

Premises Management Policy

Policy adopted: 01/04/2020

Review date: Spring 2023

Signed:



Rationale

The philosophy of the trust is to have welcoming buildings and grounds for all our pupils, parents, staff and visitors. In order to accomplish this the Trust maintains its premises to the highest standards it can. This policy outlines how each school will accomplish this in line with the appropriate statutory and regulatory standards. This policy applies to all staff within the trust.

Day to day management of school buildings is the responsibility of the Trust's Chief Finance Officer (CFO) with the schools Caretakers, though ultimately the responsibility lies with the directors.

Aspects of the Duty of Care

The school needs to consider the buildings:

- **Condition** – that is the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.
- **Suitability** - that is a measurement of whether the buildings and grounds are of a suitable quality to meet the needs of the curriculum and management of the school as part of its drive to raise educational standards.

This policy reflects the following legislation

- The Education (School Premises) Regulations 1999 - which requires schools to have premises which ensure the health, safety and general welfare of users, stating minimum standards.
- The Health and Safety at Work etc Act 1974 (HSWA) - which places a duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees". It also requires employers to carry out business in a way that does not pose risk to the health and safety of non-employees.
- The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.
- Managements of Health and Safety at Work Regulations 1999 (MHSWR).
- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.
- Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

The Caretakers monitor the premises and report back findings to the CFO, who periodically conducts monitoring activities. All staff have a responsibility to be aware of any issues regarding the buildings, grounds and report these to the Caretaker, CFO or a member of the SLT. The Trust is fortunate in having Health and Safety experts as members of the Directors and Governing Bodies and purchase a service level agreements with PR Associates, who provide a yearly evaluation of the premises condition and are available for consultation at any time. The school gives due regard to the regulations listed above.

The CFO works with the caretakers and headteachers to:

- Develop the Asset Management Plans
- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan, five year condition and suitability documents alongside their observations as information sources
- Manages repair or improvement projects
- Prepares policies for security, fire safety and health and safety, including monitoring processes
- Ensure that risk assessments are prepared and acted upon
- Employ professional property advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The school undertakes the following as prescribed by legislation

1. The Trust, through the CFO, ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following:

- Boiler maintenance (Annual)
- Electrical appliances checks (Annual)
- Fixed electrical installation testing (5 years)
- Emergency lighting testing (Bi-Annual)
- Local Extraction Ventilation (Annual)
- Fire risk assessments (5 Year)
- Fire alarm testing (weekly)
- Fire door checks (Daily)
- Fire extinguisher checks (Bi-Annual)
- Sports equipment safety checks (Annual)
- Gas appliances safety checks (Annual)
- Gas pipe soundness checks (Annual)
- Kitchen deep cleaning (Annual)
- Lift safety checks (Bi-Annual)
- Water risk assessment (2 Years)

2. The Caretakers undertake weekly testing of water temperatures and testing of water systems each half term. Heating engineers also carry out annual checks to ensure that all water storage

tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C are safe. This ensures that:

- the school 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 washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water,
- temperature control valves consistently operate at the correct temperature.

3. Asbestos

The schools maintain an asbestos register which contains a copy of the asbestos survey and management plan. These identify where asbestos is located or is suspected and how asbestos is managed by site staff.

Other premises details

1. Drainage

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

2. Glazing

Broken windows are replaced as quickly as is possible, using local glaziers. This is usually on the same day, if this is not possible the area will be made safe and secure. Glazing is always with toughened or laminated glass.

3. Accommodation

- Schools need to provide a bright and orderly environment and there is a planned re-decoration programme to make sure they are maintained to a good standard. This usually takes place in the holidays, though small jobs may be undertaken during the school working year.
- Flooring is subject to regular visual checks, and remedial action taken as any poor condition is identified.
- Furniture and fittings are purchased in line with the correct sizing guidelines for the pupils. These are renewed as part of the re-decoration programme, or as needs are identified.
- The Caretakers and headteachers oversee a team of cleaners who maintain the schools to a high standard of cleanliness.
- The Trust ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs.
- The Trust takes care in making sure that no area of the schools' design or structure compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well.
- Classrooms are appropriate in size to allow effective teaching, taking into account the number, age and needs (including any special needs) of pupils by carefully monitoring the

number, age and needs of pupil who will be using the classrooms and making any necessary adjustments in provision and arrangements.

- School buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- The Trust makes sure there is sufficient access so that entry and exit of the buildings in emergency evacuations can be accomplished safely, including for those with special needs, by ensuring that all exits are kept clear and unencumbered with appropriate access for wheelchair users.
- The school kitchens are equipped with adequate facilities for the hygienic preparation, serving and consumption of meals as relevant for the setting. They are regularly assessed by the Environmental Health Authority and the certification is published to verify the standards achieved. Any suggestions for improvement are carried out.
- The Trust ensures that the lighting, heating and ventilation are suitable for the room's usage. This is done through a programme of monitoring and through feedback.

4. Building

- The Trust ensures that each load bearing structure 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.

5. Contractors

The schools use a range of contractors to carry out specified works. Prior to engagement we carry out the following contractor checks:

- The competence to carry out the desired works (competence can be judged from past experience, recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required)
- Appropriate qualifications are held, for example GAS SAFE or NICIEC certify that contractors are registered for work in connection with gas and electrical installations respectively.
- That the contractor has a current health and safety policy, has current suitable insurances and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

6. Commissioning a large project

Should the Trust be seeking to undertake a large scale project, they will use a professionally qualified person to manage the project for them. They will be commissioned to undertake the following:

- i. Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- ii. Specification – with the school to produce a technical specification for the work
- iii. Tender – going out to tender to a number of appropriate contractors
- iv. Evaluation of Tenders – checking the validity and accuracy of the tenders
- v. Site Management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations
- vi. Handover – accepting the finished project. Carrying out snagging and testing.
- vii. Invoice check – checking the validity and accuracy of invoices.

7. Waste

Waste is a large issue for any school. The Trust is committed to reducing waste and recycling as much as possible. The Schools use local green bin collections, scrap metal merchants, reselling items which may be of use to someone else, and where necessary disposing of items in accordance to any legal waste obligations, ensuring the use of a licensed waste distributor.

8. Vehicle Segregation

Due to the nature of the sites, keeping vehicles and pedestrians separate is a challenge. Schools use appropriate systems to keep interaction between the two to a complete minimum by the use of gates and having a protocol for disabled and staff drivers.

9. Lettings

Anyone hiring school premises needs to comply with the Trust policy on Lettings, which highlights health and safety expectations of the hirer.

10. Grounds Maintenance

The Trust have contractors who work on the school sites carrying out regular grounds maintenance, to include grass and hedge cutting and weed killing. The trust also employs experts to carry out tree surveys that provide a maintenance plan for the caretakers to follow. The school caretakers regularly monitor the condition of the grounds and engage additional works as necessary.