



**RAINHILL
HIGH SCHOOL**



RainhillSixth

PREMISES MANAGEMENT POLICY





**RAINHILL
HIGH SCHOOL**



RainhillSixth

PREMISES MANAGEMENT POLICY

STATUS	STATUTORY
RESPONSIBLE COMMITTEE	BOARD OF TRUSTEES
APPROVAL DATE	14/07/2023
RENEWAL DATE	14/07/2024



SCHOOLS IN PARTNERSHIP

STEPHENSON

MULTI ACADEMY TRUST

1 INTRODUCTION

1.1. The Stephenson Multi Academy Trust (“the Trust”) has a duty to ensure that buildings under control of the Trust comply with appropriate statutory, regulatory and corporate standards. The Trust needs to consider its academy buildings:

- 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.

1.2. The Education (School Premises) Regulations 1999 stipulate minimum standards for the premises. 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. Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

1.3. The Education (School Premises) Regulations 1999 apply to all Educational establishments in England and Wales and it is important that all Academies covered by the regulations adhere to these provisions where reasonably practicable.

1.4. 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.

2. POLICIES STATEMENT

2.1. This policy sets out the Premises Management guidelines for the Trust, to ensure it operates compliantly and that best practice is implemented in the management of each site.

2.2. The Trust endeavours to ensure the health, safety and welfare of all stakeholders through the regular maintenance of equipment, and the implementation of safe systems.

2.3. The Trust will ensure staff are appropriately trained, risk assessments are conducted where necessary and roles and responsibilities are defined.

3. SCOPE OF THIS POLICY & WHO THIS POLICY APPLIES TO

3.1. This policy includes, general maintenance, water supply, asbestos management, drainage, waste management, management of contractors, glazing, traffic management, lettings, grounds maintenance, risk assessment, evacuation, accessibility, welfare, catering, cleaning and audit. This is not a definitive list.

3.2. This policy applies to all staff, students, parents, visitors, contractors and the wider community when on site.

4. PUBLICATION OF THIS POLICY

4.1. This policy is accessible via the school website.

5. ROLES & RESPONSIBILITIES

5.1. The academy premises are monitored daily by the Site Manager, and by a range of staff members who report their observations and concerns to the Site Management Staff and Academy Senior Leadership Team (“SLT”). The Site Manager, with applicable support and guidance, will ensure that the site is compliant with the regulations listed above.

5.2. The Head Teacher and Chief Operating Officer have overall responsibility for the day to day management of the premises and activities.

5.3. The Chief Operating Officer must liaise with their Site Manager on a regular basis to ensure the implementation of this policy.

5.4. The Chief Operating Officer will have an oversight of the premises across each academy and will support the Site Manager accordingly.

6. PREMISES MANAGEMENT

General Maintenance

6.1. The Site Manager ensures that the regular planned preventative maintenance is carried out, in accordance with best practice and as required by legislation including (but not limited to) the following:

- Air Conditioning Unit servicing
- Boiler maintenance and servicing
- Pressure vessel servicing
- (PAT) Electrical appliances testing
- Fixed electrical installation testing
- Emergency lighting testing
- Local Extraction Ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door servicing
- Fire extinguisher servicing
- PE/Gym equipment safety servicing
- Gas appliances safety servicing
- Gas pipe soundness servicing
- Kiln and ceramic electrical equipment servicing
- Kitchen Equipment checks and deep cleaning
- Lift and Lift equipment safety servicing
- Design and Technology Machinery servicing

6.2. The Site Manager ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the adaptation and programme of Annual capital works. Smaller decorative tasks may be completed during the academic year.

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

6.4. The Site Manager ensures that the furniture and fittings are appropriately designed for the age and needs of all students 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.

6.5. The Site Manager ensures that classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by overseeing the work of the Site Team and Cleaners and monitoring standards of cleaning.

6.6. The Site Manager with guidance from the Chief Operating Officer ensures that there are appropriate facilities for students who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC. The academy ensures that there are sufficient washrooms for staff and students, including facilities for students with special needs.

6.7. The Teaching staff, with assistance from the Site Manager and Chief Operating Officer, will ensure that classrooms are appropriate in size to allow effective teaching by carefully monitoring the number, age and needs of students who will be using the classrooms and making any necessary adjustments in provision and arrangements.

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

6.9. The Site Manager & Chief Operating Officer will ensure there is sufficient access and egress provision 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.

6.10. The Site Manager, Chief Operating Officer and Head Teacher will ensure that access to the 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 with appropriate access for wheelchair users. Please see the Schools' Accessibility Policy for more information.

6.11. The Site Manager, with applicable guidance and support, ensures that the lighting, heating and ventilation in classrooms and other areas of the academy are suitable for the room usage. This is done through a programme of monitoring and through feedback from all staff.

7 WATER SUPPLY

7.1. The Site Manager arranges for regular Legionella risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20°C and 50°C) to ensure that:

7.2. The academy has a wholesome supply of water for domestic purposes including a supply of drinking water.

7.3. 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.

