

Three Counties Academy Trust



Premises Management Policy

#ST6

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Version history

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Common abbreviations and acronyms

AA	Admissions Authority	GPA	Government Procurement Arrangement
AAI	Adrenaline Auto-Injector (Epi Pen)	HASH	Herefordshire Association of Secondary Heads
ACM	Asbestos Containing Materials	HBV	Honour Based Violence
AFH	Academies Financial Handbook	HR	Human Resources
AHT	Assistant Headteacher	H&S	Health and Safety
AIR	Attendance Intervention Reviews	HoS	Head of School
APIs	Application Programme Interfaces	HSE	Health and Safety Executive
BAME	Black, Asian and Minority Ethnic Backgrounds	ICO	Information Commissioners Office
BCP	Business Continuity Plan	IHP	Individual Healthcare Plan
BFR	Budget Forecast Return	IRMS	Information and Records Management Society
CAMHS	Child and Adolescent Mental Health Services	IWF	Internet Watch Foundation
CEO	Chief Executive Officer	KCSIE	Keeping Children Safe in Education
CFO	Chief Financial Officer	KS1/2/3/4	Key Stage 1/2/3/4
CIF	Condition Improvement Fund	LAC	Looked After Child
CIN	Child in Need	LADO	Local Authority Designated Officer
CLA	Children Looked After	LGB	Local Governing Body
CMIE	Child Missing in Education	LLC	Low-Level Concerns

COO	Chief Operating Officer	LSA	Learning Support Assistants
COSHH	Control and Substances Hazardous to Health	MASH	Multi-Agency Safeguarding Hub
CP	Child Protection	MAT	Multi-Academy Trust
CPD	Continuing Professional Development	MFA	Multi-Factor Authentication
CSCS	Children's Social Care Services	MFL	Modern Foreign Language
CSE	Child Sexual Exploitation	NCSC's	National Cyber Security Centres
CTIRU	Counter-Terrorism Internet Referral Unit	NPQEL	National Professional Qualification in Executive Leadership
CWD	Children with Disabilities	PA	Persistent Absence
DBS	Disclosure and Barring Service	PAN	Published Admission Number
DDSL	Deputy Designated Safeguarding Lead	PECR	Privacy and Electronic Communications Regulations
DfE	Department for Education	PEP	Personal Education Plan
DHT	Deputy Headteacher	PEEP	Personal Emergency Evacuation Plan
DSE	Display Screen Equipment	PEx	Permanent Exclusion
DSL	Designated Safeguarding Lead	PLAC	Previously Looked After Child
DPO	Data Protection Officer	PP	Pupil Premium
EAL	English as an Additional Language	PSHE	Personal, Social and Health Education
ECT	Early Career Teacher	PSED	Public Sector Equality Duty

EHA	Early Help Assessment	PTFA	Parent, Teacher and Friends Association
EHCNA	Education, Health and Care Needs Assessment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
EHCP	Education, Health and Care Plan	RHE	Relationships and Health Education
EHE	Elective Home Education	RSHE	Relationships, Sex and Health Education
ELSA	Emotional, Literacy and Support Assistant	SALT	Speech and Language Therapist
ESFA	Education and Skills Funding Agency	SARC	Sexual Assault Referral Centre
EVC	Educational Visit Coordinator	SBM	School Business Manager
EWO	Education Welfare and Safeguarding Support Officer	SCCs	Standard Contractual Clauses
EYFS	Early Years Foundation Stage	SDQ	Strengths and Difficulties Questionnaire
FBV	Fundamental British Values	SEMH	Social, Emotional, and Mental Health
FGM	Female Genital Mutilation	SENCO	Special Educational Needs Coordinator
FOI	Freedom of Information	SEND	Special Educational Needs and Disabilities
FSM	Free School Meals	SLA's	Service Level Agreements
FTS	Find a Tender Service	STEM	Science, Technology, Engineering and Maths
GAG	General Annual Grant	TA	Teaching Assistant
GDPR	General Data Protection Regulation	TCAT	Three Counties Academy Trust
GIAS	Get Information about Schools	VSH	Virtual School Headteacher

Statement of intent

Three Counties Academy Trust (TCAT) and our schools has a duty to ensure that buildings under our control comply with the statutory and regulatory standards.

