



PREMISES POLICY

GAT/0064

POLICIES AND PROCEDURES PROFORMA

Subject and Version of Document:	The Gryphon Trust Premises Policy
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Persons/Committees etc consulted whilst document in draft:	Board of Directors
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Responsibility for dissemination to new staff:	Line Manager
Principal Target Audience:	All staff

Amendments Summary:

Amend. No.	Issued	Page	Subject

1.0 Statement of Intent

The Trust aims to ensure that it:

- Manages its buildings, grounds and equipment in an efficient, legally compliant way.
- Inspects and tests buildings and equipment regularly, in accordance with statutory requirements and best practice recommendations.
- Promotes the safety and wellbeing of staff, pupils, 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 [School Premises \(England\) Regulations 2012](#)

The Trust provides the following services to Arnewood and Eaglewood schools:

1. Provision of fully serviced facilities.
2. Planned maintenance, including statutory and periodic.
3. Reactive maintenance and repair.
4. Project management and support.
5. Grounds maintenance.
6. General caretaking.
7. Facilitation of lettings.
8. Security.
9. Provision of and administration of minibuses.

In addition, it maintains Fawcett's field as a Trust asset.

2.0 Roles and responsibilities

The Trust facilities manager will ensure this Premises Management policy is maintained and properly implemented.

The facilities manager is responsible for:

- Inspecting and maintaining the school premises.
- Arranging necessary tests and statutory inspections.
- Ensuring necessary repairs and maintenance are undertaken.
- Being the first point of contact for any issues with the premises.
- Planning periodic and preventative maintenance.
- Keeping records of works carried out and planned.
- Liaising with the Headteachers about what actions need to be taken to keep the school premises safe.
- Managing the school's minibus fleet.
- Managing "soft FM" services (excluding catering). Catering is managed by the finance officer.
- Provision of caretaking services.
- Facilitation of lettings.
- Management of capital projects.

Individual member of the facilities team has responsibility for routine activities. These are outlined at Annex A.

3.0 Provision of fully serviced facilities.

The Trust facilities manager will ensure that:

1. This includes planned and preventative building and energy/utilities systems maintenance, cleaning, waste management (including medical waste), pest control, lift maintenance and fire/intruder assets.
2. Details of planned maintenance are at Annex B (Arnewood) and Annex C (Eaglewood).
3. The work is undertaken by a combination of facilities team members and specialist contractors.

4.0 Reactive maintenance and repair.

The Trust facilities manager will ensure that attention to the breakdown of fixtures and fittings, building fabric, utility systems and damage (intentional or otherwise) to facilities is prioritised and reacted to appropriately.

5.0 Project management and support.

The Trust facilities manager will manage all capital projects, from inception to completion:

1. This ranges from small projects such as internal and external decoration and installation of temporary facilities (generally >£10,000) to large capital projects such as major refurbishment and systems replacement (>£2.5 million).
2. Identification of new projects, raising statements of need and applications to secure capital funding.
3. Raising of necessary financial and other reports as required by funding authorities.

6.0 Grounds maintenance.

The Trust facilities manager will ensure that:

1. This includes external areas to schools, including sports facilities, playgrounds, roadways and paths, car parks. It generally excludes flower borders and like, often maintained by students or specialist staff employed by the schools.
2. Fawcett's field is managed on an "environmentally friendly" basis.

7.0 General caretaking.

The Trust facilities manager will ensure that:

1. This includes routine support to teaching staff in assembly arrangements, event preparation, examination equipment positioning, support to external speakers and exhibitions.
2. Also, reprovision of hygiene consumables in toilets and classrooms.
3. General portering service as required.
4. Securing and opening of schools. Master keys held by FM staff, DHT, HT and approved security contractors only.
5. Normal schools term time opening hours are:
 - a. Arnewood 06:30 to 21:00 Monday to Friday.
 - b. Eaglewood 07:30 to 18:00 Monday to Friday.
 - c. Holiday opening hours are notified as required.
 - d. Staff are routinely expected to vacate either school by 18:00 each day. Planned exceptions to be notified to the facilities team.

8.0 Facilitation of lettings.

The Trust facilities manager will ensure that:

1. Facilitating use of Astro sports ground and within buildings for external organisations is undertaken by the facilities team.
2. Routine weekend lettings are catered for, generally facilitated by an appointed contractor.

9.0 Security

The Trust facilities manager will ensure that:

1. This includes provision and maintenance of intruder alarms, CCTV, remote monitoring, static guarding.
2. Liaison with specialist organisations and provision of active/passive support as required.

10.0 Provision of minibuses and administration.

The Trust facilities manager will ensure that minibuses are properly maintained and appropriate administration is undertaken. This might include:

1. Lease management.
2. Provision of insurance.
3. Authorisation of drivers.
4. Maintenance and damage repair.

11.00 Supporting procedures:

1. Control of contractors.
2. Fire safety.
3. Security.
4. COSHH.
5. Planned maintenance.
6. Lettings.

Key related policies:

