

# Education Infrastructure – End of Year Bulletin

Your management responsibilities as school leaders, governors & duty holders

## Opening over the summer break?

### Maintaining your school site

We know that a number of schools will be remaining open over the summer to provide childcare provision to our families. This may involve arranging for third party users to be present on site during the holiday period.

**Regular site checks need to be undertaken over the holidays. If any issues are found, then these need to be appropriately recorded and managed.**

For the full guidance please click on the link:  
<http://www.birminghameducationsupportservice.co.uk/Article/74995>

## Don't forget!

Please let us know about your emergency contact details over the school holiday period.

## Landlord Approval

### Are you planning to have building works carried out over the summer holidays?

Please remember you must obtain landlord approval before commencing any works. If you have not submitted your request, please do so ASAP. For a copy of the form please click here:  
<http://www.birminghameducationsupportservice.co.uk/Article/73197>

## Statutory Compliance Returns

### Legal requirements

We recognise that schools are under a lot of pressure at the moment due to Covid-19; however, you are required to submit a mandatory annual return to fulfil your health and safety obligations. The deadline for this was 3<sup>rd</sup> April 2020. The return is required **before the end of summer term – if you unable to achieve this please contact us.**

## EMERGENCY REPAIRS

Contact the Acivico helpdesk on:  
0121 303 6425 (office hours)  
0121 303 4149 (out of hours)  
[acivicohelpdesk@acivico.co.uk](mailto:acivicohelpdesk@acivico.co.uk)

## Traded Services

### Do you require support with your school buildings' management?

A copy of the new Traded Service for April 2020 – March 2021 is available via the link below.

It's not too late to subscribe for this years' service package. A copy of the booklet and updated cost schedule is available on the BESS webpages – Education Infrastructure – click on the link below to view:

<http://www.birminghameducationsupportservices.co.uk/Article/73781>

For questions or to **subscribe** please email us.

## Full Reopening of Schools!

**Risk assessments for September opening must be returned no later than 24<sup>th</sup> August 2020.**

## Contact the team

[eds.enquiries@birmingham.gov.uk](mailto:eds.enquiries@birmingham.gov.uk)  
**0121 303 8847 (this number is not being monitored while the office building is closed)**  
8.30am – 5pm Monday-Thursday,  
8.30am – 4pm Fridays

**Education Infrastructure**  
PO Box 15843, 1 Lancaster Circus,  
Birmingham B2 2RT

## Important!

Details of the changes to duty holder and asbestos management plan training in the next bulletin (September 2020).

Enjoy your break!

