



# Policy for Premises Management

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## ***Statement of intent***

The Aspire Educational Trust and its academies have a duty to ensure that buildings under their control comply with the statutory and regulatory standards. Each Aspire Educational Trust Academy needs to consider their building's:

- Condition – focussing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

The school premises are monitored daily by the premises managing staff, who will liaise with the Principal, the staff responsible for health and safety, the school business manager and the Trust Facilities Manager as appropriate.

The Trust Facilities Manager is responsible for maintaining an overview of all Trust premises and providing guidance and assistance to the premises staff, Principals and school business managers at each academy.

Within this document the term premises manager will be used to encompass Site Managers, Caretakers or equivalent posts. The term school business manager will be used to encompass School Business Managers, Bursars, Office Manager or equivalent posts.

## **1. Legal framework**

1.1. This policy will have consideration for and be in compliance with the following legislation:

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

1.2. 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 (2017) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'

## **2. Key responsibilities**

2.1. The Board of Trustees, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the academies. It will monitor this responsibility via reports from the Trust Facilities Manager.

2.2. The Principal &/or school business manager will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

2.3. The premises manager will identify and undertake all maintenance and repair work within the school.

2.4. The premises manager &/or school business manager will establish and maintain up to date Fire Procedures and Premises Management documentation.

## **3. Asbestos**

3.1. The Board of Trustees, in collaboration with the Principal, school business manager, and the premises manager, will ensure that it meets its duty to manage asbestos in the school where applicable.

3.2. The school business manager, together with the premises manager, will ensure that an asbestos survey is undertaken by a qualified contractor

whenever necessary with the outcomes recorded in an asbestos register.

- 3.3. The school business manager, in collaboration with the premises manager, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.

#### **4. Water supply**

- 4.1. The premises manager will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:
  - The school has a clean supply of water for domestic purposes, including a supply of drinking water.
  - Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
  - Temperatures do not exceed 43°C as stated in legislation.

#### **5. Toilet and washing facilities**

- 5.1. For pupils under 5 years of age, there will be one toilet and washbasin for every 10 pupils.
- 5.2. For pupils aged over 5 years of age there will be one toilet and washbasin for every 20 pupils.
- 5.3. Toilet and washing facilities will be planned to ensure that:
  - Hand washing facilities are provided within the vicinity of every toilet.
  - The facilities are properly lit and ventilated.
  - They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
- 5.4. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
- 5.5. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 5.6. Where possible, a number of facilities will be available, to ensure a reasonable travel distance which does not involve changing floor levels.

- 5.7. Where possible, shower areas will be separate from toilets, and they must provide adequate privacy.

## **6. Pupils with SEND**

- 6.1. In order to be compliant with the Equality Act 2010, an accessibility plan will be implemented to ensure the premises are fully accessible to pupils with SEND.
- 6.2. The accessibility plan will include the health and safety needs of pupils with SEND.

## **7. Drainage**

- 7.1. The premises manager will ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

## **8. Lighting**

- 8.1. Lighting will be provided which allows the faces of teachers and pupils to be visible for good communication
- 8.2. Daylight will be given priority in all spaces.
- 8.3. Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.
- 8.4. Lighting controls will be easy to use.
- 8.5. Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.
- 8.6. External lighting will be provided to ensure safe pedestrian movement after dark.
- 8.7. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- 8.8. Emergency lighting will be provided for areas which are accessible after dark.
- 8.9. Pupils with SEND have additional needs, some of these may include:
  - Colour and contrast, which helps in locating doors and handles, stairs and steps.
  - Glare will be avoided, including high gloss paint.
  - Where possible, light sources, such as high frequency fluorescent luminaires, will be used to avoid subliminal flicker.

- Large areas of glazing will be clearly marked in order to avoid accidents.

## **9. Security**

- 9.1. The school business manager and the premises manager will ensure that the school has adequate security arrangements in place 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 school's perimeters are sufficiently secure.
- 9.2. The school's security arrangements will be based on a risk assessment, regularly reviewed by the school business manager, premises manager and senior leadership team, explicitly taking into account the:
  - Location of the school.
  - Physical layout of the school.
  - Movements needed around the site.
  - Arrangements for receiving visitors.
  - Staff/pupil training in security.

