



School Premises Management Handbook

2. Roles and responsibilities

All schools

The Head Teacher and Governing Body of all types of school are responsible for the safety and compliance of their site. The Head Teacher is the 'responsible person' for premises management and is responsible for day-to-day management and health and safety on site. It is the responsibility of the Head Teacher to ensure suitable arrangements are in place for the professional assessment and management of the site, including a compliant inspection and assessment regime.

The Head Teacher, working with the Governing Body, is responsible for ensuring:

1. Suitable policies and procedures are in place and embedded to enable safe occupation of the site (including Health and Safety, fire, security, and risk assessments)
2. Staff involved in premises management and health and safety are suitably qualified and receive appropriate and adequate training
3. Inspections, assessments (including risk assessments) and servicing of buildings, plant, trees, equipment and any other infrastructure on site are undertaken in accordance with legislation and best practice (see Section 3. Premises inspections and servicing, and Annex A)
4. Where inspections/assessments identify non-compliance, that action is urgently taken to ensure compliance and the council is involved where appropriate
5. Where inspections/assessments make recommendations, these are properly considered as part of the school priority and budget setting processes
6. A sufficient revenue budget is identified for inspections and maintenance work – both reactive maintenance (i.e. responding to urgent works such as a broken window) and planned maintenance (i.e. work that improves the usability of the school or prolongs the lifespan of a building or equipment – examples include redecoration or refurbishment, equipment updating/replacing, furniture replacement)
7. Available revenue and capital funds (including Devolved Formula Capital) have been prioritised appropriately, with highest priority being to address condition issues or risks that could result in parts of the building becoming unavailable for use (see Section 4. Priorities for school revenue and DFC funds)
8. Consent is received from the council prior to certain types of capital project works being commissioned (see Section 5. When council permission is required)
9. Premises projects undertaken by the school are managed to ensure they are undertaken in a manner that ensures compliance, quality and value for money
10. If a school has residential accommodation, a swimming pool, or an astroturf pitch, they are managed in accordance with Annexes B, C, and D, respectively

Every school must take good care of the site and buildings so that if an accident happens, they can demonstrate they carried out statutory compliance and maintained a safe working environment and equipment so far as is reasonably practicable.

The council is the employer and has ultimate responsibility for the health and safety of maintained schools. However, the Head Teacher as the Head of Service, is responsible for the day to day running of the school, including health and safety. The Head Teacher has the authority and the control of the resources to carry out those activities this Handbook points out as the responsibility of the school, eg., those items done less than every 10 years.

The council is the land and building owner for Community and Voluntary Controlled Schools in Haringey, and so fulfils a landlord role. For Voluntary Aided Schools, the council generally owns playing fields, with the built up part of the site owned by trustees (often, but not always, the Diocese). For Academy Schools, the council may be the landlord with the Academy Trust occupying under a 125 year lease – this is the situation if the school was previously a Community School.

For Community and Voluntary Controlled Schools, the council is the legal employer of staff. Community Schools must not grant or enter in to leases or licenses (or arrangements that appear to be leases or licenses) without the written permission of the council.

The council is responsible for ensuring:

1. For Community and Voluntary Controlled Schools where the council is the land and building owner and also the employer, schools are complying with statutory and best practice requirements with regard to inspections and compliance (including undertaking compliance works required from inspections) and health and safety
2. For Academy Schools occupying under a lease from the council, that the school is complying with the terms of the lease
3. There are sufficient school places to meet demand from residents
4. For the schools where the council has capital investment responsibility:
 - a. the sufficiency, suitability and condition of the school estate is understood
 - b. available funding is prioritised effectively
 - c. premises projects undertaken by the council are managed to ensure they are undertaken in a manner that ensures compliance, quality, and value for money.
5. Requests for landlord consent are responded to swiftly and professionally
6. Any periods of school closure because of premises issues are minimised



The following table summarises roles and responsibilities between the school and the council:

	School	Council
Premises inspections	Full responsibility	No responsibility
Health and Safety Audit	Full responsibility	No responsibility
Equipment servicing	Full responsibility	No responsibility
Risk assessments	Full responsibility	No responsibility
Reactive revenue maintenance	Full responsibility	No responsibility
Planned revenue maintenance	Full responsibility	No responsibility
Capital works (general guidance, see 'specific infrastructure'below exceptions) (and Note 1 below)	If it would normally require doing more often than every 10 years Includes all redecorations internal and external	Advice regarding prioritisation Works normally undertaken every 10 years or less frequently (excludes all internal and external redecoration)
Managing capital projects	Project commissioner responsible for project management and delivery	
Specific infrastructure		
Residential accommodation	Full responsibility (See Note 2 below)	No responsibility
Swimming pools	Full responsibility (See Note 3 below)	No responsibility
Astroturf pitches	Sinking fund for refurbishment (See Note 4 below)	'Top up' funding for pitch replacement
Catering equipment	Full responsibility (See Note 5 below)	

Notes

1. This applies to reactive (i.e. a boiler fails unexpectedly and needs replacing) and planned works (i.e. window replacement programme for part/all of a building)
2. Community or Voluntary Controlled Schools are not permitted to grant new service occupancy agreements (i.e. not to employ new residential staff) and must discuss potential future use of residential accommodation with the council as it becomes vacant
3. The school should ensure income from lettings is sufficient to cover the running costs and contribute to lifecycle maintenance costs
4. The school should have established a sinking fund from its own lettings income to cover the running costs and most lifecycle maintenance, including pitch replacement costs
5. The school should include equipment life cycle costs in their budget and/or their catering contract. If the kitchen is being refurbished or extended, the council would look to reuse equipment where possible and the school would be responsible for subsequent maintenance and replacement

In summary, as a broad guide

- Anything that needs doing every ten years or more frequently is school responsibility, including 'patch repairs'
- Things that need replacing/major upgrades once every ten years or less frequently is council responsibility

To support schools

- The **School Financial Procedure Manual** provides guidance about the proportion of revenue budget that should be allocated to premises management
- The council intends to develop and provide advice regarding premises management and health and safety, such as SLAs and/or template policies and procedures and/or training

Additional Resources

Traded Services for Schools



www.tradedservices.haringey.gov.uk/contacts

Haringey Governors Online

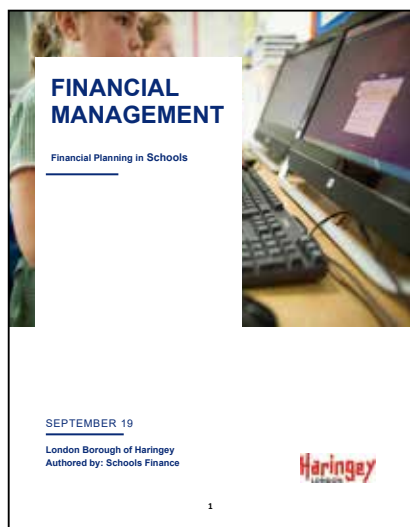


www.governors.haringey.gov.uk

School Financial Procedure Manual

This Manual contains operational guidance for schools' finance and related subjects.

Visit the school finance pages and download your copy at www.haringey.gov.uk



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Every effort has been made to ensure the accuracy of the content of this Handbook at time of publication.