



# Rye College Policy

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Policy Title:	Premises Management Policy
Leadership Responsibility:	Academies Business Manager
Review Body:	Head Teacher
Date:	November 2023
Review:	November 2024

## Statement of Intent

Rye College (the Academy) has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The Academy will consider each 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 Academy in raising educational standards.

## Legal Framework

This policy will have consideration for and comply with the following legislation:

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

This policy will also have due regard to the following statutory and non-statutory guidance:

- HSE (2013) 'Approved Code of Practice and guidance'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2019) 'Site security guidance'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2022) 'Guidance on first aid for schools'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Good estate management for schools'
- DfE (2022) 'Keeping children safe in education 2023'



- DfE (2022) 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following Academy policies and documentation:

- Asbestos Management Policy
- Asbestos Management Plan
- Lettings Policy
- Accessibility Policy
- Accessibility Plan
- Security Policy
- Severe Weather Policy
- Lockdown and Evacuation Policy
- Health and Safety Policy & procedures
- Fire Safety Policy
- Whole-school Food Policy
- Legionella Action Plan

## Roles and Responsibilities

### *Aquinas Trust*

The Trust is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the Academy.
- Ensuring asbestos is managed in line with the Asbestos Management Policy.
- Ensuring the Academy is accessible and suitable for students, colleagues and visitors with SEND.
- Ensuring that the Academy complies with the relevant health and safety and premises management legislation.

### *Business Manager*

The Academies Business Manager is responsible for:

- Ensuring the Academy's fixtures, fittings and furnishings are high-quality and value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Managing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the Academy.

### *Premises Manager*

The Premises manager is responsible for:

- In collaboration with the Academies Business Manager and Head Teacher, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- Conducting the Health and Safety Audit.
- Conducting the Asbestos Management Checklist.



- Checking the Academy's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Aquinas Trust.
- Ensuring that hygiene is maintained at the Academy, including that the appropriate drainage is in place.
- The security of the Academy, including locking down of the premises after-hours and reopening.
- Conducting the relevant premises risk assessments, e.g., fire safety.

### Head Teacher

The Head Teacher is responsible for:

- Ensuring the safety of the Academy's colleagues and students.
- Reporting any issues with the premises to the Premises Manager, and the Aquinas Trust as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g., accessibility.
- Managing the relevant colleagues who are responsible for the management of the premises, e.g., catering and premises colleagues.
- Reviewing this policy in liaison with the Academies Business Manager.

### Asbestos

- The Head Teacher and Premises Manager will ensure that the Academy meets its duty to manage asbestos in school.
- The Head Teacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times.
- The Premises Manager and Head Teacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.
- The Head Teacher and Premises Manager will establish an Asbestos Management Plan.
- The Premises Manager will ensure that all colleagues are informed of any asbestos located within the Academy.
- The Premises Manager will arrange for any necessary repairs to the Academy regarding asbestos.
- The Premises Manager will review the Academy's Asbestos Management Plan annually.

### Water supply

The Premises Manager will ensure that the Academy's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The Academy has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities, sinks and showers have an adequate supply of water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the Academy in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.



- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8.
- A Legionella action plan for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services.

## Temperatures

- Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g., isolation rooms, the heating systems will be able to maintain a temperature of 21°C.
- Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18°C.
- Where there is a high level of physical activity, e.g., PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15°C.
- The Academy's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is -1°C.
- The surface temperature of any radiator (including exposed pipework) that could be touched by a student will not exceed 43°C.

## Toilet and washing facilities

- There will be 1 toilet per 20 students.
- Toilet and washing facilities will be planned to ensure:
  - 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 students, and allow for supervision by members of staff, without compromising the privacy of students.
- Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
- Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
- Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.
- The Business Manager will ensure there are appropriate facilities in place for students who are ill, including:
  - A room for medical or dental examination;
  - A washbasin.

## Accessibility

The Head Teacher and SENCO will keep the Academy's Accessibility Plan up to date to ensure the premises is accessible to colleagues, students and visitors with disabilities and other specific needs.



The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.

The Academy will take account of its Accessibility Policy when managing and maintaining the school site.

## Drainage

The Premises Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste-water and surface water – external drainage specialists will be called in should problems arise.

The Premises Manager will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and, in severe cases, can overload roofs, contributing to structural failure.

## Lighting

- Lighting will be appropriate for a learning environment.
- Where possible, natural lighting will be used.
- Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- Lighting controls will be easy to use.
- Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- External lighting will be provided to ensure safe pedestrian movement after dark.
- Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- Emergency lighting will be provided for areas which are accessible after dark.
- As students with SEND can have additional needs, the Academy will cater for these. Some of these needs may include:
  - Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps;
  - Avoiding glare, including high gloss paint;
  - Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker;
  - Clearly marking large areas of glazing, e.g., with frosted glass, to avoid accidents.

The Premises Manager will arrange for fixed electrical systems to be tested around the Academy site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

## Security

- The Premises Manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:



- Each building is securely locked and alarmed each night;
  - Each building has a secure entrance;
  - The school's perimeters are sufficiently secure.
- The Academy's security arrangements are based on a risk assessment, which is regularly reviewed by the Premises Manager and SLT, that explicitly considers the:
  - Location of the Academy;
  - Physical layout of the Academy;
  - Movements needed around the site;
  - Arrangements for receiving visitors;
  - Colleague/student training in security.
- The Critical Incident and Business Recovery Policy addresses the Academy's approach to ensuring the safety and security of all colleagues, students and visitors.