TCAT 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

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- 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
- DfE 'Advice on standards for school premises'
- DfE 'Site security guidance'
- DfE 'Managing asbestos in your school'
- DfE 'First aid in schools, early years and further education'
- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Good estate management for school (GEMs)'
- DfE 'Keeping children safe in education'
- DfE 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE 'Protective security and preparedness for education settings'
- DfE 'Estate management: competency framework and relevant training'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies and documents:

- Asbestos Management Plan (school specific)

- Bomb Threat Checklist (school specific)
- Legionella Control Scheme
- Toilet, Washing and Changing Facilities Risk Assessment
- Whole-School Food Policy (CU4)
- Lettings Policy (FI7)
- Adverse Weather Policy (GN4)
- Adverse Weather Plan (GN4(A) school specific)
- Health and Safety Policy (HS1)
- COSHH Policy (HS7)
- MAT Asbestos Management Policy (HS10)
- MAT Fire Safety Policy (HS11)
- Legionella Health and Safety Policy (HS13)
- Accessibility Policy (SD1)
- Accessibility Plan (SD2 school specific)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Invacuation, Lockdown and Evacuation Policy (SG33)
- Invacuation, Lockdown and Evacuation Plans (SG33(A) school specific)
- Trust and School Security Policy (SG34)
- Environmental Sustainability Policy (ST1)
- School Cleaning Policy (ST3)
- Toilet, Washroom and Medical Facilities Policy (ST7)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and Responsibilities

The Trust Board and where delegated, Local Governing Bodies is responsible for:

- Approving and reviewing the procedures outlined in this policy
- Holding the Executive Leadership, Central Team and each school's leadership to account for their management of TCAT school premises
- Ensuring TCATs policies and procedures help to manage the estate effectively and efficiently
- Understanding the legal interests, limitations, and responsibilities for the TCAT estate
- Using their knowledge of the TCAT estate to inform strategic planning and decision-making
- Delivering effective governance across the estate
- Ensuring that the condition of the TCAT estate and supporting policies fully comply with relevant legislation and regulatory standards
- Ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect
- Ensuring all estate-related projects deliver the desired outcomes
- Ensuring asbestos is managed in line with the MAT Asbestos Management Policy and Asbestos Management Plans
- Ensuring each TCAT school is accessible and suitable for pupils, staff and visitors with disabilities

Headteachers/Heads of School will be responsible for:

- The overall implementation of this policy within their school
- Reporting any issues with the premises to the Trust Estate Manager, CFO and Local Governing Body as appropriate
- Reviewing this policy in liaison with the Executive Headteacher/CEO, the CFO and the Trust Estate Manager
- Ensuring any potential risks are identified, formally recorded, assessed and managed – this should include taking appropriate preventative and protective measures
- Promoting the safety and wellbeing of pupils and staff
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users and in consultation with the Trust Estate Manager
- Having the right plans and documents in place to help create a safe environment that supports good teaching and learning
- Taking a strategic approach to the management of their school's land and buildings, in line with business planning objectives
- Possessing a good understanding of the condition, suitability and sufficiency of the land and buildings on their school estate
- Ensuring their school estate is safe for all users
- Ensuring responsible individuals have the functions, skills and knowledge required to effectively manage their school estate in accordance with the DfE's 'Estate management competency framework'

The Chief Finance Officer is responsible for:

