

## PREMISES MANAGEMENT POLICY

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<b>RESPONSIBLE PERSON(S):</b>	CHIEF EXECUTIVE HEADTEACHERS
<b>CURRENT VERSION:</b>	002
<b>DATE APPROVED:</b>	NOV 2019
<b>REVIEW CYCLE:</b>	EVERY 3 YEARS
<b>NEXT REVIEW DATE:</b>	NOV 2022

### REVIEW

The Board of Trustees have reviewed and agreed this policy in accordance with the legal requirements and/or recommendations of good practice.

Having agreed the policy, the Trustees undertake to review or amended the policy if the:

- Government or local authority, i.e. Oxfordshire County Council, produce new or revised regulations and/or guidance;
- Trust identifies and recommends changes which will serve to improve the policy, support the implementation of the policy and/or the related policy processes.

### APPROVED BY THE BOARD OF TRUSTEES

Chair of Trustees: Jonathan Hopkins      Signature: Jonathan Hopkins

Chief Executive: Fiona Hammans      Signature: Fiona Hammans

### RESPONSIBLE BODY

Within this policy “responsible body” means the Trust and/or Trustees of the Abingdon Learning Trust. The responsible body will endeavour to ensure that the level of related training, support, financial and non-financial resources are adequate to fulfil the responsible body’s functions in respect of this policy.

### RESPONSIBLE PERSONS

The responsible persons accept the responsibility and accountability, delegated to them by the responsible body, and undertake to ensure adherence to, and the implementation of this policy and associated plans.

### RESPONSIBLE PERSON’S NOMINATED PERSON(S)

The responsible person’s nominated person(s), i.e. Headteacher, SLT Member, Business Manager/Premises and/or Facilities Manager/Caretaker determined by the LAB, is considered by the responsible person to be a competent person, accepts responsibility and accountability, delegated to them by the responsible person, and undertakes to ensure adherence to, and the implementation of this policy and associated audits/checklists and plans.

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## 1.0 INTRODUCTION

The responsible body has a duty to ensure that buildings under its control comply with the statutory and regulatory standards. The responsible body needs to consider the buildings':

- Condition, i.e. focus 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, i.e. focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of its schools in raising educational standards.

- 1.1 The responsible body's premises are monitored by the responsible person and their nominated person(s), who are responsible for health and safety and premises management.

## 2.0 LEGAL FRAMEWORK

This policy will have consideration for and be in compliance with the following legislation:

- The Control of Asbestos Regulations 2012
- The Education (School Premises) Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents

- 2.1 This policy will also have due regard to the following statutory and non-statutory guidance:
- First Aid in Schools (February 2014)
  - Asbestos Management in Schools (November 2013)
  - Health and Safety: advice for schools (February 2013)

## SPECIFIC POLICIES

### 3.0 ASBESTOS

The responsible body, in collaboration with the responsible person, will ensure that it meets its duty to manage asbestos in the school premises.

- 3.1 The responsible person, together with their locally nominated person, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register and, as a minimum, as detailed within Annex A.
- 3.2 The responsible person, in collaboration with their locally nominated person, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.

### 4.0 WATER SUPPLY

The responsible person's nominated person will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate 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, sinks and showers have an adequate supply of hot and cold water;
- Temperatures do not exceed 43°C as stated in legislation.

### 5.0 TOILET & WASHING FACILITIES

For pupils under 5 years of age, there will be 1 toilet and washbasin for every 10 pupils.

- 5.1 For pupils aged over **5** years of age, there will be **1** toilet and washbasin for every **20** pupils.
- 5.2 Toilet and washing facilities will be planned to ensure that:
- 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 pupils, and allow for supervision by members of staff, without compromising the privacy of the pupils.
- 5.3 Disabled toilets will have a toilet, washbasin and where possible, a shower or washing-down fitting.
- 5.4 Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 6.0 **PUPILS WITH SEND**  
To be compliant with the Equality Act 2010, an accessibility strategy will be implemented to ensure the premises are fully accessible to pupils with SEND.
- 6.1 The accessibility strategy will include the health and safety needs of pupils with SEND.
- 7.0 **DRAINAGE**  
The nominated person will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.
- 8.0 **LIGHTING**  
Lighting will be provided which allows the faces of teachers and pupils to be visible for good communication.
- 8.1 Daylight will be given priority in all spaces.
- 8.2 Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.
- 8.3 Lighting controls will be easy to use.
- 8.4 Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.
- 8.5 External lighting will be provided to ensure safe pedestrian movement after dark.
- 8.6 Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- 8.7 Emergency lighting will be provided for areas which are accessible after dark.
- 9.0 **SECURITY**  
The responsible person's nominated person will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance; and that the school's perimeters are sufficiently secure.
- 9.1 The school's security arrangements are based on a risk assessment, regularly reviewed by responsible person's nominated person and senior leadership team, explicitly taking into account the:

