



## Premises Management Policy

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<b>Last reviewed:</b>	May 2021
<b>Ratified by Trustees:</b>	7 July 2021

## Changes and amendments

Page	Section Number	Change
Page 2	Section 1	Clarification of linked legislation
Page 2	Section 2	Clarification of roles and responsibilities
Page 4	Section 3.5	Asbestos section added
Page 4	Section 3.6	Temperature section added
Page 4	Section 8	Accessibility section updated
Page 5	Section 15	Section on Fire Safety added
Page 6	Section 16	Section on Grounds Maintenance added

### 1. Legal Framework

**This policy will have consideration for and comply with the following legislation:**

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

**This policy will also have due regard to the following statutory and non-statutory guidance:**

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2020) 'Managing asbestos in your school'.
- DfE (2015) 'Advice on standards for school premises'
- DfE (2020) 'Good estate management for schools'

### 2. Roles and Responsibility

**The governing board is responsible for:**

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

**The College Business Manager is responsible for:**

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Managing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.

**The Site Manager is responsible for:**

- In collaboration with the Senior Leadership Team, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.

- Conducting the Health and Safety Audit.
- Conducting the Asbestos Management Checklist.
- Checking the school's compliance with the relevant health and safety and premises management legislation and reporting any issues to the governing board.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

**The Executive Principal is responsible for:**

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the premises manager, SBM and governing board as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and premises manager.
- Reviewing this policy in liaison with the premises manager.
- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.

### **3. Key areas**

#### **3.1. Water Supply**

The Site Manager ensures that the Academy's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- The Academy has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water.
- The temperature of hot water supplies to taps and showers does not pose a scalding risk.

#### **3.2. Drainage**

The Site Manager ensures that there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

#### **3.3. Load bearing structures**

The Site Manager has ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary.

#### **3.4. Security arrangements**

The Site Manager and Caretaking team ensures the Academy has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance, and that the Academy perimeter fence is secure.

### **3.5. Asbestos**

The college will have an asbestos register (including associated remedial actions) and an Asbestos Management Plan.

The site manager will review the colleges Asbestos Management Plan annually. All staff school or college will receive adequate training and understand what precautions, detailed in the Asbestos Management Plan. The site manager will ensure that all staff are informed of any asbestos located within the school. The site manager, and College Business Manager will arrange for any necessary repairs to the school regarding asbestos.

The College Business Manager will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times.

The premises manager and College Business Manager will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The premises manager will regularly monitor the effectiveness of the asbestos management arrangements to ensure that the risks are controlled.

### **3.6 Temperature**

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C. Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.

The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.

## **4. Risk assessment**

4.1. The Academy's security arrangements are based on a risk assessment which is reviewed annually and considers the following factors:

- The location of the Academy
- The physical layout of the Academy (eg, multiple buildings)
- The movements needed around the site
- Arrangements for receiving visitors
- Staff/student training in security

4.2. The Health and Safety Co-ordinator is responsible for ensuring risk assessments are completed across all Academy departments.

## **5. Lettings**

The Business Manager and Site Manager ensure that those areas of the Academy which are used outside of the standard Academy working day are organised to ensure that the health, safety, and welfare of students are safeguarded, and their education is not interrupted by other users. This is done by referring all new lettings to the Business Manager so that arrangements may be discussed, and the necessary arrangements implemented.

## **6. Resistance to the weather**

The Site Manager ensures that Academy buildings provide reasonable resistance to penetration by rain, snow, wind, and moisture from the ground by carrying out regular visual checks, and discussing the result of the checks with the Business Manager at Line Management Meetings

## **7. Evacuations**

The Site Manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

## **8. Accessibility**

To be compliant with the Equality Act 2010, the Executive Principal and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND. The accessibility strategy will include the health and safety needs of pupils with SEND. The school will take account of its Accessibility Policy when managing and maintaining the school site.

## **9. Suitability**

The Business Manager ensures that, in terms of the design and structure of the accommodation, no areas of the Academy compromise health or safety, there are high-level handrails on stairs above an open stair well and an asbestos management programme is in place.

## **10. Welfare**

- The Business Manager and Site Manager ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that:
- Staff washrooms are 'adequate' for the number of staff at the Academy.
- Changing accommodation, including showers (which are hygienic, and which work properly), are provided for students and are accessible from the playing field where the exercise takes place.
- The Business Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that there is a room for medical or dental examination which contains a washbasin and is reasonably near a WC.

## **11. Catering**

The Business Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

## **12. Cleaning**

12.1. The Business Manager and Site Manager ensures that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by effective management of the Cleaning Team and the programme of cleaning that is followed.

## **13. Mechanical Services**

- The Business Manager and Site Manager ensure that the lighting, heating and ventilation in classrooms and other parts of the Academy are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:
- Each room or other space in the Academy has lighting appropriate to its normal use; in teaching accommodation this shall mean not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried out).
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures comfortable levels.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms. This is done through a programme of monitoring and through systematic feedback from staff.

## **14. General Maintenance**

- The Business Manager and Site Manager ensure that there is a maintenance and decoration programme. Most of this work takes place during the Academy holiday periods, but smaller tasks may be completed during term time.
- The Site Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

## **15. Fire Safety**

- School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff.
- Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.
- Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.
- Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time.
- premises manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

## **16. Grounds Maintenance**

- The College Business Manager, in consultation with the Executive Principal, Head of School (primary), Acting Associate Principals (secondary) and relevant heads of department, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. The condition of all playground areas will be monitored by the premises manager and deficiencies addressed.
- The College will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.
- The College will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly.
- There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

## **15. Health and Safety Audit**

- The Academy's premises are subject to a yearly Health and Safety check.
- Any matters of concern are discussed and actioned at the next meeting of the Board of Trustees.
- A biannual Health and Safety Audit is carried out by qualified Health and Safety Advisors