

# Estates Management Policy



**WARREN FARM**  
PRIMARY SCHOOL

**Approved by:** Governors **Date:** 19/10/2023

**Last reviewed on:** 08/10/2023

**Next review due by:** 08/10/2024

## **Overview**

The purpose of this Estates Strategy is to provide a clear statement of the objectives and methods to be employed by Warren Farm Primary School to ensure its buildings support the schools strategic/service delivery objectives whilst preserving asset value.

The estates Strategy aims to ensure that, so far as it is reasonably practicable, the estate is fit for the purpose intended, complies with current legislation and is maintained to provide a safe and secure environment. Maintenance budgets are used for reactive and cyclical maintenance of existing building structure and fabric and electrical services, statutory inspections, equipment, and Grounds maintenance.

This strategy defines the framework on which all building maintenance, new capital works projects and management operations should be based to ensure a consistent approach in the planning, management and reporting of building maintenance.

In addition to supporting the School's strategic and visionary aims, the school is also committed to a process of risk management including identification and management of key risks, protecting and making best use of assets, to ensure that the School is capable of delivering its educational objectives.

In the context of the estates strategy, risk management involves minimising the risk of unforeseen major defects or failures, which may adversely affect the operation of the School, or cause harm to pupils, staff or visitors. Correspondingly, an effective maintenance strategy mitigates the potential for claims against the School associated with negligence and statutory non-compliance matters.

## **The Governing Board**

The Board of Governors at Warren Farm Primary School are responsible and committed to ensure that this Estates Strategy is fully compliant to its statutory obligations.

## **Estates Maintenance Objectives**

The key maintenance objectives adopted by the School are to:

Maintain buildings in a condition which is consistent with Estates Strategy objectives, the maintenance standards set out in this arrangement and the Schools service delivery needs.

Ensure maintenance and capital works projects create suitable environments which enhances the staff and pupil experience.

Ensure buildings, services and grounds comply with legislation and are kept in a safe condition thereby mitigating the School against potential claims in respect of negligence and statutory non-compliance matters.

Ensure the planning, procurement and delivery of maintenance and capital works projects achieves value for money.

### **Legislative Compliance**

Consideration will be given to whether maintenance identified is required to comply with H&S, Fire, Environment and any other relevant legislation. Any risks identified as non-compliant and are likely to put staff and pupils at risk then these works should be defined as a Priority and undertaken as soon as is practicably possible. Pupils and Staff safety and health should be protected at all times.

### **Frequency of Maintenance Work**

Planned Maintenance will be undertaken at frequencies determined by manufacturer's recommendations, relevant British Standards and Codes of Practice etc. but adjusted in the light of local experience, survey observations, anticipated weather and seasonal implications when appropriate.

Reactive Maintenance will also be undertaken as soon as practicable having due regard for financial implications, risks which will arise from failure and the degree of disruption caused to the Schools activities. Through proper planning and financing of works it is expected that reactive work will be kept to a minimum.

### **Day-to-Day Maintenance**

Day to day maintenance is defined as a sensible and practical repair on a like for like basis for the continuance of preservation, protection, repair to and upkeep of the buildings and grounds.

All day to day maintenance will be carried out with minimum disruption to the educational activities of the School.

Priority will always be given to statutory and other health and safety requirements and any work relating to emergencies such as major electrical failures; floods; gas escapes etc. An action plan will be put in place to make safe and prevent further damage.

The Site Manager is responsible for the quality of the maintenance service provided and shall carry out an agreed percentage of post inspection to determine satisfactory completion and acceptable workmanship, both for in house and contracted out work.

All funds for day to day maintenance will be authorised by the School Business Manager.

### **Planned Maintenance**

The School Business Manager will prepare a 3 year schedule and costings of planned maintenance work to be carried out. The Schedule will be reviewed and approved by the governing board.

Planned maintenance can be split into 2 categories:

- Statutory – these will be carried out to the required timescales. The Site Manager is responsible for arranging external contractors to carry out testing and maintaining all records of Statutory Testing in accordance with the Health & Safety at Work etc. Act 1974 and all associated legislation.
- Preventive – this will be done as necessary, in accordance with the 5 year Maintenance schedule.

### **Grounds Maintenance**

Cleaning and repair should not only maintain high quality grounds and spaces but should ensure a safe and hazard free environment.

General cleaning - Should be carried out frequently and in accordance with the SMBC cleaning schedules to ensure that high standards of cleanliness are maintained. Litter should be collected on a regular basis, Graffiti should be removed when it occurs and damage caused by vandalism should be repaired immediately to the original specification.

Drainage Maintenance - All surface drainage elements should be inspected on a regular basis. Debris such as litter or tree leaves should be removed and disposed of and blocked gullies or drains cleared. Jetting should only be used after other techniques have been exhausted.

External Lighting – Lighting levels should be checked annually including identifying lamp failures. Electrical testing should be undertaken at least every five years in accordance with BS 7671 Requirements for Electrical Installations.

Paving and Surfacing - Jetting should only be used where there is minimal risk of removing mortar jointing and subsequently damaging the sub base.

Unwanted plant material in all hard areas should be controlled throughout the year. Hand weeding is the preferred technique for removing plant material and therefore the use of herbicide should be kept to a minimum.

Landscaping – Inspection and maintenance of trees should be carried out on a regular basis to reduce the risk of personal injury and/or damage to buildings. A register of substantial trees should be maintained recording chronological actions and comments.

### **Use of Contractors**

All contractors should comply with SMBC procedures for procurement and conform to SMBC terms of engagement.

Contractors must carry out risk assessments and provide method statements prior to any work being carried out.

All Contractors carrying out work during term time must be Disclosure and Barring Service (DBS) vetted or under supervision of the Site Manager.

The Site Manager will carry out post inspection of all work to determine satisfactory completion and acceptable workmanship, for all contracted out work.

### **Estates Strategy Review**

This Estates Strategy will be reviewed by the governing board every three years to reflect best practice.