

# Grace Academy Solihull

## Premises Management Policy

Policy Reference:	GA-PRMA001
Version:	1
Status:	Operational
Authors:	Elite Health & Safety & SBM
Applicable to:	Grace Academy Solihull
Checked by:	LGB
Valid From:	Jan 2023
Review Date:	Jan 2024

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## 1. Background to this policy

Tove Learning Trust 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. Therefore each 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 School in raising educational standards.

## 2. Relationship to other policies

This policy should be read in conjunction with the Health and Safety Policy, the Lettings Policy and the Accessibility Plan. The audits and risk assessments outlined in this policy form part of the Health and Safety Audit carried out by Elite Safety in Education.

- 2.1. The Education (School Premises) Regulations 2015 stipulate minimum standards for School premises. Schools and Academies 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. The Education (School Premises) Regulations 2015 apply to all schools in England and Wales. It is important that all schools adhere to these provisions.
- 2.3. The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.
- 2.4. Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.
- 2.5. 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'.

## 3. Key staff

The premises of the school are constantly monitored by the Site Staff who liaise with the staff responsible for Health & Safety and with the Business Manager (or person with leadership responsibility for the support staff).

The School premises are subject to regular Health and Safety checks by The Responsible Health and Safety Officer. Any matters of concern are discussed at regular Health and Safety Meetings chaired by The Responsible Health and Safety Officer. This group consists of the Responsible Safety Officer, School Business Manager, the Site Manager and departmental representatives. Any notable findings are raised in subsequent Governor meetings.

The Site Manager with guidance from the Business Manager and the responsible H&S Officer:

- Develops the Asset Management Plan
- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan
- Manage repair or improvement projects
- Prepare policies for security, fire safety, health and safety, including monitoring processes
- Ensure that risk assessments are prepared and acted upon

## 4. Disability Discrimination Act

To comply with Section 111 of the Disability Discrimination Act 1995, and more recently the DDA 2005 and the Equality Act 2010, the School will reasonably address any physical features which make it impossible or unreasonably difficult for disabled people to access and use the facilities effectively. The School also has in place an Accessibility Plan which sets out its readiness to accommodate pupils and adults with disabilities and/or mobility problems.

The School will keep an action plan containing clear details of what DDA compliance works have or have not been undertaken and the reasoning behind the decisions. This action plan/audit will be reviewed at regular intervals.

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

## 5.Key areas

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

- Air Conditioning units checks
- Boiler maintenance
- Electrical appliances checks
- Fixed electrical installation testing
- Emergency lighting testing
- Local Extraction Ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door checks
- Fire extinguisher checks
- Gym equipment safety checks
- Gas appliances safety checks
- Gas pipe soundness checks
- Kiln and ceramic electrical equipment checks
- Kitchen deep cleaning
- Lift safety checks
- Machinery tooling checks
- Pressure vessel checks

### 5.1.Water Supply

The Site Manager ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 2015 by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- The School 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.
- Where taps exceed 43°C in vulnerable areas TMVs are fitted. In other areas where taps exceed 43°C notices are erected informing persons of hot water temperatures.

### 5.2.Drainage

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

### 5.3.Asbestos

The School maintains an asbestos register which contains a copy of the 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).

Asbestos Management Plans must be implemented where asbestos remains in place. Schools must monitor and record these inspections

### 5.4.Building

The School ensures 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.

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

The Site Manager has ensured that each load bearing structure complies with the Education (School Premises) Regulations 2015 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.

#### 5.5. Accommodation

The 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.

The School ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

The 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.

The 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 Staff and Cleaners and monitoring standards of cleaning.

The 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.

The School ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs

The School ensures that, in terms of the design and structure of the accommodation, no areas of the School compromise health or safety. There are high-level handrails on stairs above an open stairwell.

The 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 pupils who will be using the classrooms and making any necessary adjustments in provision and arrangements.

The School ensures that the School buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

The 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.

The 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.

The School ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.

The 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 staff.

#### 5.6. Glazing

The 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.

#### 5.7. Security arrangements

The Site Manager ensures the School 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 School perimeter fence is secure.

### 5.8. Commissioning a large project

The School seeks 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:

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

### 5.9. Waste

The 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. The School has an ECO group which steers some of this element.

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

### 5.10. Vehicle Segregation

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

### 5.11. Lettings

The School ensures that the premises which are used for a purpose other than conducting the School curriculum (the Hall 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.

### 5.12. Trees

The School ensures that a tree survey takes place at the required intervals for which a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist

### 5.13. Resistance to the weather

The Site Manager ensures that the School buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks. There is also a reporting system in place, whereby a member of the Leadership Team has responsibility for reporting building faults to the Caretaker.

### 5.14. Emergency Evacuation

The Headteacher Site Manager 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. Lettings

The Business Manager and Site Manager ensure that those areas of the School which are used outside of the standard School working day are organised to ensure that the health, safety and welfare of students 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.

## 7. Suitability

The Business Manager ensures that, in terms of the design and structure of the accommodation, no areas of the School compromise health or safety, there are high-level handrails on stairs above an open stairwell and an asbestos management programme is in place.

## **8.Welfare**

The Business Manager and Site Manager 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 2015 in that:

Staff washrooms are 'adequate' for the number of staff at the School.

Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible from the playing field where the exercise takes place.

The Site Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 2015 in that there is a room for medical or dental examination which contains a washbasin and is reasonably near a WC.

## **9.Catering**

The Business Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

## **10.Cleaning**

The Business Manager ensures that classrooms and other parts of the School are maintained in a tidy, clean and hygienic state by liaising with the cleaners who are contracted to clean the School.

## **11.Mechanical Services**

The Business Manager and Site Manager ensure that the lighting, heating and ventilation in classrooms and other parts of the School are satisfactory in accordance with the Education (School Premises) Regulations 2015 in that:

- 11.1.Each room or other space in the School has lighting appropriate to its normal use; in teaching accommodation this shall mean not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on).
- 11.2.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:
  - in teaching, private study and examination areas: 18°C
  - in areas for physical education, washing, or circulation: 15°C.
- 11.3.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.

## **12.General Maintenance**

The Business Manager and Site Manager ensure that there is a maintenance and decoration programme. Most of this work takes place during the School holiday periods, but smaller tasks may be completed during term time.

The Site Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

## **13.Health and Safety Audit**

The School's premises are subject to a termly Health and Safety check.

Any matters of concern are discussed and actioned at the next meeting of the Governing Body.