

East Midlands Academy Trust

Premises Management Policy 2018/2019

'Every child deserves to be the best they can be'

Scope: EMLC Academy Trust & Academies within the Trust	
Version: v.20	Filename: EMLC Academy Trust Premises Management Policy
Approval: October 2017	Next Review: October 2019 <i>This policy will be reviewed every two years by the DSW Group and approved by the Board of Trustees.</i>
Owner: EMLC Academy Trust Board of Trustees	Union Status: Not applicable

Policy type:	
Statutory	Replaces Academy's current policy

PREMISES MANAGEMENT POLICY

1. Introduction

This is a key document of the academy and it applies to all staff of the academy. The policy is available to all parents, prospective parents, academy governors and authorised Inspectors. Effective management of academy buildings is the responsibility of the Business Manager with the premises staff; ultimately the responsibility lies with Principal. The academy is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

2. Purpose

EMLC Academy Trust has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, due to government legislation. The academy has responsibility for considering the;

Condition ;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 ; the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the academy in raising educational standards.

3. Legislation

The following legislation applies and will be adhered to by the academy:

- The Education (School Premises) Regulations 1999 - which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.
- The Health and Safety at Work etc. Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.
- 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 academy premises must be constantly monitored by the premises manager, by the school site team, by the School's Health & Safety representative, and by a range of teams/individuals who report their observations/concerns to the premises manager and senior staff. The academy will give due regard to the regulations listed above.

The premises manager with guidance from the Business Manager and the responsible H&S Officer:

- Develops the Asset Management Plan
- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan
- Manages repair or improvement projects
- Prepares policies for security, fire safety, health and safety, including monitoring processes
- Ensures that risk assessments are prepared and acted upon
- In conjunction with the Trust, employs professional Property Advisers, as required, etc ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The academy undertakes the following as prescribed by legislation:

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

- a. Air Conditioning units checks
- b. Boiler maintenance
- c. Electrical appliances checks
- d. Fixed electrical installation testing
- e. Emergency lighting testing
- f. Local Extraction Ventilation
- g. Fire risk assessments
- h. Fire alarm testing
- i. Fire door checks

- j. Fire extinguisher checks
- k. Gym equipment safety checks
- l. Gas appliances safety checks
- m. Gas pipe soundness checks
- n. Kiln and ceramic electrical equipment checks
- o. Kitchen deep cleaning
- p. Lift safety checks
- q. Machinery tooling checks
- r. Pressure vessel checks
- s. Other checks as required by legislation

2. *Water Supply (Legionella):*

The academy arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) for all premises. These are arranged 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 washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
- the temperature of hot water supplies to showers shall not exceed 43°C
- the academy has a programme of installing thermostatic mixing valves at hand basins.

3. *Asbestos*

The academy maintains an asbestos register which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (*where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities then it may be safer to leave it in place*).

Other premises details:

1. **Drainage**

The academy ensures 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**

The academy ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) should be specified.

3. **Accommodation**

- The academy ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year.
- The academy ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The academy ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the academy by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual adaptation and summer programme of works.
- The academy ensures that classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by overseeing the work of the site team and cleaners and monitoring standards of cleaning.
- The academy ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
- The academy ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs and disabilities
- The academy ensures that, in terms of the design and structure of the accommodation, no areas of the academy 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.
- The academy ensures that classrooms are appropriate in size to allow effective teaching, having regard to 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.
- The academy ensures that the academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

- The academy ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.
- The academy ensures that access to the academy allows all pupils, including those with special needs, to enter and leave the academy in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
- The academy ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- The academy ensures that the lighting, heating and ventilation in classrooms and other parts of the academy are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

4. Building

- The academy 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.
- The academy can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

5. Contractors

The academy ensures:

- that reference is made to EMLC Academy Trust's Procurement Policy.
- that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- the competence of contractors (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).
- where necessary contractors have the appropriate qualifications, for example GAS SAFE or NICEIC 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 in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

6. Commissioning a large project

Reference must be made to EMLC Academy Trust's Procurement Policy with reference to the latest EFA financial handbook.

The Trust seeks a property professional to work with the academy, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:

7. Waste

- The academy is committed to reducing its waste and recycling as much as possible; this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this.
- The academy follows any legal waste obligations to ensure the correct licensing of their waste.

8. Vehicle Segregation

- The academy ensures that appropriate traffic management systems are in place on site; pedestrians and vehicles can circulate in a safe manner.

9. Lettings

- The academy ensures that the premises which are used for a purpose other than conducting the school curriculum (the Hall, Gym or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

10. Trees

- The academy ensures regular a tree survey takes place.

The academy's premises are subject to a regular Health and Safety checks by the Health & Safety Committee, The Responsible Health and Safety Officer with the premises manager, the Responsible Governor with Health & Safety responsibilities. Any matters of concern are discussed at regular Health and Safety Meetings chaired by The Responsible Health and Safety Officer. This group consists of a School Governor, Responsible Safety Officer, the premises manager and departmental representatives.

11. Security Arrangements

The site team ensures the school 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 with security arrangements as appropriate and; that the school's perimeters are secure.

- The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:
- the location of the school

- the physical layout of the school
- the movements needed around the site
- arrangements for receiving visitors
- staff/pupil training in security

12. Resistance to the weather

The Site Team ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks. Any Issues will be reported to the Site Manager, and addressed according to need.

13. Business and finance

The Principal and site team ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks. The Principal and site team ensures that access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

The Principal and site team can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

In consultation with the Principal and site team ensures that classrooms are appropriate in size to allow effective teaching, having regard to 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. Particular regard will be given to ensuring that the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance.

The site team ensures that, in terms of the design and structure of the accommodation, no areas of the school 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; an asbestos management programme is in place.

14. Training

The Principal and the site team will ensure that all staff receives relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained electronically.

15. Records/Log Book

The Site Team will maintain records of all checks that take place for the safe and affective operation of the site.

16. Grounds Maintenance

Where grounds maintenance contracted out, the contractor will attend site at regular intervals to cut the grass on pitches and lawns, paint line markings on pitches, tracks and cricket fields, trim hedge and general weeding.

17. Health and Safety

There are a number of staff that have a responsibility for the Health and Safety in relation to Premises Management. These must be and made available to staff.

18. Cleaning

Window cleaning should be carried out v regularly.