8 ABSESTOS MANAGEMENT

8.1. The Site Manager maintains an asbestos register which contains a copy of the asbestos management survey. This shows the locations where asbestos has been identified or is suspected on site. Approved registered contractors are employed to deal with any removals. The Site Manager should make staff aware of any areas of concern and advise of how to use the area without disturbing or contaminating the area.

8.2. If the asbestos is in good condition and is not in an area where it will be disturbed by every day activities, then it is safe to leave it in place.

9. DRAINAGE

9.1. 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 any drainage issue arise.

10. WASTE MANAGEMENT

10.1. The Trust is committed to reducing its waste and recycling as much as it can. This includes the waste management of cardboard, paper, electrical equipment, ICT equipment.

10.2. The Site Manager follows all legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage whilst on site.

11. MANAGEMENT OF CONTRACTORS

11.1. The Site Manger under guidance from The Chief Operations Officer ensures:

- That adequate arrangements are in place to select, appoint and monitor any contractor 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)
- The appropriate qualifications are held by the contractor, 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 and method statements to check that contractors and others have correctly interpreted any site-specific conditions.

12. GLAZING

12.1. The Site Manager ensures that any damaged glass is made safe before being replaced.

12.2. The Site Manager will ensure that glass installed in the building is a safety material (e.g. laminated or toughened glass)

12.3. The use of fire rated glass is an important component in building safety and Building Regulations specify where it must be used. The Site Manager will be assisted by the trusts' external fire maintenance company where required.

13. TRAFFIC MANAGEMENT

13.1. The Site Manager with guidance from the Chief Operations Officer and Head Teacher ensures that appropriate traffic management systems are in place on site to enable pedestrians and vehicles to circulate in a safe manner. This includes the management of signage and road markings.

13.2. A Traffic Management Risk Assessment should be implemented.

14. LETTINGS

14.1. The Site Manager ensures that the facilities which are used for a purpose outside of the academy curriculum (the Hall, Gym, Sports Hall or other area) are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by external users.

15. GROUNDS MAINTENANCE

15.1. The Site Manager will liaise with the Trusts' external grounds maintenance company to ensure that the grounds are reasonably maintained including provision for grass cutting, tree pruning, weeding and sports pitch markings etc.

15.2. The Site Manager ensures that a tree survey takes place periodically for which a prioritised report is produced. All arboriculture work is carried out by a competent Arboriculturist.

16. RISK ASSESMENT

16.1. The Chief Operations Officer will ensure that the relevant Risk Assessments for all activities are in place and reviewed annually or upon a change in circumstances. The Risk Assessments should consider factors such as:

- Location
- Environment
- Individuals
- Use of facility and equipment
- Arrangements in place e.g. safe systems of work
- Training needs
- Please see the Trust Risk Assessment Policy for more information.

17. EVACUATIONS

17.1. The Site Manager will work with the Chief Operations Officer & head Teacher to ensure there is sufficient access throughout the site so that emergency evacuations can be accomplished safely for all students and staff (including those with special needs) by ensuring that all exits are kept clear and unencumbered; and by carrying out regular checks of the same.

17.2. The Site Manager will work with the Head Teacher and Chief Operations Officer to ensure that the Fire Evacuation Plans and Business & Contingency plans are updated periodically and is circulated to all staff.

18. ACCESSIBILITY

18.1. The Site Manager will work with the Head Teacher and Chief Operations Officer to ensure that access to the grounds and building allow for all staff and students, including those with special

needs, to access the academy and curriculum safely and comfortably by ensuring that entrances are well maintained and unencumbered and by arranging ramp access for wheelchair users

18.2. Please see the Accessibility Policy for more information.

19. WELFARE

19.1. The Site Manager will 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:

- Staff washrooms are 'adequate' for the number of staff at the academy.
- Changing accommodation including showers are provided for students and are accessible from the playing field.
- There are appropriate facilities for students who are ill, in that there is a room for medical examination which contains a washbasin, somewhere to sit or lay down and is located reasonably close to a WC.

20. CATERING

20.1. The Catering teams with assistance from the Site Manager ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager will provide regular reports on the suitability of the kitchen facilities.

21. CLEANING

21.1 The Site Manager will organise the cleaning teams to ensure that classrooms, corridors and other areas of the academy are maintained in a clean, tidy and hygienic state by liaison with the cleaner team who are employed or contracted to clean the building.

22. AUDIT

22.1. The Academy's premises are subject to an annual Health and Safety audit to be carried out by the Site Manager & Chief Operations Officer. Any matters of concern are discussed and actioned at the next meeting of the Trust Board.

23. REFERENCES

23.1. Please also refer to the following policies:

- Risk Assessment Policy
- Accessibility Policy
- Health and Safety Policy

23.2. The Chief Operations Officer together with the Director of HR will monitor the implementation and effectiveness of the policy by monitoring reports made under the policy.

24. DIVERSITY

24.1. The Stephenson Multi Academy Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the Equality Act 2010 and associated guidance produced by the Department for Education.