



Premises Management Policy

Date of Review: June 2018
Approved by: Trust Board
Next Review Date: June 2019

1 Introduction

- 1.1 The Rodillian Multi Academy Trust has a duty to ensure that buildings under control of the Trust comply with appropriate statutory, regulatory and corporate standards. The Academy Trust needs to consider the Academy building's;
 - Condition – 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.
- 1.2 The Education (Academy Premises) Regulations 1999 stipulate minimum standards for the premises. 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. Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.
- 1.3 The Education (Academy Premises) Regulations 1999 apply to all Educational establishments in England and Wales and it is important that all Academies covered by the regulations adhere to these provisions.
- 1.4 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.

2 Responsibilities

- 2.1 The Academy premises are monitored daily by the Premises Manager, and by a range of staff members who report their observations and concerns to the Site

Management Staff and SLT. The Premises Manager with guidance from SLT, Line Management and the Facilities and H&S Manager will ensure that the site is compliant with the regulations listed above.

3 General Maintenance

3.1 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 Unit checks
- Boiler maintenance
- Pressure vessel checks
- (PAT) 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
- PE/Gym equipment safety checks
- Gas appliances safety checks
- Gas pipe soundness checks
- Kiln and ceramic electrical equipment checks
- Kitchen Equipment checks and deep cleaning
- Lift and Lift equipment safety checks
- Design and Technology Machinery checks

3.2 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. Smaller decorative tasks may be completed during the academic year.

3.3 The Academy ensures that the flooring is in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

3.4 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.

- 3.5 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.
- 3.6 The Academy ensures that there are appropriate facilities for students 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 students, including facilities for students with special needs.
- 3.7 The Academy ensures that classrooms are appropriate in size to allow effective teaching by carefully monitoring the number, age and needs of students who will be using the classrooms and making any necessary adjustments in provision and arrangements.
- 3.8 The Academy ensures that the buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- 3.9 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.
- 3.10 The Academy 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 with appropriate access for wheelchair users.
- 3.11 The Academy ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- 3.12 The Academy ensures that the lighting, heating and ventilation in classrooms and other areas of the Academy are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

4 Water Supply (Legionella)

- 4.1 The Academy arranges for 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°C and 45°C) 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 do not exceed 43°C.

5 Asbestos Management

- 5.1 The Academy maintains an asbestos register which contains a copy of the asbestos survey, this shows the locations where asbestos has been identified or is suspected on site. Approved registered contractors are employed to deal with any removals.
- 5.2 If the asbestos is in good condition and is not in an area where it will be disturbed by every day activities, then it is safe to leave it in place.

6 Drainage

- 6.1 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 any drainage issue arise.

7 Waste Management

- 7.1 The Academy is committed to reducing its waste and recycling as much as it can. This includes the waste management of cardboard, paper, electrical equipment, ICT equipment.
- 7.2 The Academy follows all legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage whilst on site.

8 Management of Contractors

- 8.1 The Academy ensures;
- That adequate arrangements are in place to select, appoint and monitor any contractor 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)
 - The appropriate qualifications are held by the contractor, for example GAS SAFE or NICIEC 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 and method statements to check that contractors and others have correctly interpreted any site specific conditions.

9 Glazing

- 9.1 The Academy ensures that any damaged glass is made safe before being replaced.
- 9.2 The Academy will ensure that glass installed in the building is a safety material (e.g. laminated or toughened glass)
- 9.3 The use of fire rated glass is an important component in building safety and Building Regulations specify where it must be used.

10 Traffic Management

- 10.1 The Academy ensures that appropriate traffic management systems are in place on site to enable pedestrians and vehicles to circulate in a safe manner. This includes the management of signage and road markings.

11 Lettings

- 11.1 The Academy ensures that the facilities which are used for a purpose outside of the Academy curriculum (the Hall, Gym, Sports Hall or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by external users.

12 Grounds Maintenance

- 12.1 The Academy will ensure that the grounds are reasonably maintained including provision for grass cutting, tree pruning, weeding and sports pitch markings etc.
- 12.2 The Academy ensures that a tree survey takes place periodically for which a prioritised report is produced. All arboriculture work is carried out by a competent Arboriculturist

13 Risk Assessment

13.1 The Academy will ensure that the relevant Risk Assessments are in place and reviewed annually or upon a change in circumstances. The Risk Assessments should take into account factors such as:

- Location
- Environment
- Use of facility and equipment
- Arrangements in place e.g. safe systems of work
- Training needs

14 Evacuation

14.1 The Academy will ensure there is sufficient access throughout the site so that emergency evacuations can be accomplished safely for all students and staff (including those with special needs) by ensuring that all exits are kept clear and unencumbered; and by carrying out regular checks of the same.

14.2 The Academy will ensure that the Fire and Emergency Evacuation Plans are updated periodically and is circulated to all staff.

15 Accessibility

15.1 The Academy ensures that access to the grounds and building allow for all staff and students, including those with special needs, to access the Academy and curriculum safely and comfortably by ensuring that entrances are well maintained and unencumbered and by arranging ramp access wheelchair users

15.2 The Academy will have an Accessibility Policy in place.

16 Welfare

16.1 The Academy will 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 are provided for students and are accessible from the playing field.
- There are appropriate facilities for students who are ill, in that there is a room for medical examination which contains a washbasin and is located reasonably close to a WC.

17 Catering

17.1 The Academy will ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager will provide regular reports on the suitability of the kitchen facilities.

18 Cleaning

18.1 The Academy will ensure that classrooms, corridors and other areas of the Academy are maintained in a clean, tidy and hygienic state by liaison with the cleaner team who are employed or contracted to clean the building.

19 Audit

19.1 The Academy's premises are subject to an annual Health and Safety audit. Any matters of concern are discussed and actioned at the next meeting of the Governing Board.