Premises Management Policy

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1. Background to this policy

Tove Learning 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, onerous and difficult due to current legislation. The Academy needs to consider the building;

Conditions – focus on 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 – focus on 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.

2. Relationship to other policies

This policy should be read in conjunction with the Health and Safety Policy, the Lettings Policy and the Accessibility Plan. The audits and risk assessments outlined in this policy form part of the Health and Safety Audit carried out by **Elite Safety in Education.**

2.1. The Education (Academy Premises) Regulations 2015 stipulate minimum standards for School premises. Schools and Academies are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

2.2. The Education (Academy Premises) Regulations 2015 apply to all Schools in England and Wales. It is important that all Schools adhere to these provisions.

2.3. The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (Academy Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding academies.

2.4. Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.

2.5. 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'.

3. Key staff

The premises of the Academy are constantly monitored by the Site Manager who will liaise with the Principal and the Business Manager.

The Academy premises are subject to a regular Health and Safety checks by the Elite Health and Safety in Education and internal checks by the appropriate staff responsible. Any matters of concern are discussed at regular Health and Safety Meetings. This group consists of a The Principal, the Academy Business Manager and the Site Manager and departmental representatives when appropriate. Health and Safety is an agenda item on every LGB meeting and any updates or issues are discussed.

The Site Manager with guidance from the Business Manager;

- Develops the Asset Management Plan

- Prepares a Long-Term Maintenance Plan which is prioritised within available budgets
- Manage repair or improvement projects
- Prepare policies for security, fire safety, health and safety, including monitoring processes
- Ensure that risk assessments are prepared and acted upon

4. Disability Discrimination Act

To comply with Section 111 of the Disability Discrimination Act 1995, and more recently the DDA 2005 and the Equality Act 2010, the Academy will reasonably address any physical features which make it impossible or unreasonably difficult for disabled people to access and use effectively the facilities. The Academy also has in place an Accessibility Plan which sets out its readiness to accommodate students and adults with disabilities and/or mobility problems.

The Academy will keep an action plan containing clear details of what DDA compliance works have or have not been undertaken and the reasoning behind the decisions. This action plan/audit will be reviewed at regular intervals.

The Site Manager ensures that access to the Academy allows all students, including those with special needs, to enter and leave the Academy in safety and comfort by ensuring that entrances are well maintained and unencumbered.

5. Key areas

The Academy ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following;

- Air Conditioning units checks
- Boiler maintenance
- Electrical appliances checks
- Fixed electrical installation testing
- Emergency lighting testing
- Local Extraction Ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door checks
- Fire extinguisher checks
- Gym equipment safety checks
- Gas appliances safety checks
- Gas pipe soundness checks
- Kiln and ceramic electrical equipment checks
- Kitchen deep cleaning
- Lift safety checks
- Machinery tooling checks
- Pressure vessel checks

All maintenance checks are recorded.

5.1. Water Supply

The Site Manager ensures that the Academy's water supply meets the requirements of the Education (School Premises) Regulations 2015 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.
- Where taps exceed 43°C in vulnerable areas TMVs are fitted. In other areas where taps exceed 43°C notices are erected informing persons of hot water temperatures.

5.2. 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.

5.3. Asbestos

Due to the age of the building, there is no asbestos.

5.4. Building

The Academy ensure 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.

The Site Manager has ensured that each load bearing structure complies with the Education (Academy Premises) Regulations 2015 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.

5.5. 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 students 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 a team of Site Staff and contracted Cleaners and monitoring standards of cleaning.

The Academy ensures that there are appropriate facilities for students who are unwell. A medical room is available for medical examination and contains a washbasin and is near to toilet facilities.

The Academy ensures that there are sufficient washrooms for staff and students, including facilities for students with special needs

The Academy 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.

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 students by carefully monitoring the number, age and needs of student who will be using the classrooms and making any necessary adjustments in provision and arrangements.

The Academy 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.

The Academy 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.

The Academy ensures that access to the building allows all students, 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, as monitored and controlled by the catering contractor

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.

5.6. 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) is specified.

5.7. Security arrangements

The Site Manager 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.

5.8. Commissioning a large project

The Academy 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:

- Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- Specification – with the Academy to producing a technical specification for the work
- Tender – going out to tender to a number of appropriate contractors
- Evaluation of Tenders – checking the validity and accuracy of the tenders
- 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
- Handover – accepting the finished project. Carrying out snagging and testing.
- Invoice check – checking the validity and accuracy of invoices.

5.9. Waste

The Academy is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this and there is a system in place for paper recycling

The Academy follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

5.10. Vehicle Segregation

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

5.11. Lettings

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

5.12. Trees

The Academy ensures that a tree survey takes place at the required intervals for which a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist

5.13. Resistance to the weather

The Site Manager 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. There is also a reporting system in place, whereby members of the Leadership Team have responsibility for reporting building faults to the Site Manager

5.14. Emergency Evacuation

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.

6. 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 Headteacher so that arrangements may be discussed and the necessary arrangements implemented.

7. Suitability

The Site 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 hand rails on stairs above an open stair well.

8. Welfare

The Site Manager ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (Academy Premises) Regulations 2015 in that:

8.1. Staff washrooms are 'adequate' for the number of staff at the Academy.

8.2. 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.

8.3. The Site Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (Academy Premises) Regulations 2015 in that there is a room for medical or dental examination which contains a washbasin and is reasonably near a WC.

9. Catering

The Business Manager ensures that the catering contractor has adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

10. Cleaning

The Site Manager ensures that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by liaising with the cleaners who are contracted to clean the Academy.

11. Mechanical Services

The Site Manager ensure that the lighting, heating and ventilation in classrooms and other parts of the Academy are satisfactory in accordance with the Education (Academy Premises) Regulations 2015 in that:

11.1. 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 on).

11.2. Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at

- in teaching, private study and examination areas: 18°C
- in areas for physical education, washing, or circulation: 15°C.

11.3. 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.

12. General Maintenance

The Site Manager ensures 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.

13. Health and Safety Audit

The Academy's premises are subject to a termly Health and Safety check via Elite Health & Safety in Education

Any matters of concern are discussed and actioned at the next meeting of the Governing Body.