- Location of the school;
- Physical layout of the school;
- Movements needed around the site;
- Information relating to previous incidents or recorded concerns;
- Arrangements for receiving visitors;
- Staff/pupil training in security.

#### 10.0 **LETTINGS**

The responsible person's nominated person will ensure that school premises, used for a purpose other than conducting the school's main business, are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

#### 11.0 **WEATHER**

The responsible person's nominated person 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 responsible person.

#### 12.0 **EVACUATIONS**

The responsible person's nominated person will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

#### 13.0 **ACCESSIBILITY**

The responsible person's nominated person will ensure that access to the school site allows all pupils, including those with SEND, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

#### 14.0 **SUITABILITY**

The responsible person's nominated person will ensure, as much as is reasonably possible, that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

14.1 The responsible person's nominated person will further ensure that, in terms of the design and structure of buildings, no areas of the premises compromise health or safety.

#### 15.0 **WELFARE**

The responsible person's nominated person will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively;
- The number of washbasins is at least two-thirds that of the toilets/urinals in senior school;
- Separate changing rooms for girls and boys are provided for pupils aged 8 years or older, and there are an adequate number of washrooms for staff and pupils;
- Changing facilities, including showers, are provided for pupils, and are accessible from the playing field where the exercise takes place.

- 15.1 The responsible person's nominated person will further ensure that there are appropriate facilities in place for pupils who are ill, including:
- a room for medical or dental examination;
  - a washbasin.
- 16.0 **FIRE SAFETY**  
Fire risk assessments will be undertaken in order to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.
- 16.1 Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 16.2 Staff and pupils will be familiarised with emergency evacuation procedures.
- 16.3 Risk assessments will be updated if there are any significant changes to the premises.
- 17.0 **CATERING**  
The responsible person's nominated person in consultation with associated staff, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.
- 18.0 **CLEANING**  
The responsible person's nominated person will ensure that classrooms and other parts of the premises are maintained in a tidy, clean and hygienic state by monitoring standards.
- 19.0 **ACOUSTICS**  
Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- 19.1 There will be minimal disturbance from unwanted noise.
- 20.0 **MECHANICAL SERVICES**  
The responsible person's nominated person will ensure that the lighting, heating and ventilation in classrooms and other parts of the premises are satisfactory in that:
- Each room or space has lighting appropriate to its normal use;
  - Each room or space has a system of heating appropriate to its normal use;
  - Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.
- 20.1 This will be done through a programme of monitoring and systematic feedback from staff.
- 21.0 **MAINTENANCE**  
The responsible person's nominated person 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 Appendix A.
- 21.1 Most of this work will take place during the school holiday periods, but smaller tasks may be completed during term time.

## 22.0 FURNISHINGS

The responsible person's nominated person, in consultation with the responsible person and other relevant staff, 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 school.

- 22.1 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 responsible person's nominated person.

## 23.0 GROUNDS

The responsible person's nominated person, in consultation with the responsible person and other relevant staff, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

- 23.1 The condition of all playground, informal play spaces, sports pitches and grassed areas will be monitored by the responsible person's nominated person and deficiencies addressed.

## 24.0 HEALTH & SAFETY AUDIT

The responsible person's nominated person will ensure that premises are subject to a regular health and safety audit, as a minimum as detailed within Annex B.

- 24.1 The responsible person's nominated person will monitor that risk assessments are completed annually for each department.

## 25.0 FINANCIAL PLANNING & CONTROL

The responsible person and their nominated person and members of the responsible body will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.

