

PREMISES MANAGEMENT POLICY



Summary	Premises Management Policy. The Trust has a duty to comply with the appropriate regulatory and corporate standards, manage its buildings and equipment in an efficient and legally compliant way through regular testing and inspection, and to promote the safety and wellbeing of our staff, students and the community through effective premises management. This policy details the ways in which this is implemented.		
Responsible Person/Author:	Facilities and Health & Safety Manager		
Applies to: (please check as appropriate)	Staff <input checked="" type="checkbox"/>	Student <input checked="" type="checkbox"/>	Community <input checked="" type="checkbox"/>
Ratifying Committee(s)	Finance & Resources Committee		
Available On:	Compliance Library <input checked="" type="checkbox"/>	Website <input checked="" type="checkbox"/>	
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Owner	The Rodillian Multi Academy Trust		
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DOCUMENT CONTROL

Date	Version	Action	Amendments
14 May	1	Policy reformatted	Policy update to new format

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Introduction

1. The Rodillian Multi Academy Trust (“the Trust”) has a duty to ensure that buildings under control of the Trust comply with appropriate statutory, regulatory and corporate standards. The Trust needs to consider its academy buildings:
 - **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.
2. The [Education \(School Premises\) 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.
3. The [Education \(School Premises\) 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 where reasonably practicable.
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 \(School Premises\) Regulations](#), which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms.

Policies statement

5. This policy sets out the Premises Management guidelines for the Trust, to ensure it operates compliantly and that best practice is implemented in the management of each site.
6. The Trust endeavours to ensure the health, safety and welfare of all stakeholders through the regular maintenance of equipment, and the implementation of safe systems.
7. The Trust will ensure staff are appropriately trained, risk assessments are conducted where necessary and roles and responsibilities are defined.

Scope of this policy and Who this policy applies to

8. This policy includes, general maintenance, water supply, asbestos management, drainage, waste management, management of contractors, glazing, traffic management, lettings, grounds maintenance, risk assessment, evacuation, accessibility, welfare, catering, cleaning and audit. This is not a definitive list.
9. This policy applies to all staff, students, parents, visitors, contractors and the wider community when on site.

Publication of this Policy

10. This policy is accessible via the Trust website.

Roles and responsibilities

11. 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 Academy Senior Leadership Team (“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.
12. The Principal has overall responsibility for the day to day management of the premises and activities.
13. The Principal must liaise with their Premises Manager and the Facilities and H&S Manager on a regular basis to ensure the implementation of this policy.
14. The Facilities and H&S Manager will have an oversight of the premises across each academy and will support the Principal and Premises Manager accordingly.

Premises Management

General Maintenance

15. The Facilities and H&S Manager ensures that the regular planned preventative maintenance is carried out, in accordance with best practice and as required by legislation including (but not limited to) the following:
 - Air Conditioning Unit servicing
 - Boiler maintenance and servicing
 - Pressure vessel servicing
 - (PAT) Electrical appliances testing
 - Fixed electrical installation testing
 - Emergency lighting testing
 - Local Extraction Ventilation
 - Fire risk assessments
 - Fire alarm testing
 - Fire door servicing
 - Fire extinguisher servicing
 - PE/Gym equipment safety servicing
 - Gas appliances safety servicing
 - Gas pipe soundness servicing
 - Kiln and ceramic electrical equipment servicing
 - Kitchen Equipment checks and deep cleaning
 - Lift and Lift equipment safety servicing
 - Design and Technology Machinery servicing

16. The Premises Manager ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the adaptation and programme of Annual capital works. Smaller decorative tasks may be completed during the academic year.
17. The Premises Manager ensures that the flooring is in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
18. The Premises Manager 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.
19. The Premises Manager 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.
20. The Premises Manager with guidance from the Principal 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.
21. The Teaching staff with assistance from the Premises Manager, Principal and Facilities and H&S Manager will ensure 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.
22. The Premises Manager ensures that the buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
23. The Premises Manager, Principal and Facilities and H&S Manager will ensure there is sufficient access and egress provision 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.
24. The Premises Manager, Principal and Facilities and H&S Manager will ensure 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. Please see Trust Accessibility Policy for more information.
25. The Premises Manager with guidance from the Facilities and H&S Manager 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 all staff.

Water Supply (Legionella)

26. The Facilities and H&S Manager arranges for regular Legionella 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 50°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.

Asbestos Management

27. The Premises Manager maintains an asbestos register which contains a copy of the asbestos management 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. The Premises Manager should make staff aware of any areas of concern and advise of how to use the area without disturbing or contaminating the area.
28. 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.

