



## CONNECTED LEARNING Premises Management Policy

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## 1. Background to this policy

Each academy within Connected Learning has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The school needs to consider the building:

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

### What legislation applies to the Academy

- The Education (Academy Premises) Regulations 1999 - which prescribe minimum standards for Academy 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.
- 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, which 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.
- The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.
- Managements of Health and Safety at Work Regulations 1999 (MHSWR).
- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.
- 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'.

The Academy premises are monitored by the Academy Caretaker who report his/her observations / concerns to the Headteacher. The Academy gives due regard to the regulations listed above.

### Competent Health and Safety Advice

The academy recognises that it must have access to competent health and safety advice. The academy's competent advisors are **XXXXXXXX**

**XXXXXX** will support the Headteacher to

- Develops the Academy Asset Management Plan
- Maintain the Mechanical & Electrical Compliance Schedule
- Prepare a Long Term Maintenance Plan which is prioritised within available budgets using the Academy Development Plan
- Prepare policies for security, fire safety, health and safety, including monitoring processes
- Ensure that risk assessments are prepared and acted upon
- Employ professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations

## 2. Key staff

2.1. The premises of each Academy are constantly monitored by the local Site Manager / Caretaker (and other Caretaking Staff where relevant) who liaise with the staff responsible for Health & Safety and with the Business Manager (or person with leadership responsibility for the support staff).

The Academy undertakes the following as prescribed by legislation:-

The Academy ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following:

- a. Boiler maintenance
- b. Electrical appliances checks
- c. Fixed electrical installation testing
- d. Emergency lighting testing
- e. Lightening protection
- f. Fire risk assessments
- g. Fire alarm testing
- h. Fire door checks
- i. Fire extinguisher checks
- j. Gym equipment safety checks (indoor and outdoor)
- k. Portable appliance testing
- l. Gas appliances safety checks
- m. Gas pipe soundness checks
- n. Kitchen deep cleaning
- o. Lift safety checks
- p. Pressure vessel checks

## 3. Key areas

### 3.1. Water Supply

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

- the 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 wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water.
- the temperature of hot water supplies to taps and showers shall not exceed 43°C

### 3.2. Drainage

The Site Manager 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.

### 3.3 Asbestos

The Academy maintains an asbestos register & plan which contains a copy of the current asbestos survey; this shows where in the premises asbestos has been identified or is suspected. 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).

### **3.4. Glazing**

The Academy 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.

### **3.5. Security arrangements**

The Site Manager (and Caretaking team) ensures the 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 and that the Academy perimeter fence is secure.

### **3.6 Academy site**

- The Academy 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.
- The Academy ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The Academy ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the Academy 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.
- The Academy ensures that classrooms and other parts of the Academy 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.
- The Academy ensures that there are appropriate facilities for pupils who are ill.
- The Academy ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs and disabilities
- The Academy 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 hand rails on stairs above an open stair well.
- The Academy ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs or disabilities) 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.
- The Academy ensures that the Academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- The Academy 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.
- The Academy ensures that access to the Academy allows all pupils, including those with special needs, to enter and leave the Academy in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
- The Academy ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.

- The Academy ensures that the lighting, heating and ventilation in classrooms and other parts of the Academy are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.
- The Academy ensures that an annual tree survey takes place each year for which a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist.

#### Contractors

The school ensures;

- that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- 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)
- where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- 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.

When commissioning a large project, the Academy should seek a property professional to work with the school, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:

- I. Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- II. Specification – with the school to producing a technical specification for the work
- III. Tender – going out to tender to a number of appropriate contractors
- IV. Evaluation of Tenders – checking the validity and accuracy of the tenders
- V. 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
- VI. Handover – accepting the finished project. Carrying out snagging and testing.
- VII. Invoice check – checking the validity and accuracy of invoices.

### 3.7 Waste

The Academy is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

## 4. Risk assessment

4.1. The Academy's security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- the location of the Academy
- the physical layout of the Academy (eg, multiple buildings)
- the movements needed around the site
- arrangements for receiving visitors
- staff/student training in security

4.2. The Caretaker is responsible for ensuring risk assessments are completed across all Academy departments.

## **5. Lettings**

5.1. The Business Manager and Site Manager ensure that those areas of the Academy which are used outside of the standard Academy working day are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the Headteacher so that arrangements may be discussed and the necessary arrangements implemented.

## **6. Health & Safety Audit**

The Academy's premises are subject to a yearly Health and Safety check. Any matters of concern are discussed and actioned at the next meeting of the Local Governing Body.