### ANNEX A: ASBESTOS MANAGEMENT CHECKLIST

	Yes	Further action needed
<b>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings?</b> The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the premises – this is the duty holder.		
<b>Has the responsible body undertaken a management survey?</b> A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.		
<b>Does the management survey highlight the location of ACMs?</b> All areas of the premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors etc.		
<b>Has the responsible body assessed the potential risk from the ACMs?</b> The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.		
<b>Does the responsible body have a management plan detailing how to manage the risks from any ACMs at your school?</b>		

<p>The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.</p>		
<p><b>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present?</b>  The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p>		
<p><b>Are any in-house staff, who may undertake maintenance work, adequately trained?</b> Training needs to be appropriate for the work.</p> <p><b>Awareness training</b> – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p><b>Training for work with asbestos that does not require a licence from the HSE</b> – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p> <p><b>Training for asbestos work that does require a licence from the HSE</b> – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>		

**ASBESTOS MANAGEMENT CHECKLIST: FURTHER ACTION NEEDED**

<b>Action required</b>	<b>Action taken</b>	<b>When</b>	<b>Initialled</b>

<b>Name (and position):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of school:</b>		

**ANNEX B  
HEALTH & SAFETY AUDIT**

Aspect	Existing document (Y/N)	Requirement	Review Date
Access Audit		Survey, report and access statement covering learning, teaching and physical access.	
Air Condition		Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every 5 years.	
Asbestos		Asbestos register and management plan.	
Car parking and vehicle/pedestrian segregation		General risk assessment required.	
Building and grounds condition survey		Inspection of building and facilities for asset management planning (AMP).	
Classroom assessment		Annual assessment with termly review.	
Control of substances hazardous to health (COSHH) risk assessment		For storage and use of any hazardous substances.	
Display energy certificate (DEC)		Requirement for buildings with floor area over 1000m <sup>2</sup> to display the energy use of the school buildings.	
Duct hygiene (air conditioning, plenum heating)		Inspection and testing, thorough cleaning routine determined from testing/inspection results.	
Electrical - Portable appliance testing (PAT)		Safety checking and testing of electrical appliances.	
Electrical (Fixed wire testing)		Testing of all fixed wiring boards and all distribution boards every 3-5 years.	
		Testing of all distribution boards in mobile accommodation annually.	
Electrical – Stage lighting		Annual test and inspection by a competent person.	
		Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every 3 months.	
Emergency lighting		Inspection and testing of system, monthly checks by the premises manager to check functionality and battery discharge tests.	

Extraction systems, including fume cupboards		Inspection and testing of dust extraction equipment.	
		Local exhaust ventilation.	
Fire risk assessment		Inspection and annual review, or whenever any changes are made that will affect the assessment.	
Fire alarm and detection systems		Weekly fire bell test, six monthly fire drill and annual service and inspection.	
Fire doors		Check correct functioning regularly.	
Fire extinguishers and appliances		Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	
First aid equipment		Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	
Floor plans		Up-to-date floor and roof plans are created when changes are made.	
Fuel oil storage		Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	
Gas safety		Inspection and certification, identification and location of gas equipment and supplies – update.	
Gas appliance		Annual servicing for efficient operation and combustion.	
Gas pipework		Visual inspection and testing.	
Glazing		Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	
Hydrotherapy and swimming pools		Risk assessment updated annually.	
Incoming services and isolation points		Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	
Lifts and hoists		Thorough examination, full maintenance and inspection.	
Lightning conductors		Inspection and full test to assess adequacy of earthing, evidence of corrosion.	
Mobile classroom stability		Structural inspection of mobile classrooms.	

Planned preventative maintenance (PMP)		Do you have a PMP in place for all your buildings, plant and equipment?	
		Do you have current servicing records?	
		Do you carry out annual maintenance inspections?	
Fixed playground and gym equipment		Inspection and testing.	
Radon		Risk assessment carried out and updated as necessary.	
Shared premises		Risk assessment carried out and updated as necessary.	
Slips and trips		Risk assessment carried out and updated as necessary.	
Tree safety		Risk assessment carried out and updated as necessary.	
Water hygiene and safety, legionnaires' disease – water systems, cold water systems		Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	
Legionnaires' disease – Low pressure hot water systems		Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps etc.	
Water and surface temperature		Risk assessment and/or review.	
Workstation assessment		Analysis of all workstations to assess any health and safety risks.	
Working at height		Risk assessment	
Working at height – Safety eye bolts and cradles		Inspection and testing.	

**HEALTH & SAFETY AUDIT: FURTHER ACTION NEEDED**

<b>Action required</b>	<b>Action taken</b>	<b>When</b>	<b>Initialled</b>

<b>Name (and position):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of school:</b>		