## **10. Lettings**

- 10.1. The school business manager will ensure that premises used for a purpose other than conducting the school's main business are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

## **11. Weather**

- 11.1. The premises manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the school business manager.

## **12. Evacuations**

- 12.1. The premises manager will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

## **13. Accessibility**

- 13.1. The premises manager will ensure that access to the site allows all pupils, including those with SEND, to enter and leave the site in safety by

ensuring entrances are well maintained, unobstructed and wheelchair accessible.

#### **14. Suitability**

14.1. The school business manager will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

14.2. The school business manager and premises manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

#### **15. Welfare**

15.1. The school business manager and the premises manager will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with SEND, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively.
- Separate washrooms for girls and boys are provided for pupils aged 8 years or older and separate washrooms are provided for staff and pupils.
- Staff washrooms are adequate for the number of staff at the school.
- Changing facilities, including showers, provided for pupils are accessible from the playing field/sports hall where the exercise takes place.

15.2. The school business manager will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

#### **16. Fire safety**

16.1. Fire risk assessments will be undertaken in order to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.

16.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

16.3. Staff and pupils will be familiarised with emergency evacuation procedures.

16.4. Risk assessments will be updated if there are any significant changes to the premises.

## **17. Catering**

17.1. The school business manager, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

## **18. Cleaning**

18.1. The premises manager will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

## **19. Acoustics**

19.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

19.2. There will be minimal disturbance from unwanted noise.

19.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

## **20. Mechanical services**

20.1. The premises manager will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

- Each room or space in the school has lighting appropriate to its normal use.
- Each room or space in the school has a system of heating appropriate to its normal use.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

20.2. This will be done through a programme of monitoring and systematic feedback from staff.

## **21. Maintenance**

21.1. The premises manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in Appendix A.

21.2. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

## **22. Furnishings**

22.1. The school business manager, in consultation with the Principal and relevant senior leaders, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) if all pupils registered at the school.

22.2. Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the premises manager.

## **23. Playing fields**

23.1. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development,

23.2. Any playing fields which have been in use for over 10 years are protected.

## **24. Grounds**

24.1. The school business manager, in consultation with the Principal, Deputy and senior leadership will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

24.2. The condition of all playground areas will be monitored by the premises manager and deficiencies addressed.

## **25. Health and safety audit**

25.1. The Trust Facilities Manager and premises manager will ensure that the school's premises are subject to a regular health and safety audit.

25.2. The premises manager will monitor that risk assessments are completed annually for each department.

## **26. Policy review**

26.1. This policy will be reviewed every three years by the Trust Facilities Manager and the Principals.

26.2. The scheduled review date for this policy is Autumn Term 2022/23.

## Appendix 1 – Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit	Yes	Survey, report and access statement covering learning, teaching and physical access.	
Air conditioning	Yes	Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	10/04/2020
Asbestos	Yes	Asbestos register and management plan.	19/11/2020
Car parking and vehicle/pedestrian segregation	Yes	General risk assessment required.	15/10/2020
Building and grounds condition survey	Yes	Inspection of building and facilities for asset management planning (AMP).	27/11/2020
Classroom assessment	Yes	Annual assessment with termly review.	15/10/2020
Control of substances hazardous to health (COSHH) risk assessment	Yes	For storage and use of any hazardous substances.	Ongoing

Aspect	Existing document (Y/N)	Requirement	Review date
Display energy certificate (DEC)	Yes	Requirement for buildings with floor area over 1000m <sup>2</sup> to display the energy use of the school buildings.	29/10/2020
Duct hygiene (air conditioning, plenum heating)	Yes	Inspection and testing, thorough cleaning routine determined from testing/inspection results.	10/04/2020
Electrical - Portable appliance testing (PAT)	Yes	Safety checking and testing of electrical appliances.	16/06/2020
Electrical – Fixed wire testing	Yes	Testing of all fixed wiring boards and all distribution boards every three to five years.	28/05/2023
	N/A	Testing of all distribution boards in mobile accommodation annually.	
Electrical – Stage lighting	Yes	Annual test and inspection by a competent person.	16/06/2020
	N/A	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	