1. Trust/schools Health and Safety.
2. Trust/schools critical incident.
3. Trust catering management.
4. Fire Safety.

Activity		School		When		Lead
Daily						
Daily interface with Heating project manager		AW		As reqd		RPR
Open		AW				PPY
Open		EW				PPY
Close		AW				PWK
Close		EW				PWK
Update mtnce list		AW				PPY
Update mtnce list		EW				PPY
COVID hygeine consumables		AW				PPY
Toilet replenishment		AW				PPY
Toilet replenishment		EW				City
External bin emptying		AW		Fri		PPY
External bin emptying		EW		Fri		PPY
Litter pick (inc Astro)		AW		All except Wed		PWK
Litter pick (inc Astro)		AW		Wed		PPY
Red flags		AW				PPY
Heating on		AW		07:00		PPY
Heating review		AW		10:30		PPY
Heating		EW		Auto/BMS		PPY
Hall/gym prep		AW				PPY
Cleaning supervisor liaison		AW				RPR
Cleaning supervisor liaison		EW				RPR
Weekly						
Review mtnce priorities		Both				IWR
Leaves		AW				PPY
Leaves		EW				PPY
Litter pick		EW				PWK
Tech support		AW				RPR
County delivery		AW				PPY
Minibus fuel/level checks		EW				PAE
Minibus fuel/level checks		AW		Fri		RPR
Minibus fuel/level checks		AW				PCN
Minibus clean		AW				PPY
Minibus clean		EW				PAE
Astro check of equipment		AW				PPY
Astro dragging/weeds		AW				PPY
Water flush		AW				RPR
Fortnightly						
Water flush		EW				RPR
Grass cutting		Ffield		Seasonal		PPY
Grounds maintenance		AW		Seasonal		PPY

Grounds maintenance		EW		Seasonal		PPY
Planter/border maintenance		Both		Seasonal		PPY
Monthly						
Review ladder list		AW/EW				PPY
Power tools safety check		AW/EW				PPY
Tractors/safety check		AW				PWK
Emergency lights check		AW/EW				RPR
Fire doors check		AW/EW				PPY
Fire alarm test		AW/EW				PWK
Staff						
Ian Walker (IWR)						
Richard Power (RPR)						
Pete Pressey (PPY)						
Peter Windibank (PWK)						
Michael Crossley (MCY)						
Paul Annette (PAE)						
Paul Chapman (PCN)						
Notes:						
1. Leads may delegate activities as appropriate. Conflicts to IWR.						
2. Overtime to be approved in advance by IWR.						

Arnewood planned maintenance - update January 2022 IWR

Asset	Frequency	Supplier	Due	Last
Fire alarm system	6 monthly	CSS	Mar-22	Aug-21
First aid fire appliances	Annual	Morgan	Aug-22	Aug-21
Emergency lighting	Annual	Silversparks	Apr-22	Aug-20
Intruder alarm system	6 monthly	CSS	Feb-22	Aug-21
Gas/heating systems	Annual	Westmade project	Sep-21	Sep-20
Gas cookers/CO2 - food tech	Annual	Solwat	Nov-22	Nov-21
Electric cookers - food tech	Annual	Silversparks	Aug-22	Aug-21
Fixed electrical	See file	BHM	Apr-26	Apr-21
PAT	Biannual	Norwood	Aug-23	Aug-21
Water	Annual	Aqualogic	Apr-22	Apr-21
Water	Monthly	Aqualogic	Jan-22	Dec-21
Drinking fountains	Annual	Aqualogic	Not in use	
Gym equipment	Annual	Universal	Feb-22	Aug-20
Sewing machines	Annual	West Wilts	Jun-22	Jun-21
Canteen equipment	Annual	RLB	Aug-22	Aug-21
Canteen refrigerators	Annual	Southcold	Apr-22	Apr-21
Canteen extractors	Annual	Braybourne	Aug-22	Aug-21
Aircon units	Annual	Southcold	Jan-22	Jan-21
LEV	Annual	Anchor	Apr-22	Nov-20
Fume cupboards	Annual	Crowthorne	May-22	May-21
CCTV	Biannual	CSS	Mar-22	Aug-21
Lift - Main	Quarterly	Stour	Feb-22	Nov-21
Lift - EC	Quarterly	Stannah	Feb-22	Nov-21
HW tap - staff room	Annual	Quooker	Jun-22	Jun-21

Auto doors - Reception		6 monthly	MJC doors	May-22	Nov-21
Evac chairs		Biannual	Evacusafe	Oct-23	Oct-21

Eaglewood planned maintenance - update Dec 21

Asset	Frequency	Supplier	Due	Last
Fire alarm system	Biannual	CSS	Mar-22	Aug-21
First aid fire appliances	Annual	Morgan	Aug-22	Aug-21
Emergency lighting	Annual	Silversparks	Aug-22	Aug-20
Intruder alarm system	Annual	CSS	Feb-22	Aug-21
Gas/heating systems	Annual	Anchor	Aug-22	Aug-21
Gas cookers/CO2 - food tech	Annual		Nov-22	Nov-21
Electric cookers - food tech	Annual	Silversparks	Sep-22	Sep-21
Fixed wiring	See file		2023	2018
PAT	Biannual	Norwood	Aug-23	Aug-21
Water	Annual	Aqualogic	Apr-22	Apr-21
Water	Monthly	Aqualogic	Jan-22	Dec-21
Gym equipment	Annual	Universal	Aug-21	Aug-20
Canteen equipment	Annual	RLB	Aug-22	Aug-21
Canteen refrigerators	Annual	Southcold	Apr-22	Apr-21
Canteen extractors	Annual	Braybourne	Aug-22	Aug-21
Aircon units	Biannual	Southcold	Jan-22	Jan-21
Fume cupboards	Annual	Crowthorne	May-22	May-21
CCTV	Biannual	CSS	Mar-22	Aug-21
Lift	Quarterly		Feb-22	Nov-21
Gates	Biannual	CSG	Feb-22	Aug-21
Access control	Annual	CSG	Aug-22	Aug-21