- Supervising the delivery of activities with regards to estate strategy and asset management
- Identifying and addressing training needs of the Site Team including cleaning staff
- Ensuring operational working practices are actively and consistently applied across the estate that reflect TCATs strategic approach
- Monitoring, collecting and assisting in producing information for reporting to the Trust Board, Local Governing Bodies and school SLTs
- Escalating staff and wider stakeholder complaints to the appropriate person
- Ensuring operative staff carry out their activities in accordance with organisational estate-related policies and procedures
- Acting promptly to deal with estate issues and condition risks
- Making sure work is approved and signed off in line with set processes and procedures as necessary
- Helping to keep track of spending across the estate in line with available budgets
- Challenging others appropriately where they see wastage and raising with teams or leaders as appropriate
- Ensuring recognised financial procedures and practices are being followed
- Supervising and supporting external contractors on-site to ensure procurement requirements are met
- Supporting the implementation of business continuity and emergency planning processes
- Managing or overseeing any lettings in line with the Lettings Policy
- Purchasing new equipment and resources for TCAT schools
- Managing the relevant staff members who are responsible for the management of the premises

Each School Security Lead is responsible for:

- Coordinating and overseeing their school's protective security measures
- Developing, maintaining, and updating policies and procedures that promote an effective security culture
- Determining how staff should respond to varying security incidents
- Ensuring that all staff members are aware of their roles and responsibilities in relation to protective security
- Liaising with external agencies
- Managing and delegating responses to a security incident within their school

[School Security Leads become Incident Leads once a security incident occurs.]

Each school's Incident Lead is responsible for:

- Leading the initial response to a security incident within their school
- Making fast, clear, and safe decisions
- Responding appropriately to any safety concerns
- Leading the post-incident aftercare

The Trust Estate Manager is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the Headteacher/Head of School and/or the CFO
- Identifying and escalating concerns about areas for improvement on the TCAT estate
- Providing basic information about the TCAT estate to senior leadership and governance as appropriate
- Working within set processes and procedures relating to the management and operation of the estate
- Assisting and supporting external contractors on site to ensure procurement requirements are met
- Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis
- Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur
- Reporting condition and any health and safety issues to appropriate colleagues
- Ensuring that any Personal Emergency Evacuation Plans (PEEPs) that are in place in any TCAT school are understood and implemented when needed, including knowing how to identify and liaise with the responsible person for implementing the PEEP
- Checking TCATs compliance with the relevant health and safety and premises management legislation and reporting any issues to the Trust Board
- Ensuring that hygiene is maintained at each TCAT school, including that the appropriate drainage is in place
- The security of each TCAT school, including locking down each school after-hours and reopening
- Conducting the relevant premises risk assessments, e.g. fire safety
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989

3. Asbestos

The Trust Board, Executive Headteacher/CEO and Trust Estate Manager will ensure that each TCAT school meets its duty to locate and manage asbestos in school.

The Trust Estate Manager will be responsible for carrying out a total assessment of asbestos containing materials. They will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The Trust Estate Manager will ensure that an up-to-date asbestos management survey, risk assessment, management plan and register are all in place for each TCAT school in accordance with the Asbestos Management Policy.

The Trust Estate Manager will review each school's Asbestos Management Plan annually and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The Trust Estate Manager will ensure that all staff are informed of any asbestos located within their school and, in collaboration with the Trust Board and CFO, will arrange for any necessary repairs to the school regarding asbestos. The Trust Estate Manager and Headteacher/Head of School will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The Headteacher/Head of School in consultation with the Trust Estate Manager will ensure that the stipulations in the MAT Asbestos Management Policy are adhered to at all times. All staff; workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

4. Water management

The Trust Estate Manager will ensure that each TCAT school's water supply meets the regulatory requirements by arranging for or 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
- Hot water at the point of use does not pose a scalding risk

Risks relating to legionella bacteria will be managed by each TCAT school in the following ways:

- The Trust Estate Manager or a member of the Site team as delegated will 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
- The Legionella Health and Safety Policy will be adhered to at all times
- A Legionella Control Scheme (or course of action) 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
- Where there is a cooling tower on site, The LA will be notified that there is a cooling tower on the school site

Each TCAT school will implement sustainable water management practices to help conserve water, minimise waste and potentially save money in accordance with the Environmental Sustainability Policy.

