



Premises Management Policy

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THE BAY LEARNING TRUST

PREMISES MANAGEMENT POLICY

1. Compliance

1.1. This policy has been prepared with due regard to the following statutory provisions and guidance:

1.1.1. Education (Independent Schools Standards) Regulations 2014]

1.1.2. Equality Act 2010

1.1.3. Health and Safety at Work etc Act 1974

1.1.4. The Workplace (Health, Safety and Welfare) Regulations 1992

1.1.5. Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards

1.1.6. Other such legislation guidance as required

1.2. This policy should be read in conjunction with the Trust's (as defined below) other policies, including the Health & Safety Policy.

2. About this policy

2.1. This is a key document of The Bay Learning Trust ("the Trust") and it applies to all employees. This policy is available to all parents, prospective parents, Directors/Governors, employees or authorised Inspectors.

2.2. Effective management of the Trust buildings is the responsibility of the CEO and School Headteacher and ultimately the responsibility lies with the Trust Board. The Trust has delegated day to day responsibility for compliance with and operation of this policy to each School within the Trust.

2.3. This policy is reviewed annually by the CEO or as events or legislation change requires. Such review may be delegated to the Chief Finance and Operating Office. The Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equality Act 2010.

3. Background

3.1. The Trust has a duty to ensure that buildings under its control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The Trust needs to consider the following about its building(s):

3.1.1. **Condition**- focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements; and,

3.1.2. **Suitability**- focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the Trust in raising educational standards.

3.2. The Trust premises are constantly monitored by the relevant School Site Teams and School Business Managers using the Every Facilities Management Software System. The results of the Every Software System are analysed by compliance consultants in conjunction with the relevant School Site Team as part of the Trust Health and Safety and Compliance Audits. The outcomes of the audits are reported to the Board of Directors at the Audit and Risk Committee.

4. What legislation applies to the school

4.1. Education (Independent Schools Standards) Regulations 2014 - which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

4.2. The Health and Safety at Work etc. Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.

4.3. The Workplace (Health, Safety and Welfare) Regulations 1992- which outline provisions that must be made in relation to the work environment.

4.4. Managements of Health and Safety at Work Regulations 1999 (MHSWR).

4.5. Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards (as amended/replaced from time to time).

4.6. Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

5. The Headteacher

5.1. The role of the Headteacher is to:

5.1.1. develops an Asset Management Plan in conjunction with the appropriate School Business Manager;

- 5.1.2.prepare a long term maintenance plan which is prioritised within available budgets using the Trust development plan;
- 5.1.3.manage repair or improvement projects;
- 5.1.4.prepare policies for security, fire safety, health and safety, including monitoring processes and ensure that they are reviewed at regular intervals;
- 5.1.5.ensure that risk assessments are prepared and acted upon; and,
- 5.1.6.employ professional property advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

6. The Trust's role

- 6.1. The Trust undertakes the following as prescribed by legislation. The Trust has delegated compliance with the responsibilities under this paragraph (6) to each School, although it acknowledges that it retains ultimate responsibility for compliance

- 6.1.1.Each School ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following:

- 6.1.1.1. air conditioning unit's checks;
- 6.1.1.2. boiler maintenance;
- 6.1.1.3. electrical appliances checks;
- 6.1.1.4. fixed electrical installation testing;
- 6.1.1.5. emergency lighting testing;
- 6.1.1.6. local extraction ventilation;
- 6.1.1.7. fire risk assessments;
- 6.1.1.8. fire alarm testing;
- 6.1.1.9. fire door checks;
- 6.1.1.10. fire extinguisher checks;
- 6.1.1.11. gym equipment safety checks;
- 6.1.1.12. gas appliances safety checks;
- 6.1.1.13. gas pipe soundness checks;
- 6.1.1.14. kiln and ceramic electrical equipment checks;

- 6.1.1.15. kitchen deep cleaning;
- 6.1.1.16. lift safety checks;
- 6.1.1.17. machinery tooling checks; and,
- 6.1.1.18. pressure vessel checks.

