



Premises Management Policy



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Policy Review

This policy will be reviewed in line with the Mosaic Federation policy review cycle.

The policy was last reviewed and agreed by the Governing Board on 21.3.24

It is due for review in 2028

Head Teacher:	Date:
Chair of Governors:	Date:
Vice Chair of Governors:	Date:





Mosaic Premises Management Policy

Rationale

This policy has been created in line with the statutory requirement for schools to adopt an Premises Management Policy

Key Aims

The Mosaic Federation follow the Department for Education statutory guidance for those with legal responsibilities in relation to premises management as detailed in the link below.

<https://www.gov.uk/guidance/good-estate-management-for-schools>

The Mosaic Federation adhere to the School Financial Values Standards.

Schools Responsibilities for Asset Management

Each school must appoint a duty holder who is the person that has clear responsibility for the control and management of the premises. In the case of schools, the responsibility for the health and safety of the premises and its occupants is the Governing Body. The Governors can delegate this responsibility to the Head Teacher.

The Mosaic Federation employ a school business manager to manage premises across the federation.

The business manager is also responsible for conducting and reviewing all risk assessments across the federation.

Areas of Responsibility

As a result of financial delegation, a large proportion of the budget for maintaining premises has been delegated to schools. If you choose not to buy into the Asset Management service (gold or silver), you will have responsibility for several elements of building maintenance, including:

- **Management of Asbestos** - including implementation of the on-site asbestos management plan, ensuring on-site control and management, vetting and controlling competent contractors. *

- **Carbon Monoxide/Gas Safety** – including the annual service of gas appliances (i.e. heating system boiler plant), and ensuring that any work to gas appliances and pipework is carried out by a competent gas safe registered engineer. *
- **Electricity** – including the inspection and testing of the fixed electrical installation, and completion of any electrical work, by a suitably qualified and competent contractor, portable appliance testing. *
- **Fire Safety** – including a named person responsible for compiling, review and management of a fire risk assessment, and ensuring that a fire safety logbook is available to record all fire safety information and all fire related incidents are logged with the Council's insurance section. *
- **Water Management** – including the regular monitoring of water systems, cleaning and disinfect as required, completion of a risk assessment. *
- **Selection and Control of Contractors** – including checking the competency of contractors, provide pre-construction information to designers and contractors; ensure all work carried out meets statutory requirements.

To assist schools and those responsible for the health and safety of the school we have produced a compliance document – **see appendix 1**. This document gives a generic overview of the responsibilities and inspection regimes. Those schools who **do not** buy back into the Asset Management SLA will be required to complete and have documentation available for inspection showing that all compliance issues have been met.

Audit Requirements (maintained schools)

On an annual basis Internal Audit will apply a 'risk-based' audit approach to select schools to be audited. The purpose of the school audit is to provide assurance to the Director of Business and Resources, to allow them to fulfil their responsibilities and provide assurance to the Governing Body on the adequacy of the control environment.

The scope of the audit includes a health check review based upon the criteria from the Ofsted publication 'Keeping your Balance' which specifies standards for schools' financial management.

The audit will cover:

- Schools Financial Value Standard (SFVS)
- Terms of Reference, Scheme of Delegation and Financial Procedures
- Governing Body
- Register of Business Interests
- Budget
- Payroll
- Procurement
- School Meals
- Income
- Voluntary Funds
- Assets and Insurance
- School Vehicles

A report will be issued summarising the findings and any recommendations to be implemented. Reports are issued to both the Head Teacher and the Chair of the Governing Body, for presentation at the next meeting of the Governing Body.

Additional work carried out by Internal Audit within schools may include the following:

- Cross cutting LEA audits that may involve school employees and services, for example school meals income, admissions and use of school balances.
- Central corporate governance policies and their impact in schools, for example fraud and corruption, data protection and registering business interests.
- Consultancy, for example presentation on the role of Internal Audit to new head teachers.
- Ad hoc support in relation to special investigations.

Review

This policy will be reviewed adhering to the federation policy review cycle.