## Lettings

- The Academies Business Manager will be responsible for lettings and will ensure that the health, safety and welfare of students are safeguarded, and their education is not interrupted by others. The Academy's Lettings Policy will be adhered to at all times.
- Hirers will make an application for hire to the Academies Business Manager. When determining whether to approve an application; the Academies Business Manager will consider the following factors:
  - The type of activity
  - Possible interference with school activities
  - The availability of facilities
  - The availability of staff
  - Health and safety considerations
  - The Academy's duties with regard to the prevention of terrorism and radicalisation
  - Whether the letting is deemed compatible with the ethos of the school
- An application will not be approved if the hirer's purpose:
  - Is aimed at promoting extremist views.
  - Involves the dissemination of inappropriate materials.
  - Contravenes the statutory Prevent duty.
  - Is likely to cause offence to public taste and decency (except where this is, in the opinion of the school, balanced or outweighed by freedom of expression or artistic merit).
- The Academies Business Manager will ensure that appropriate arrangements are in place to keep students safe when hiring or renting out Academy premises or facilities.
- Where services or activities are provided by the Academy under the direct supervision or management of Academy staff, the Academy's arrangements for child protection will apply, in line with the Safeguarding and Child Protection Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the Academies Business Manager will:
  - Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
  - Inspect the body's policies and procedures as needed.



- Ensure that there are arrangements in place to liaise with the Designated Safeguarding Lead on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

## Weather

- The Premises Manager will ensure that the Academy 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 Head Teacher.
- The Academy's Severe Weather Procedures will be adhered to at all times.

## Invacuations (lockdowns) and evacuations

- The Premises Manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all students, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.
- To ensure the safety of students with SEND, the Academies Business Manager will liaise with the Inclusion Manager/SENCO to establish the needs of students.
- Any issues will be reported to the Head Teacher and Inclusion Manager/SENCO, where appropriate.
- When assessing the safety of the Academy, the Lockdown and Evacuation procedures will be followed, and reviews will be made where necessary.

## Suitability

- The Premises Manager will maintain the Academy by referencing the Environmental Health Authority's appropriate documentation.
- The Academies Business Manager and Premises Manager will further ensure that, in terms of the design and structure of the Academy buildings, no areas of the Academy compromise health and safety.

## Fire safety

- Academy premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of students and colleagues, including in relation to fire safety.
- Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.
- Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- Colleagues and students will be familiarised with emergency evacuation procedures.
- Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time.



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

## Catering

- The Academies Business Manager, in consultation with the Head Teacher, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

## Cleaning

- The Premises Manager will be responsible for overseeing the cleaning contractor, to ensure that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by monitoring standards.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

## Acoustics

- Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

## Maintenance

- The Academies Business Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the Academy's planned maintenance programme, including statutory and good practice checks. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.
- A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

## Furnishings

- The Academies Business Manager, in consultation with the Head Teacher, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all students registered at the Academy.
- 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 Academies Business Manager.

## Gas

- Gas and electrical safety posters will be displayed around the Academy, including classrooms. Appropriate signage, e.g., clearly visible hazard warning posters, will also be placed on storage room doors which are used for electrical and gas equipment.
- All colleagues working in areas with gas equipment will be made aware of the location of isolation valves, which are kept accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.





- Gas equipment and appliances will be purchased from reputable suppliers, and equipment that is hired or borrowed will be suitable for use before using it and maintained as necessary. The Premises Manager will maintain an accurate inventory of all gas equipment purchased by the Academy.
- All gas equipment will be installed by a suitably trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes. The engineer's suitability to install or repair gas equipment will be confirmed, e.g., by showing their Gas Safe identification card.
- The physical environment where gas equipment is installed will be assessed by the Premises manager to ensure its suitability, e.g., that it is dry, clean and ventilated. All gas equipment will be kept clear of combustible materials, heat sources and naked flames and stored appropriately, in line with the school's COSHH Policy.
- All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by the Premises Manager. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.
- Gas pipes and flues will be made of a suitable rigid material, e.g., metal, and these will be checked for any damage on a daily basis by the Premises Manager. All gas appliances will have the ability to be isolated from the gas supply.
- Carbon monoxide detectors will be installed by the Premises Manager and inspected on a monthly basis.
- Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. No more than 15kg of flammable gases will be stored on the school premises at any time.
- Any isolation valve defects will be reported immediately to the Premises Manager so that appropriate repairs can be arranged, and the equipment is not used. Damaged or leaking gas equipment will not be used and will be immediately reported to the Premises Manager for repair or safe disposal.
- Repairs to gas appliances and fixtures will be carried out by a Gas Safe registered engineer. Engineers carrying out repairs on gas equipment will be given sufficient space, access, ventilation and illumination to allow them to carry out the work safely.

## Grounds

- The Academies Business Manager, in consultation with the Head Teacher, Deputy Headteacher and relevant curriculum leads, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.
- Any playing fields which have been in use as playing fields for over 10 years are protected.
- The condition of all playground areas will be monitored by the Premises Manager and deficiencies will be addressed. The Academy will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the Academy.
- The Academy will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly.



There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

## Health and safety audit

- The Aquinas Trust, the Head Teacher and the Academies Business Manager will ensure that the Academy's premises are subject to a regular Health and Safety Audit.
- As well as formal risk assessments undertaken by competent persons, colleagues and students will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.
- Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

## Reviewing

- This policy will be reviewed on an annual basis.

*July 2020 BBL*

*September 2021 BBL*

*October 2022 DDo*

*November 2023 DDo*

## DATA PROTECTION

*Rye College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.*

*All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.*