



BEACON ACADEMY Premises & Estate Management Policy

Updated	1/1/18
Date Approved by Board:	27/3/2014
Date of Review:	Summer Term 2018
Responsible Department:	Operations Manager

The Governors of the academy attempt to ensure that the premises are maintained and developed in such a way that the curricular and welfare needs of its students and staff are met.

Planned and Unplanned Maintenance

The academy maintains a planned maintenance cycle for the following:

- external and internal decorations;
- flat roofs;
- servicing, heating and electrical systems and equipment;
- electrical wiring, plumbing and gas pipes;
- repairs to flooring and fire doors;
- grounds maintenance.

The cost for these items are contained within the school's annual budget.

Developmental Projects

Each year the Governors reassess the academy's priority list for developmental projects. It will not always be possible to address the highest priority first, since resources may not allow this. Further, should additional grant be available for a project, then that project may be addressed first, subject to Governors' approval. Nevertheless, the Governors feel it important that they assess school priorities on an annual basis and those priorities are then added to the School Improvement Plan.

Contracts

The contracts which are of particular relevance to this Premises Policy are:

- Grounds Maintenance
- Cleaning Services
- Energy Consultancy
- Health and Safety Contract

Health and Safety

The Governing Body has a duty of care for all persons who may use the building. This covers students, staff, parents, visitors, contractors, people covered by a letting and even trespassers.

The special needs of the disabled will be taken into account at all times.

The Governors ensure that all reasonable steps are taken to ensure the safety of any user of the premises. The calls made on the Building Repair and Maintenance Budget are prioritised with Health and Safety issues being given the highest priority.

All risks are reported as they arise to the academy Operations Manager and dealt with appropriately or reported to the Headteacher should immediate action not be possible. Regular assessment of building requirements are made by the Premises, Resources and Legal Committee and thereby reported to the Full Governing Body.

The school has a Health and Safety Policy which supports this Premises and Estate Management Policy.

Insurance

The School Business Manager takes out adequate insurance to cover:

- school buildings and equipment, including consequential loss;
- their liabilities as employers (the legal liability of the school to its employees);
- third party liability (to cover the public);
- the participation of non-governors in decision making, particularly independent and lay members of admission and exclusion appeal committees;
- academy vehicles;
- fidelity and loss of money.

Security

As a means of improving Health and Safety for students, staff and other school users, the Governors recognise the need to maintain and, where funds allow, to improve school security. The school's security systems are substantial and include:

- CCTV;
- security gates;
- visitor access controls;
- staff, student and visitor badges;
- marking of valuable equipment;
- an annually updated assets register.

Energy Efficiency

The academy is aware of the high level of rising costs of fuel (gas, electricity and water). These costs will be an increasing burden on the academy budget. The academy is also aware of the use of excessive fuel has on the environment. In order to minimise the usage of fuel at the school the following measures have been put in place:-

- Registration with the "Energy Savings Trust Certification for Schools Programme"
- Implement the required measures to help achieve accreditation of "level one of the energy certification for schools programme"
- Negotiate the most competitive contract price with fuel suppliers.
- Regular maintenance of boiler plant and equipment to maximise their efficiency.