



# Rye College Policy

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Policy Title:	Premises Management Policy
Leadership Responsibility:	Head of College
Review Body:	Executive Headteacher
Date:	September 2021
Review:	September 2022

## Statement of Intent

Rye College has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school 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 school in raising educational standards.

## Legal Framework

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

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

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

- DfE (2000) 'Guidance on first aid for schools';
- DfE (2018) 'Health and safety: responsibilities and duties for schools';
- DfE (2017) 'Managing asbestos in your school';
- DfE (2015) 'Advice on standards for school premises'.

This policy operates in conjunction with the following school policies:

- Asbestos Management Policy;
- Health and Safety Policy;
- Lettings Policy;
- Severe Weather Policy;
- Fire Safety Policy.



## Roles and Responsibilities

### *Aquinas Trust*

The Trust is responsible for:

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

### *Academies Business Manager*

The Academies Business Manager is responsible for:

- Ensuring the school'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 school.

### *Premises Manager*

The Premises manager is responsible for:

- In collaboration with the Academies Business Manager and Head of College, 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 school'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 school, including that the appropriate drainage is in place;
- The security of the school, including locking down the school after-hours and reopening the school;
- Conducting the relevant premises risk assessments, e.g. fire safety.

### *Head of College*

The Head of College is responsible for:

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

## Water supply

- The Premises Manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:
  - The school has a clean supply of water for domestic purposes, including a supply of drinking water.
  - Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.

## 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 school'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 school will ensure there are appropriate facilities in place for students who are ill, including:
  - A room for medical or dental examination;
  - A washbasin.

## Accessibility

- To be compliant with the Equality Act 2010, the Head of College and Inclusion Lead will create an accessibility strategy, to ensure the premises is accessible to students with SEND;
- The accessibility strategy will include the health and safety needs of pupils with SEND;
- The school 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.

## 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 school 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.



## 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 school'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 school;
  - Physical layout of the school;
  - Movements needed around the site;
  - Arrangements for receiving visitors;
  - Colleague/student training in security.
- The Critical Incident and Business Recovery Policy addresses the school's approach to ensuring the safety and security of all colleagues, students and visitors.

## Lettings

- The Business Manager will be responsible for lettings and will ensure the health, safety and welfare of students are safeguarded and their education is not interrupted by others;
- The school's Lettings Policy will be adhered to at all times;
- When sub-letting to commercial businesses, the school will first seek the permission of the ESFA where necessary;
- Hirers will make an application to hire;
- When determining whether to approve an application, the school 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 school's duties with regards 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 Trust, balanced or outweighed by freedom of expression or artistic merit).

## Weather

- The Premises Manager will ensure that the school 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 of College;



- The school's Severe Weather Procedures will be adhered to at all times.

### **Invacuations 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 Business Manager will liaise with the Inclusion Lead to establish the needs of students;
- Any issues will be reported to the Head of College and Inclusion Lead, where appropriate;
- When assessing the safety of the school, the Lockdown and Evacuation procedures will be followed, and reviews will be made where necessary.

### **Suitability**

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

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

### **Catering**

- The Head of College, in consultation with the Business Manager, 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 cleaning staff and will ensure that classrooms and other parts of the school 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;
- There will be minimal disturbance from unwanted noise;
- Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.



## Maintenance

- The Aquinas Trust and the Head of College will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit;
- Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

## Furnishings

- The Business Manager, in consultation with the Head of College, 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 school;
- 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 Business Manager.

## Grounds

- The Head of College and the Aquinas Trust will ensure that there are appropriate arrangements for providing outside space for students to exercise safely;
- The consideration of all outside areas will be monitored by the Premises Manager and deficiencies addressed.

## Health and safety audit

- The Aquinas Trust, the Head of College and the Business Manager will ensure that the school's premises are subject to a regular Health and Safety Audit;
- The Business Manager will monitor that health and safety risk assessments are completed annually for each department.

## Reviewing

- This policy will be reviewed on an annual basis.

### July 2020 BBL

### September 2021 BBL

#### 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.*