TCAT will create a water management plan that:

- Defines roles and responsibilities
- Establishes reasonable reduction plans for water consumption
- Includes a strategy for continuous monitoring
- A programme to address and repair any leaks
- Consideration of installing low flow taps
- At appropriate junctures and where possible, upgrading toilets and urinals to have lower flush volumes
- Where possible, utilising rainwater by installing water butts

TCATs water management plan will consider water drainage and the risk of flooding, including external grounds and any impermeable surfaces. In order to assess and manage flood risk, the government's 'Assess and manage flood risk in schools' checklist will be used.

The Trust Estate Manager or delegated members of the Site Team will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water – external drainage specialists will be called in should problems arise.

The Trust Estate Manager or delegated members of the Site Team 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.

5. Temperature

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical 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, the heating systems will be able to maintain a temperature of 15°C. Each school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1°C.

Where a TCAT school has an on-site nursery provision, the surface temperature of any radiator, including exposed pipework, that could be touched by a pupil will not exceed 43°C.

Air extract systems will be employed to maintain a safe environment by removing hazardous fumes and dust. Local exhaust ventilation systems (LEVS) may be used in fume cupboards and in workshops. These systems will be examined and tested at least every 14 months. Closed water circuits which operate under pressure will be checked periodically for leaks. Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

6. Toilet, washing and changing facilities

TCAT and our schools will ensure that all members of the school community have equal access to suitable toilet, washing, and changing facilities.

Toilet and washing facilities for pupils

Suitable toilet and washing facilities will be provided for the sole use of pupils, as follows:

- For pupils aged 3-5, there will be 1 toilet and washbasin for every 10 pupils
- For pupils aged 5-11, there will be 1 toilet and washbasin per 20 pupils, which will be segregated into male and female for those over 8 years of age
- No more than two thirds of male toilets will be urinals
- For pupils aged 11 or older, there will be 1 toilet and washbasin per 20 pupils, which will be segregated into male and female

Toilet and washing facilities will be planned to ensure that handwashing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

In line with the Toilet, Washing and Changing Facilities Risk Assessment, accessible toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting. Accessible toilets will also 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.

Toilet facilities will be planned and designed so that:

- Hand washing facilities are provided within or in the immediate vicinity of every toilet
- The rooms containing them are adequately ventilated and lit
- They are located in areas around the school that provide easy access for pupils and allow for informal supervision by staff, without compromising pupils' privacy

The CFO will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination
- A washbasin

Toilets and washing facilities or staff

Toilets and washing facilities will be provided for staff that are separate from those provided for pupils, except where they are designed for use by those who are disabled. These facilities may also be used by visitors.

Where possible and appropriate, suitable mixed-sex toilet and washing facilities will be provided in addition to any single-sex facilities already provided.

Changing facilities

Each TCAT secondary school will ensure that suitable accommodation and showers are provided for pupils aged 11 or older at the start of the school year who receive physical education. Showers will be located in areas separated from toilets and provide adequate privacy.

Facilities will be designated as male and female only changing areas.

Where possible and appropriate, suitable mixed-sex changing facilities will be provided in addition to the single-sex facilities already provided.

7. Medical accommodation

Each TCAT school will ensure that suitable accommodation is provided to meet the medical and therapy needs of all pupils, in line with the requirements of the Independent School Standards (ISS) and Statutory Policies for Residential Schools (SPRs).

This will include:

- Accommodation for medical examination and treatment, which will be appropriately equipped and maintained
- Space for short-term care of sick or injured pupils, which will include a washing facility and be located near a toilet
- Where the school will cater for pupils with complex needs, additional medical accommodation will be provided to meet those specific and enhanced requirements

8. Accessibility

The SENCO or Headteacher/Head of School if not the same person will keep their school's Accessibility Plan up to date to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will consider the health and safety needs of individuals with disabilities and other specific needs.

