



## **St Anne's School and Sixth Form College**

### **Premises management documents**

This policy was adopted in the Summer term 2017 and revised September 2018

#### **1. INTRODUCTION**

The premises management documents outline the framework for St Anne's to meet its duties and obligations to provide a healthy and safe working environment for all staff, pupils and visitors to the premises.

#### **2. LEGAL FRAMEWORK**

The documents will consider all related guidance, and statutory obligations relating to health and safety.

#### **3. POLICIES GUIDANCE AND PROCEDURES**

There are many aspects of school premises that require safe management and maintenance. All maintenance records are stored in premises management files and kept within the site managers office / school office. They are regularly reviewed by the Health and Safety Governors committee. The school has a governor with responsibility for Health & Safety.