6.2. Water Supply (Legionella):

6.2.1. Each School arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) for all premises to ensure that:

- 6.2.1.1. Each School has a wholesome supply of water for domestic purposes including a supply of drinking water;
- 6.2.1.2. 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; and,
- 6.2.1.3. the temperature of hot water supplies to showers shall not exceed 43°C.

6.3. Asbestos:

6.3.1. Each School maintains an asbestos register stored at the School premises which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. This register should be available to all contractors who may be engaged to undertake reports or maintenance at a Trust School

6.3.2. Approved registered contractors are employed to deal with any removals (where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities then it is safer to leave it in place).

6.3.3. All employees are made familiar with the procedures surrounding Asbestos management and identification in line with each School's Health and Safety Policy.

6.4. Other premises details:

6.4.1. Drainage:

- 6.4.1.1. Each School ensures 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.

6.4.2. Glazing:

- 6.4.2.1. Each School ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

6.4.3. Accommodation:

- 6.4.3.1. Each School ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year where appropriate.
- 6.4.3.2. Each School ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- 6.4.3.3. Each School ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the School by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual adaptation and summer programme of works.
- 6.4.3.4. Each School ensures that classrooms and other parts of the School are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Site Team and Cleaners and monitoring standards of cleaning.
- 6.4.3.5. Each School ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
- 6.4.3.6. Each School ensures that there are sufficient washrooms for employees and pupils, including facilities for pupils with special needs.
- 6.4.3.7. Each School ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well.
- 6.4.3.8. Each School ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by carefully monitoring the number, age and needs of pupil who will be using the classrooms and making any necessary adjustments in provision and arrangements.
- 6.4.3.9. Each School ensures that the School building(s) provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- 6.4.3.10. Each School ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

- 6.4.3.11. Each School ensures that access to the School allows all pupils, including those with special needs, to enter and leave the School in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
- 6.4.3.12. Each School ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- 6.4.3.13. Each School ensures that the lighting, heating and ventilation in classrooms and other parts of the School are suitable for the room usage. This is done through a programme of monitoring and through feedback from employees.

6.4.4. Building:

- 6.4.4.1. Each School ensure that each load bearing structure 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.
- 6.4.4.2. The School can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

6.4.5. Contractors:

- 6.4.5.1. In consultation with the Trust CFO&OO each School ensures;
 - 6.4.5.1.1. that adequate arrangements are in place to select, appoint and monitor anyone undertaking works;
 - 6.4.5.1.2. the competence of contractors (competence can be judged from past experience, recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required);
 - 6.4.5.1.3. where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively; and,
 - 6.4.5.1.4. that the contractor has a current Health and Safety Policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

6.4.6. Commissioning a large project:

- 6.4.6.1. In consultation with the Trust each School seeks a property professional to work with it, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:
 - 6.4.6.1.1. feasibility study - checking the feasibility of the project and providing an early cost estimate;

6.4.6.1.2. specification -with each School to producing a technical specification for the work;

6.4.6.1.3. tender- going out to tender to a number of appropriate contractors;

6.4.6.1.4. evaluation of tenders- checking the validity and accuracy of the tenders;

6.4.6.1.5. site management- regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations;

6.4.6.1.6. handover- accepting the finished project and carrying out snagging and testing; and,

6.4.6.1.7. invoice check -checking the validity and accuracy of invoices.

6.4.7.Waste:

6.4.7.1. Each School is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this.

6.4.7.2. Each School follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

6.4.8.Vehicle Segregation:

6.4.8.1. Each School ensures that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner.

6.4.9.Lettings:

6.4.9.1. Each School ensures that the premises which are used for a purpose other than conducting the School curriculum the Hall, Gym or other area are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users. Ensure that every user has SLA in place.

6.4.9.2. Each School premises are subject to a regular Health and Safety checks by the Trust appointed Health and Safety Officer and School Site Manager. Any matters of concern are discussed at the Directors and Local Governing Body meetings as they arise.