Drainage

29. The Premises Manager 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.

Waste Management

30. The Trust 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.
31. The Premises Manager follows all legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage whilst on site.

Management of Contractors

32. The Premises Manager and Facilities and H&S Manager 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.
- Please see Trust Control of Contractors Policy for more information.

Glazing

33. The Premises Manager ensures that any damaged glass is made safe before being replaced.
34. The Premises Manager will ensure that glass installed in the building is a safety material (e.g. laminated or toughened glass)
35. The use of fire rated glass is an important component in building safety and Building Regulations specify where it must be used. The Premises Manager will be assisted by the trusts' external fire maintenance company where required.

Traffic management

36. The Premises Manager with guidance from the Facilities and H&S Manager and Principal 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.
37. A Traffic Management Risk Assessment should be implemented.

Lettings

38. The Premises Manager 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 students are safeguarded and their education is not interrupted by external users.

Grounds Maintenance

39. The Premises Manager will liaise with the Trusts' external grounds maintenance company to ensure that the grounds are reasonably maintained including provision for grass cutting, tree pruning, weeding and sports pitch markings etc.
40. The Facilities and H&S Manager 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.

Risk Assessment

41. The Principal will ensure that the relevant Risk Assessments for all activities are in place and reviewed annually or upon a change in circumstances. The Risk Assessments should take into account factors such as:
 - Location

- Environment
- Individuals
- Use of facility and equipment
- Arrangements in place e.g. safe systems of work
- Training needs
- Please see the Trust Risk Assessment Policy for more information.

Evacuation

42. The Premises Manager will work with the Principal and Facilities and H&S Manager to 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.
43. The Premises Manager will work with the Principal and Facilities and H&S Manager to ensure that the Fire Evacuation Plans and Business & Contingency plans are updated periodically and is circulated to all staff.

Accessibility

44. The Premises Manager will work with the Principal and Facilities and H&S Manager to ensure 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 for wheelchair users
45. Please see the Trust Accessibility Policy for more information.

Welfare

46. The Premises Manager 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, somewhere to sit or lay down and is located reasonably close to a WC.

Catering

47. The Catering teams with assistance from the Premises Manager 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.

Cleaning

48. The Premises Manager will organise the cleaning teams to 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.

Audit

49. The Academy's premises are subject to an annual Health and Safety audit to be carried out by the Facilities and H&S Manager. Any matters of concern are discussed and actioned at the next meeting of the Trust Board.

References

50. Please also refer to the following policies:
 - Risk Assessment Policy
 - Accessibility Policy
 - Health and Safety Policy
 - Control of Contractors Policy

Monitoring

51. The Facilities and H&S Manager together with the Director of HR will monitor the implementation and effectiveness of the policy by monitoring reports made under the policy.

Diversity

52. The Rodillian Multi Academy Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the [Equality Act 2010](#) and associated guidance produced by the Department for Education.

Appendix 1: Equality Impact Assessment

Equality, Diversity, Cohesion and Integration Screening

As a public authority, the Rodillian Multi Academy Trust needs to ensure that all our strategies, policies, service, and functions, both current and proposed have had proper consideration of equality, diversity, cohesion, and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services, and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion, and integration.
- whether or not equality, diversity, cohesion, and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Organisation: The Rodillian Multi- Academy Trust	Department responsible for the Policy: Facilities and Health & Safety
Lead Person: Facilities and H&S Manager	Contact Number:

1. Title: Premises Management Policy

2. Please provide a brief description of what you are screening

The Policy

3. Relevance to equality, diversity, cohesion, and integration		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the Policy or proposal?		x
Could the proposal affect how services are organised, provided, located and by whom?		x
Could the proposal affect our workforce or employment practices?	x	
Does the proposal involve or will it have an impact on: -?		
<ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation, and harassment • Advancing equality of opportunity • Fostering good relations 	x	X X

4. Considering the impact on equality, diversity, cohesion, and integration

- **Scope of the proposal:** Students and staff.
- **Who is likely to be affected?** Students and staff.

<ul style="list-style-type: none"> • Consultation and engagement activities with those likely to be affected? The Policy is available through the Trust and Academies websites and a written copy can be provided on request.
<ul style="list-style-type: none"> • Key findings We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The Trust is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas. The Policy has considered religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act. We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.
<ul style="list-style-type: none"> • Actions The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.

5. Governance, ownership, and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Andy Goulty	Chief Executive	12.04.2021

6. Publishing	
This screening document will act as evidence that due regard to equality and diversity has been given.	
Date screening completed	12.04.2021
Date agreed at Trust Board	05.07.2021