



A C A D E M Y
T I P T O N

Q3 Academy Tipton Premise Management Policy

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Q3 Academy Tipton
Premises Management Policy

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1. Aims

The Q3 Academies Trust aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way;
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations;
- Promotes the safety and wellbeing of our staff, students, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#);
- Complies with the requirements of the [Education \(Independent School Standards\) \(England\) Regulations 2010](#), as [amended](#).

2. Guidance

Q3 Academy Tipton are within the remit of Sandwell MBC Building Schools for the Future (BSF) programme and therefore the responsibilities of the facilities fall to Sandwell MBC under the terms of the BSF Programme Partnership Agreement.

The BSF Partnership has appointed Interserve Facilities Management Ltd (IFM) to oversee and manage all Facilities Management services for the site and buildings.

This document is based on the terms and conditions of the BSF Programme Partnership Agreement and has been produced in conjunction with the IFM Service Delivery Plan and Handbook (Appendix 1).

3. Roles and responsibilities

The Local Governing Body (LGB), the Head of School and the Academy Business Manager will ensure this premises management policy is properly implemented, and that relevant checks to ensure that tests and inspections are carried out in accordance with the Service Delivery Handbook/BSF Partnership Agreement.

The Head of School is responsible for:

- The overall health and safety of the users of the site and buildings;
- Ensuring that this Premise Management Policy is properly implemented.

The Academy Business Manager is responsible for:

- Ensuring that the FM Provider is carrying out inspections and maintenance of the Academy premises;
- Ensuring that issues relating to repairs and maintenance are reported to the FM Provider promptly, and rectified by the FM Provider within contract terms;
- Reviewing reported Acts of Damage (AODs) and challenging these where necessary;
- Being the first point of contact for any issues with the premises and to act as Liaison between BSF, IFM and the Academy regarding any concerns, complaints/compliments and processes;
- Ensuring that the FM Provider are conducting and recording risk assessments and incident logs relating directly to Academy premises;

- Liaising with the Head of School and the FM Provider about what actions need to be taken to keep the Academy premises safe;
- Reporting to the LGB on premise related matters.

The BSF Project Team/LEP are responsible for:

- Ensuring IFM are fulfilling the requirement of the Partnership Agreement;
- Carrying out regular inspections of the site and buildings;
- Ensuring best value on behalf of the Academy.

The IFM Team are responsible for:

- Providing a safe and comfortable environment for all Academy users;
- The delivery of services outlined within the Partnership Agreement through a combination of directly employed labour and the use of sub-contractors;
- Liaising directly with the Academy, primarily through the Service Delivery Manager;
- Fulfilling the Service Delivery Plan and Handbook (Appendix 1).

4. Inspection and testing

IFM have produced a schedule which covers all services provided, along with statutory compliance, Health & Safety and system usage. The schedule can be viewed in Appendix 1.

5. Risk assessments and other checks

Please refer to the Risk Assessment Policy for information about the Academy's approach to risk assessment.

The Academy also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices.

6. Monitoring Arrangements

The application of this policy is monitored by the Head of School and the Facilities Manager through, among other things, visual checks of the Academy site and equipment, checks of risk assessments, meetings with IFM/BSF/LEP.

The contract is classed as a self-monitoring contract and as such all job requests/issues must be reported through the IFM helpdesk.

Copies of paperwork relating to any checks are kept in the Academy Business Manager's office.

In conjunction with this the Academy employ health and safety consultancy services from Elite Safety. Elite Safety provide advice and guidance on matters relating to health and safety, as well as carrying out a termly audit.

7. Links with other policies

This premises management policy is linked to:

- ✓ Health and safety policy
- ✓ Risk assessment policy

8. Policy Review

This policy will be reviewed by the Head of School and the Academy Business Manager annually. At every review, the policy will be shared with the LGB and approved by the QAT Trustees before being made available to Academy staff and IFM representatives.

Appendix 1 Interserve Service Delivery Plan



Appendix 1 TLC
Service Delivery Plan