Each TCAT school will take account of TCATs Accessibility Policy when managing and maintaining the school site.

Each school will ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for those who require additional assistance if an emergency situation occurs in the setting. The PEEP is implemented by the 'responsible person' who is identified in the PEEP (SENCO, school nurse, Headteacher/Head of School).

9. 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, and 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. Car parks will be well lit. Emergency lighting will be provided for areas which are accessible after dark. Security lighting will be provided around the perimeter of school buildings with dusk-to-dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.

Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

Some of the adaptations TCAT schools will make 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 Trust Estate Manager will arrange for fixed electrical systems to be tested around the school 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

10. Security

The CFO, Trust Estate Manager, and School Security Leads 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
- Each school perimeter is sufficiently secure

Each TCAT school's security arrangements are based on a risk assessment, which is regularly reviewed by the Headteacher/Head of School in their capacity as School Security Lead, CFO and Trust Estate Manager that explicitly considers the:

- Location of the school
- Physical layout of the school
- Movements needed around the site
- Arrangements for receiving visitors
- Staff and pupil training in security

The Trust and School Security Policy addresses TCATs approach to ensuring the safety and security of all staff members, pupils and visitors.

The Trust Estate Manager, Headteachers/Heads of Schools in their capacity as School Security Leads will ensure each TCAT school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

School Security Leads in each school will compile emergency grab bags for use during a response to a terrorist incident. Grab bags contain a selection of items which can prove useful in an emergency, such as communications equipment, bottled water, and plasters and/or cotton wool for treatment of injuries.

Each school will ensure that emergency grab bags are placed in strategic positions within the setting, as well as consider adjusting the contents to suit the individual needs of specific learners.

11. Bomb threats

TCAT and our schools will ensure that all bomb threats, however received (phone call, social media message, face-to-face), are treated seriously and reported to the police, however implausible they may initially seem.

If a bomb threat is received, the school will remain calm and record as much information as possible from the person making the threat. The school will use its Bomb Threat Checklist to understand and document what details to record.

When considering the actions to take following a bomb threat, the Incident Lead should consider the following options:

- Which exit and evacuation routes are the safest to use?
- Are there any pre-existing details of suspicious behaviour in or around the school setting that could be linked to the bomb threat?
- Is there any available recent CCTV footage which may be of help in identifying the person making the threat?

12. Lettings

The CFO will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others when considering which lettings to accept. TCATs Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the Trust Board via the CFO. When determining whether to approve an application referred to them by the CFO; the Trust Board 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
- TCATs duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of TCAT or 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 Trust Board will ensure that appropriate arrangements are in place to keep pupils safe when hiring or renting out TCAT premises or facilities.

Where services or activities are provided by the Trust Board under the direct supervision or management of TCAT staff, TCATs arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy and Procedures. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the Trust Board, in consultation with the CFO, 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 TCAT 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

13. Weather

The Trust Estate Manager and members of the Site Team will ensure that TCAT 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 CFO. TCATs Adverse Weather Policy and the individual school's Adverse Weather Plan will be adhered to at all times.

14. Invacuations, lockdowns and evacuations

The Trust Estate Manager and Site Team will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, 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 pupils with SEND, the Trust Estate Manager will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the Local Governing Body and SENCO, where appropriate.

When assessing the safety of any TCAT school, the Invacuation, Lockdown and Evacuation Policy and their individual plans will be considered, and reviews will be made where necessary.

The Trust Estate Manager will also liaise with the School Security Lead to determine the effectiveness of the school's emergency invacuation and/or evacuation procedures and associated plans.

If a security incident occurs, the School Security Lead adopts the role of the incident lead to direct the school's initial response to the incident within the setting. The Incident Lead must be aware of which pupils and staff in the school have additional needs and who therefore may require additional help when evacuating or invacuating.

15. Suitability

The CFO will maintain each school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The CFO and Trust Estate Manager will further ensure that, in terms of the design and structure of school buildings, no areas of any TCAT school compromise health and safety, in line with TCATs Health and Safety Policy.

