

# EQUITAS ACADEMIES TRUST



## PREMISES MANAGEMENT POLICY

**Review Date:** October 2023  
**To be Reviewed:** October 2024  
**Agreed:** F&GP  
**Policy Lead:** CFO

## **Equitas Academies Trust**

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**PREMISES MANAGEMENT POLICY**

**1. OVERVIEW**

- 1.1 This applies to all members of Equitas Academies Trust community. The policy is available to all parents, prospective parents, Governors.
- 1.2 Equitas Academies Trust seeks to implement this document through adherence to the procedures set out in the rest of this document.
- 1.3 The Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Trust's Equal Opportunities Statement and supporting Equalities policies.

**2. BACKGROUND TO THIS POLICY**

- 2.1 The Education (School Premises) Regulations 2012 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.
- 2.2 Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation, and water supply.

**3. WHAT LEGISLATION APPLIES TO SCHOOLS AND COLLEGES?**

- 3.1 This policy links with statutory provisions around premises management, including: -
- The Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - The Control of Asbestos Regulations 2012
  - The Education (School Premises) Regulations 2012
  - The Regulatory Reform (Fire Safety) Order 2005.
- 3.2 This list is not exhaustive, and this policy will also have regard for statutory and non-statutory guidance to ensure that Equitas' Academies are a safe place to work and study.
- 3.3 This policy operates in conjunction with the following Trust/Academy documents: -
- Asbestos Management Plan
  - Health and Safety Policy
  - Legionella Risk Assessments
  - Lettings Policy
  - Lockdown and Evacuation Procedures
  - Fire Risk Assessment
- 3.4 This policy is underpinned by the Equality Act 2010. Staff, students and visitors should not be

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treated less favourably as a result of a protected characteristic. This includes gender, sexual orientation, religion, age and disability. The Trust's Equality Policy provides further information.

### **4. POLICY STATEMENT**

4.1 The premises of Aston Manor Academy are constantly monitored by Trust Site team, by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to their Facilities Forum for attention. Facilities Meetings are held weekly.

4.2 The premises of Chilwell Croft Academy are constantly monitored by the Trusts Site Team who report their observations / concerns to the Estates, Facilities Forum for attention.

4.3 The CFO has oversight of all property/premises related matters in the Trust.

### **5. PARTICULAR ATTENTION IS PAID TO THE FOLLOWING AREAS:**

#### **5.1 Water supply**

The Site Teams ensure that each Academy's water supply meets the requirements of the *Education (School Premises) Regulations 1999* by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- each Academy has a wholesome supply of water for domestic purposes including a supply of drinking water
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
- the temperature of hot water supplies to showers shall not exceed 43°C.
- Regular routines are developed to ensure legionella checks are made.

#### **5.2 Drainage**

The Site Teams ensure that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

#### **5.3 Load bearing structures**

The Site Teams ensure that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary.

#### **5.4 Security arrangements**

The Site Teams ensure each Academy has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate; that the Academy's perimeters are secure.

5.5 Each Academy's security arrangements are based on a risk assessment for the Academy and are regularly reviewed by Senior Management, explicitly taking into account:

- the location of each Academy
- the physical layout of each Academy (e.g. multiple sites)
- the movements needed around each site (e.g. crossing roads, using public spaces)

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- arrangements for receiving visitors
- staff/student training in security

### **5.6 Lettings**

The Site Teams ensures that those of the Trust's premises which are used for a purpose other than conducting the Academy, i.e. the Sports Hall. Aston Manor Academy are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users.

### **5.7 Resistance to the weather**

The Site Teams ensures that each Academy building provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

5.8 The Site Teams ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

5.9 The Site Teams ensures that access to each Academy allows all students, including those with special needs, to enter and leave the Academy in safety and comfort by ensuring that entrances are well maintained and unencumbered.

5.10 The Site Teams can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

5.11 In consultation with the Headteacher, the Site Teams ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of student who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to reach each student in a classroom in order to provide individual help and guidance

5.12 The Site Team ensures that, in terms of the design and structure of the accommodation, no areas of the Academy compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level handrails on stairs above an open stair well; an asbestos management programme is in place.

5.13 The Site Teams ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- The number of washbasins at least equals the number of WCs/urinals
- All single and double sanitary fittings contain one or two washbasins respectively
- Staff washrooms are 'adequate' for the number of staff at the Academy
- Changing accommodation, including showers (which are hygienic, and which work properly), is provided for students and are accessible from where the exercise takes place.

5.14 In consultation with the Catering Manager, the Site Teams ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities.

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- 5.15 The Site Teams ensures that classrooms and other parts of each Academy are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Cleaners and monitoring standards of cleaning.
- 5.16 The Site Teams ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform the appropriate person if problems arise as a result of deficiencies in this area.
- 5.17 The Site Teams ensures that the lighting, heating and ventilation in classrooms and other parts of each Academy are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:
- Each room or other space in each Academy has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on) and a glare index limited to no more than 19.
  - Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at a height of 0.5 metres above floor level when the external air temperature is -1°C:
    - in medical/sick rooms: 21°C in teaching, private study and examination areas: no less than 16°C
    - in areas for physical education, washing, sleeping or circulation: 13°C.
  - The surface temperature of any radiator or exposed pipework does not exceed 43°C.
  - Controllable ventilation shall be at the following rates:
    - in all occupied areas: at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate;
    - in teaching accommodation, medical/sick rooms, sleeping and living accommodation: eight litres for each of the usual number of people present when the areas are occupied; - in washrooms: at least six air changes an hour.
  - Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.
  - This is done through a programme of monitoring and through systematic feedback from staff.
- 5.18 The Site Teams ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.
- 5.19 In consultation with the Headteacher and CFO, the Site Manager ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at each Academy by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of furniture and fittings.
- 5.20 The Site Teams ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- 5.21 In consultation with the Headteacher, the Site Teams ensures that there are appropriate arrangements for providing outside space for students to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

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**6. HEALTH AND SAFETY**

6.1 The site Teams will complete/distribute inspection checklists (see appendix 1) to be completed on a monthly/termly basis.

6.2 The site teams will carry out risk assessment in all areas of work, building and health & safety. The site team will maintain an up-to-date register of the control of substances hazardous to health (COSHH).

6.2 The Trust's premises are subject to an annual Health and Safety check: from Elite Safety in Education. Any matters of concern are discussed at facilities meetings, this group consists of the Headteacher, CEO, CFO, IT, Site Managers.

Reviewed and approved by:	Date approved:	Next review date:
F&GP Committee	November 2023	October 2024

**CHECKLIST - As per Elite, Health & Safety Service Provider**

**Index**

Checks of School Site	– Daily
Fire Alarm Testing	– Weekly
Fire Doors, Entrances etc.	– Weekly
Fire Extinguisher Checks	– Weekly
Fixed Outdoor Play Equipment	- Weekly
Green Box Testing	– Weekly
Vehicle Checks	– Weekly
Vehicle Checks (MPV)	– Weekly
Vehicle Checks (Minibus)	– Weekly
Water Dispensers Cleaned	- Weekly
Water Flushing Outlets	- Weekly
Water Sprinkler Tank	- Weekly
Emergency Lighting Testing	- Monthly
Emergency Pull Cord Testing	– Monthly
Temperature Checks	– Monthly
Descaling of Shower Heads	– 3 Monthly
Fire Drills	–Termly
Kickstool Inspections	-Termly
Ladder Inspections	– Termly
Register of Caretaking / Cleaning Chemicals RCDs Testing	– 6 Monthly