 This policy aims to ensure that the Trust buildings and grounds are kept in a safe and well-maintained condition at all times so that they are suitable for educational purposes and offer the best possible environment for pupils and staff.

3.0 Procedure

3.1 Responsibilities

- 3.1.1 Responsibility for the Trust premises is delegated to the Chief Finance Officer who manages this function through the Director of Estates.
- 3.1.2 The condition of the premises and the management of the grounds and premises will be constantly monitored by the governing body to ensure that:
- Repairs and improvements are managed effectively and promptly.
 - Security and safety policies are prepared, monitored and reviewed.
 - Premises risk assessments are prepared, reviewed and acted upon.
 - An up-to-date maintenance improvement plan is in place.
 - The accessibility plan is regularly reviewed.

3.2 Fault Reporting and Emergency Repair

- 3.2.1 As well as periodic inspections and checks for faults and problems, the Trust operates a system of fault reporting whereby issues are reported to the Director of Estates or their nominated staff member.
- 3.2.2 The Director of Estates or their nominated staff member will assess the priority of such requests and act on them as required.
- 3.2.3 Urgent faults will be acted upon immediately to ensure the safety of all site users.
- 3.2.4 Wingfield Academy is maintained as part of a Private Finance Initiative, the estates services being provided by a single appointed contractor who is responsible for assessing and prioritising requests then acting on them as required.
- 3.2.5 The Trust strongly supports a programme of planned preventative maintenance, to prevent faults and problems arising.

3.3 Planning and Scheduling

3.3.1 The Director of Estates or their nominated staff member acting under authority from the Chief Finance Officer, will prepare, keep and monitor a site plan. This includes a schedule of inspections, surveys, checks and improvement works relating to all aspects of the management of the college/school sites and their buildings, including:

- Roofs and exterior walls
- Rainwater gutters, fascia and soffits
- Windows and doors
- Internal areas, fixtures and fittings
- Asbestos management (site surveys and registers)
- Water supply systems, drainage and sewers
- Hot and cold water monitoring (Legionella)
- Electrical systems
- Heating, lighting and ventilation systems and equipment
- Gas boilers
- Fire alarm systems
- Fire monitoring systems
- Fire fighting equipment
- Intruder alarms
- Mechanical systems and plant
- Grounds and fencing
- Accessibility, including disabled access ramps and doors, pathways and pavements
- Car parks and roadways
- Waste collection areas and recycling.

3.3.2 Inspections, surveys and checks will be conducted termly, annually or less frequently according to statutory compliance, best practice guidance and buildings manuals. Full records will be kept. Where necessary specialist contractors or consultants will be employed to conduct such works and to advise, especially in areas such as asbestos safety, legionella and electrical safety.

3.3.3 The appointed estates contractor at Wingfield Academy are responsible for developing an annual lifecycle programme of planned investment which is approved by the Head Teacher and the Business & Resources Manager and the Director of Estates.

3.4 Sustainability

3.4.1 It is the intention of the Trust to be as sustainable as possible in its use of its premises and grounds. This is both to reduce costs and to provide an ethical model of building use for students. All relevant aspects of premises management will be completed with reference to the sustainability plan, including:

- Energy and water consumption
- Supply chain/contracting
- Display energy certificates
- Waste and recycling.

3.5 Contractors

3.5.1 The Trust will ensure that:

- Adequate arrangements are in place to select, appoint and monitor any contractors undertaking building or maintenance works on the premises
- Contractors' safety record and competence are checked as well as their professional qualifications, registration and certification
- All contractors have a current health and safety policy and suitable insurance in place
- Health and safety issues are considered before work commences and a suitable health and safety plan developed in any project or work that requires one
- Appropriate risk assessments are conducted and reviewed to ensure the safety of all using the site
- Contractors are shown the asbestos register (where applicable)
- Contractors abide by site rules at all times.

3.6 Lettings and Community Use

3.6.1 The Trust ensures that the premises and facilities are available to be used for purposes other than conducting the curriculum. The Trust believes that its premises can provide a valuable resource for the local communities while at the same time introducing a helpful source of income through lettings. The Director of Estates or their nominated staff member is responsible for applying the lettings policy.