Aspect	Existing document (Y/N)	Requirement	Review date
Emergency lighting	Yes	Inspection and testing of system, monthly checks by the premises manager to check functionality and battery discharge tests.	22/01/2020
Extraction systems, including fume cupboards	Yes	Inspection and testing of dust extraction equipment.	04/06/2020
		Local exhaust ventilation.	
Fire risk assessment	Yes	Inspection and annual review, or whenever any changes are made that will affect the assessment.	24/01/2020
Fire alarm and detection systems	Yes	Weekly fire bell test, termly fire drill and annual service and inspection.	Ongoing. Service due 24/09/2020
Fire doors	Yes	Check correct functioning regularly.	Daily
Fire extinguishers and appliances	Yes	Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	06/10/2020

Aspect	Existing document (Y/N)	Requirement	Review date
First aid equipment	Yes	Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	Weekly checks
Floor plans	Yes	Up-to-date floor and roof plans are created when changes are made.	Ongoing
Fuel oil storage	N/A	Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	
Gas safety	Yes	Inspection and certification, identification and location of gas equipment and supplies – update.	06/03/2020
Gas appliance	Yes	Annual servicing for efficient operation and combustion.	09/05/2020
Gas pipework	Yes	Visual inspection and testing.	Ongoing
Glazing	Yes	Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are	Ongoing

Aspect	Existing document (Y/N)	Requirement	Review date
		with the required glazing.	
Hydrotherapy and swimming pools	N/A	Risk assessment updated annually.	
Incoming services and isolation points	Yes	Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	On fire evacuation plan by main entrance
Lifts and hoists	N/A	Thorough examination, full maintenance and inspection.	
Lightning conductors	N/A	Inspection and full test to assess adequacy of earthing, evidence of corrosion.	
Mobile classroom stability	N/A	Structural inspection of mobile classrooms.	
Planned preventative maintenance (PMP)		Do you have a PMP in place for all your buildings, plant and equipment?	
	Yes	Do you have current servicing records?	Ongoing

Aspect	Existing document (Y/N)	Requirement	Review date
	Yes	Do you carry out annual maintenance inspections?	
Fixed playground and gym equipment	Yes	Inspection and testing.	27/11/2020
Radon	N/A	Risk assessment carried out and updated as necessary.	
Shared premises	N/A	Risk assessment carried out and updated as necessary.	
Slips and trips	Yes	Risk assessment carried out and updated as necessary.	14/11/2020
Tree safety	No	Risk assessment carried out and updated as necessary.	In house R/A completed, Croppers gardeners to complete one Spring term.
Water hygiene and safety, legionnaires' disease – water systems, cold water systems	Yes	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	Monthly checks competed.

Aspect	Existing document (Y/N)	Requirement	Review date
Legionnaires' disease – Low pressure hot water systems	N/A	Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps etc.	
Water and surface temperature	Yes	Risk assessment and/or review.	
Workstation assessment	Yes	Analysis of all workstations to assess any health and safety risks.	16/10/2020
Working at height	Yes	Risk assessment	25/02/2020
Working at height – Safety eye bolts and cradles	N/A	Inspection and testing.	

## Appendix 2 – Asbestos Management Checklist

Criteria	Yes	Further action needed
<p><b>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings?</b> The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.</p>	Yes	
<p><b>Has the duty holder undertaken a management survey?</b> A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.</p>	Yes	New full survey due next school year 2020/2021
<p><b>Does the management survey highlight the location of ACMs?</b> All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.</p>	Yes	
<p><b>Has the duty holder assessed the potential risk from the ACMs?</b> The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>	Yes	
<p><b>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school?</b> The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.</p>	Yes	New management plan we be completed at same time as new survey.

<p><b>Are any in-house staff, who may undertake maintenance work, adequately trained?</b> Training needs to be appropriate for the work.</p> <p><b>Awareness training</b> – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p><b>Training for work with asbestos that does not require a licence from the HSE</b> – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p> <p><b>Training for asbestos work that does require a licence from the HSE</b> – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

### Further action needed

Action required	Action taken	When	Initialled


<b>Name (and position):</b> <b>Name of school:</b>	<b>Signature: J. Bennett</b> <b>Site maintenance</b> <b>officer.</b> <b>Ash Grove Academy</b>	<b>Date: 05/12/2019</b>
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