



MFE4	MASS Facilities and Equipment	Infrastructure Maintenance
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<b>What this policy aims to do</b>	To maintain the appropriate safety and functionality of buildings and associated infrastructure.  To ensure the safe and practical use of facilities for students, staff, contract workers and visitors.
<b>Who this policy applies to</b>	MASS employees, volunteers and contractors
<b>Who is responsible for carrying out this policy</b>	All MASS workers have a duty of care to ensure that they work with, or utilise contractors in a manner that is not potentially harmful to their own health and safety and the health and safety of others.
<b>What words used in this policy mean</b>	
<b>Legislation this policy is based on</b>	Part 11 of Building Regulations 1994
<b>Other relevant policies</b>	MFE1 Emergency Management MFE2 Premises Management and Security MS12 Workplace Health and Safety

Version	Date	Author/Editor	Approved by	Notes
1.0	20/01/2020	P.Valente		
1.1	15/01/2022	I Geer	S. Reeves	Change Director to CEO. Annual review

## General Facility Management

MASS will manage all properties in a safe and healthy manner and will comply with any applicable lease agreements and funding body requirements.

MASS will ensure that all properties owned or leased for its services and activities have reasonable levels of security to protect the personal safety of workers and service users as well as protecting equipment and personal belongings.

Repairs and maintenance on leased or owned premises need to be appropriately authorised and through the responsible manager.

The fitting of or alteration of locks to internal doors must be approved by the CEO or responsible manager (see MFE2 Premises Management and Security). The CEO or responsible manager must ensure that the fitting of such locks does not unnecessarily or unlawfully restrict the movements of service users or pose risks to them or staff members in the event of an emergency.

Security and emergency equipment such as locks, extinguishers and alarms must be monitored and maintained to ensure they are in good working order at all times.

The responsible manager will:

- arrange for annual, quarterly or seasonal building, grounds, and equipment inspections as required
- maintain buildings (internally and externally) so that they meet occupational health and safety requirements
- deal with urgent repairs
- maintain all essential services
- manage MASS' maintenance requirements within budget.