

Three Counties Academy Trust



# Premises Management Policy #A19

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## Statement of intent

Three Counties Academy Trust has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The Trust 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

## 1. Legal framework

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

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

This policy operates in conjunction with the following Trust and school policies:

- Asset Management Policy
- Asbestos Management Policy
- Asbestos Management Plan
- Lettings Policy
- Accessibility Policy
- Accessibility Plan
- School Security Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Safety Policy
- Whole-school Food Policy
- School Cleaning Policy
- First Aid Policy

## 2. Roles and responsibilities

The Trust Board is responsible for:

- The overall implementation of this policy
- Ensuring the proper maintenance and repair of Trust buildings

- Ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan
- Ensuring Trust school's are accessible and suitable for pupils, staff, and visitors with disabilities
- Ensuring that the Trust complies with the relevant health and safety and premises management legislation

The Chief Financial Officer is responsible for:

- Ensuring that the Trust's fixtures, fitting, and furnishings are high-quality and good value for money
- Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary
- Managing or overseeing any lettings in line with the Lettings Policy
- Purchasing new equipment and resources for the Trust
- Managing the relevant staff members who are responsible for the management of the premises, e.g., catering staff and the site manager

The Site Manager is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the Executive Headteacher and/or Chief Financial Officer
- Identifying and undertaking any maintenance and repair work
- Conducting a health and safety audit
- Completing an asbestos management checklist
- Checking the Trust's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Chief Financial Officer and the Trust Board
- Ensuring that hygiene is maintained throughout the Trust, including that the appropriate drainage is in place
- The security of Trust site, including locking down school's after-hours and reopening the school's
- 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

The Executive Headteacher is responsible for:

- Ensuring the safety of the Trust's staff and pupils
- Reporting any issues with the premises to the Site Manager, Chief Financial Officer, and Trust Board as appropriate
- Ensuring that the premises-related needs of people with disabilities are met, e.g., accessibility
- Reviewing this policy in liaison with the Chief Finance Officer
- Ensuring any potential risks are identified, formally recorded, assessed, and managed – this should include taking appropriate preventative and protective measures

### **3. Asbestos**

The Trust Board, Executive Headteacher, Chief Financial Officer and Site Manager will ensure that the Trust meets its duty to manage asbestos in Trust schools.

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training, and authority required to ensure the asbestos materials are managed effectively.

The Trust, and each Trust school, will have an asbestos register, including associated remedial actions, and an Asbestos Management Plan. The Site Manager will review individual school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The Site Manager will ensure that all staff are informed of any asbestos located within a Trust school and, in collaboration with the Trust Board and Chief Financial Officer, will arrange for any necessary repairs to the building regarding asbestos. The Site Manager and Chief Financial Officer will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The Executive Headteacher will ensure that the stipulations in the 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 supply**

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

- The Trust 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 the Trust 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 written 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

#### **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. The Trust'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.

Within our primary schools that have 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 fourteen 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 and washing facilities**

The following toilet and washbasin facilities will be in place:

- For pupils aged 3-5, there will be 1 toilet and washbasin for every 10 pupils.
- For pupils aged 6-10, there will be 1 toilet and washbasin per 15 pupils, which will be segregated into male and female for those over 8.
- 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.

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting. Disabled 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.

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

- A room for medical or dental examination
- A washbasin

## **7. Accessibility**

The Executive Headteacher and Executive Leader for Safeguarding and Inclusion will keep the Trust'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 include the health and safety needs of individuals with disabilities and other specific needs.

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

## **8. Drainage**

The Site Manager 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 Site 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.

## **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 Trust 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 the Trust will make may include:

- Ensuring Trust buildings have 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 Site Manager will arrange for fixed electrical systems to be tested around the Trust 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 Chief Financial Officer and Site 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
- Trust building perimeters are sufficiently secure

The Trust's security arrangements are based on a risk assessment, which is regularly reviewed by the Chief Financial Officer, Site 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
- Staff and pupil training in security

The Trust Security Policy addresses the Trust's approach to ensuring the safety and security of all staff members, pupils, and visitors. The Site Manager will ensure the Trust'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.

## 11. Lettings

The Chief Financial Officer 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. The Trust's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the Chief Financial Officer. When determining whether to approve an application; 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
- The Trust's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the Trust

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)

The Chief Financial Officer will ensure that appropriate arrangements are in place to keep children safe when hiring or renting out the Trust premises or facilities.

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

## **12. Weather**

The Site Manager will ensure that the Trust 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 Chief Financial Officer. The Trust's Adverse Weather Policy will be adhered to at all times.

## **13. Invacuations and evacuations**

The Site Manager 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 Site Manager will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the Trust Board and SENCO, where appropriate.

When assessing the safety of an individual site, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

## **14. Suitability**

The Chief Financial Officer will maintain the Trust by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The Chief Financial Officer and Site Manager will further ensure that, in terms of the design and structure of Trust buildings, no areas of the Trust site compromise health and safety, in line with the Trust's Health and Safety Policy.

## **15. Fire safety**

Trust 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 will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All Trust and individual school procedures and provisions relating to fire safety are outlined in the Trust's 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 Site Manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

## **16. Catering**

The Trust's Trust-wide Food Policy will be adhered to at all times. The Chief Financial Officer, in consultation with the Catering Manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

## **17. Cleaning**

The Trust Cleaning Policy will be adhered to at all times. The CHIEF FINANCIAL OFFICER will be responsible for managing 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 should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

## **18. Acoustics**

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.

## **19. Maintenance**

The Chief Financial Officer will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the Trust'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.

## **20. Furnishings**

The Chief Financial Officer, in consultation with the Executive Headteacher and Heads 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 the individual 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 Site Manager.

## **21. Grounds**

The Chief Financial Officer, in consultation with the Executive Headteacher and Heads 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.

The condition of all playground areas will be monitored by the Site Manager and deficiencies will be addressed. The Trust 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 Trust site.

The Trust will ensure risks associated with individuals entering or leaving the Trust estate are assessed and the individual school perimeter will be secured and controlled accordingly where possible to do so. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

## **22. Health and safety audit**

The Chief Financial Officer will ensure that the Trust premises are subject to a regular health and safety audit. The Site Manager will monitor that health and safety risk assessments are completed annually for each area of an individual school within the Trust. 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.

## **23. 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 of 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.

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit. The results of the visual inspection will be written in a logbook as a permanent record of the condition of the electrical equipment.

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.

## **24. Other equipment, systems, and storage**

In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the Trust will ensure that lifts used by employees for work are safe to use. Plans will be implemented to ensure the safety of users in the event of the lift breakdown or stopping between floors.

The Trust 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.

## **25. Monitoring and review**

This policy is reviewed annually by the Executive Headteacher, Chief Financial Officer and the Site Manager.

Any changes to this policy will be communicated to all relevant staff members.

Signed by:

\_\_\_\_\_ Executive Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Trustees Date: \_\_\_\_\_