

East Midlands Academy Trust

Premises Management Policy 2021/2022

'Every child deserves to be the best they can be'

Scope: East Midlands Academy Trust & Academies within the Trust	
Version: V3	Filename: EMAT Premises Management Policy
Approval: July 2021	Next Review: July 2022 <i>This Policy will be reviewed by the Trust Board (FHRE) annually</i>
Owner: East Midlands Academy Trust Board of Trustees	Union Status: Not Applicable

Policy type:	
Statutory	Replaces Academy's current policy

Revision History

RevisionDate	Revisor	Description of Revision
July 2021 – V2	M Juan	Policy review – no changes
July 2020 – v1	M Juan	New EMAT Premises Management Policy

EMAT Premises Management Policy

1. Introduction

This is a key document of the academy and it applies to all staff of the Trust. The policy is available to all parents, prospective parents, academy governors and authorised Inspectors. Effective management of academy buildings is the responsibility of the Estates Manager with the Estates staff; ultimately the responsibility lies with Head of Shared Service and Academy Head Teachers. The Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

2. Purpose

The East Midlands Academy Trust (EMAT) has a duty to ensure that buildings under its control comply with appropriate statutory, regulatory and corporate standards. This task is complex, due to government legislation. The academy has responsibility for considering the:

- **Condition:** 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:** 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.

3. Legislation

The following legislation applies and will be adhered to by the academy:

- The Education (School Premises) Regulations 1999 - 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.
- 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 Trust premises must be constantly monitored by the Estates Manager, by the Estates site team, by the School's Health & Safety representative, and by a range of teams/individuals who report their observations/concerns to the premises manager and senior staff. The academy will give due regard to the regulations listed above.

The Estates Manager with guidance from the Head of Shared Service 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
- Manages repair or improvement projects
- Prepares policies for security, fire safety, health and safety, including monitoring processes
- Ensures that risk assessments are prepared and acted upon
- The Trust, will seek the services of professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The Trust undertakes the following as prescribed by legislation:

Maintenance

The Trust 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
- Other checks as required by legislation

Water Supply (Legionella):

The Trust 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. These are arranged to ensure that:

- All academies and premises have 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 washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
- The temperature of hot water supplies to showers shall not exceed 43°C
- The Trust has a programme of installing thermostatic mixing valves at hand basins.

Asbestos

The Trust will maintain at each academy and centrally 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 may be safer to leave it in place).*

Other premises details

a) Drainage

The Trust ensures that each academy has 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.

b) Glazing

The Trust 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) should be specified.

c) Accommodation

The Trust ensures that there is a satisfactory standard and adequate maintenance of decoration throughout all its Academies 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 Trust ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The Trust ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at each 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 Trust ensures that classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by overseeing the work of the Estates team, in house cleaners and outsourced cleaning providers as well as proactively monitoring standards of cleaning.
- The Trust ensures that there are appropriate facilities at all its Academies for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
- The Trust ensures that all academies have sufficient washrooms for staff and pupils, including facilities for pupils and staff with additional needs
- The Trust ensures that, in terms of the design and structure of the accommodation, no areas of any 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 Trust ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any additional 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.
- The Trust ensures that all its academies' buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- The Trust ensures that at each of its Academies 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 Trust ensures access to all of its academies for all pupils and visitors, including those with additional needs, enabling entry and exit to an academy in a safety and comfortable manor by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
- The Trust ensures that where food is served, there are adequate facilities for its hygienic preparation, serving, consumption and disposal.
- The Trust ensures that the lighting, heating and ventilation in classrooms and other parts of the all of its academies are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff and pupils.

d) Building

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

e) Contractors

The Trust ensures:

- that reference is made to EMAT Financial Handbook for Academies.
- 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 contractors have the appropriate qualifications, for example GAS SAFE or NICEIC 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.

f) Commissioning a large project

Reference must be made to EMAT Financial Handbook for Academies with reference to the EFA financial handbook.

The Trust seeks a property professional when undertaking large building projects.

g) Waste

The Trust is committed to reducing its waste and recycling as much as possible; this includes cardboard, paper, electrical equipment, ICT equipment and is working at increasing recycling across all of its Academies

The Trust follows all legal waste obligations to ensure the correct licensing of their waste.

h) Vehicle Segregation

The Trust ensures that appropriate traffic management systems are in place at all of its Academies to ensure that pedestrians and vehicles can circulate in a safe manner.

i) Lettings

The Trust ensures that resources 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.

j) Trees

The Trust ensures that tree surveys takes place across all Academies.

k) Security Arrangements

The Trust's Estates team ensures all of EMAT' Academies have 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 with security arrangements as appropriate and; that the Academies' perimeters are secure.

EMAT's Academies' security arrangements are based on a risk assessment for each Academy which are reviewed by each Academy's Senior Leadership Team, explicitly taking into account:

- the location of the Academy
- the physical layout of the Academy
- the movements needed around the site
- arrangements for receiving visitors
- staff/pupil training in security

l) Resistance to the weather

The Trust's Estates Team 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. Any Issues will be reported to the Estates Manager, and addressed according to need.

m) Business and finance

The Trusts Estates Manager and Estates team ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with additional needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks.

The Estates Manager and the Estates team ensures that access to all of the Trust's academies allow all pupils, including those with additional needs, to enter and leave an EMAT academy in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

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

In consultation with the Estates Manager and Estates team each Academy Head Teacher ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any additional 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. Particular regard will be given to ensuring that the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance.

The Estates Manager and the Estates team 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; an asbestos management programme is in place.

n) Training

The Trust's Central Services team working with the Academies Head Teacher and Senior Leadership Team will ensure that all staff receives relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained electronically.

o) Records/Log Book

The Trusts Estates Team will maintain records of all checks that take place for the safe and affective operation at each of the Trust's academies

p) Grounds Maintenance

At Academies where grounds maintenance is required the Trust will arrange for contractors to attend the site at regular intervals to cut the grass on pitches and lawns, paint line markings on pitches, tracks and cricket fields, trim hedge and general weeding these duties will also be carried out by Trust Estates staff as required.

q) Health and Safety

All Staff are responsible for Health and Safety The trust will provide appropriate training to staff to empower this ethos. In addition Academies can request Health and Safety trained staff from the Shared Services team if required.

r) Cleaning

Window cleaning should be carried out at an appropriate frequency at all of the Trust's Academies.