16. Fire safety

TCAT premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, 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. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils in each TCAT school will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in TCATs MAT Fire Safety Policy.

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. The Trust Estate Manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

17. Catering

TCATs Whole-School Food Policy will be adhered to at all times. The CFO will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

18. Cleaning

TCATs School Cleaning Policy will be adhered to at all times. The CFO will be responsible for or delegate the management of cleaning staff and will ensure that classrooms and other parts of each school is maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

19. Acoustics

Where possible, learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

20. Maintenance

The CFO will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing a 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.

21. Furnishings

The CFO, in consultation with the Headteacher/Head of School, will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils registered at each TCAT school.

Consideration will be given to specific requests for furniture and fittings received from Headteachers/Heads of School.

22. Grounds

The CFO, in consultation with the Headteacher/Head of School, 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 from re-development.

The condition of all playground areas will be monitored by the Trust Estate Manager and deficiencies will be addressed. TCAT 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 any TCAT school.

Each school will ensure risks associated with individuals entering or leaving the TCAT 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.

23. Health and safety audit

The CFO in consultation with the Trust Estate Manager will ensure that all TCAT premises are subject to a regular health and safety audit. The Trust Estate Manager will monitor that health and safety risk assessments are completed annually for area as required. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up to date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils 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.

24. Electrical testing and inspection

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

For portacabins, the time interval between periodic inspection and testing is a matter of engineering judgement and will depend on a variety of factors, including the level of supervision of the unit previously, the frequency of use and the severity of the external influences to which it is exposed, e.g. the weather.

Where possible, a visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit.

It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

Testing of all distribution boards in mobile accommodation will be conducted on an annual basis.

25. Other equipment, systems and storage

Each TCAT school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

26. Gas

Gas and electrical safety posters will be displayed around the school, including appropriate 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 staff members 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 Trust Estate Manager will maintain an accurate inventory of all gas equipment purchased by TCAT.

All gas equipment will be installed by a suitability 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 Trust Estate 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 TCATs COSHH Policy.

Liquefied petroleum gas (LPG) tanks will be inspected and maintained by a competent person on an annual basis.

All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by the Trust Estate Manager or member of the Site Team. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.

Gas pipes and flues will be made from a suitable rigid material, e.g. metal, and these will be checked for any damage on a regular basis by the Trust Estate Manager or member of the Site Team. All gas appliances will have the ability to be isolated from the gas supply.

Carbon monoxide detectors will be installed by the Trust Estate Manager and inspected on a regular basis.

Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. Normally, no more than 15kg of flammable gases will be stored on any TCAT school premises at any time.

Any isolation valve defects will be reported immediately to the Trust Estate 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 Trust Estate Manager for repair or safe disposal.

Repairs to gas appliances and fixtures will be carried about 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.

27. Estate management training and competency

All individuals who are responsible for any element of TCATs estate management will be fully equipped with the competency, skills and knowledge to fulfil their role.

TCAT will use the DfE's 'Estate management competency framework to:

- Ensure that those conducting estate management roles possess the skills and knowledge required
- Benchmark existing skills and experience against the framework and identify gaps to help estate management staff with their professional development

TCAT and our schools will ensure that all staff members and contractors responsible for specific elements of estate management have undertaken relevant training in relation to the following:

- Asbestos Awareness
- Construction (Design and Management) Regulations 2015 (CDM)
- Control of Substances Hazardous to Health (COSHH)
- Environmental Awareness
- Fire Safety and Personal Protective Equipment (PPE)
- Health and Safety Awareness
- Institution of Occupational Safety and Health (IOSH) Working Safely
- Legionella Awareness
- Lone Working
- Managing contractors
- Manual handling
- Portable appliance testing (PAT)
- Use of ladders
- Working at Height

Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 26th February 2029.

Signed by:

_____ Executive Headteacher/CEO

Date: _____

_____ Board appointed Trustee

Date: _____