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Premises Management Policy

Status	Statutory
Version	9
Responsible Directors' Board	Finance and Operations Committee
Responsible Persons	Head of Estates
Date Policy Reviewed	September 2024
Next Review Date	September 2025
Academy to implement without Amendment, using appendix when required	



Exceed Learning Partnership
 • EVERY CHILD • EVERY CHANCE • EVERY DAY •



Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V1	August 2018	D Ashmore	p4 2.2 entry system p4 2.4 parago system p8 first aid -frequency p8 flag poles -frequency p18 fire alarm –frequency p18 security -frequency
V2	August 2019	D Ashmore	All sections updates
V3	September 2020	L Burton	All sections reviewed no amendments Throughout document change Executive Principal to CEO
V4	January 2021	J Tuke	Replaced reference to Business and Operations Manager to Chief Operations Officer
V5	March 2021	A Hibbitt	Addition to 1.3 to include DfE (2018) “Good Estate Management for Schools” New section 7 added regarding Legionella Additional information to section 26 regarding subcontractor process for projects at academies Reformat all appendix pages, separation of assets Appendix 2 – update to response times text
V6	September 2021	A Hibbitt	Update in asbestos section, referencing asbestos management policy.
V7	September 2022	L Burton	Page 4 Referenced Estates strategy Updated to 2020 asbestos guidance Page 5 Added in Mac Consultancy Added in Termly review of premises plans Page 8 Added in emergency alarm in disabled toilets Page 15 Added in responsibility for grounds maintenance
V8	September 2023	C Long	Moved onto new policy template Repaired error in version numbering Standardised bullet points throughout



			<p>Removed references to Site Manager/Caretaker and changed to Site Manager/Supervisor</p> <p>2.0 Changed the name of Mac Consultancy to MAC Construction Consultants</p> <p>20.7 Added Head of Estates</p>
V9	September 2024	J Jenkinson	<p>All references to 'Site Manager' replaced with 'Premises Managers'.</p> <p>18.3 Additional point to establish escalation process for cleaning issues with in-house cleaning teams</p>



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Introduction Principles and Objectives

Exceed Learning Partnership Trust is located at Edlington Lane, Edlington, Doncaster, DN12 1PL and has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

1.1 As part of the Premises Management Strategy Exceed Learning Partnership will consider each building's:

- Condition – focusing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focusing 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.

1.2 This policy will have consideration for and comply with the following legislation:

- The control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- The Equality Act 2010

1.3 This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety' responsibilities and duties for schools
- DfE (2020) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2018) "Good Estate Management for Schools"

1.4 This policy operates in conjunction with the following Trust policies:

- Asbestos Management Policy
- Health and Safety Policy
- Lettings Policy
- Lockdown Policies
- Fire Safety

The Trust works closely with all academies to ensure a high-quality learning and working environment and places a high value on ensuring such high standards throughout the Trust, through an ongoing compliance and premises review, linked in annual investment.



Roles and Responsibilities

The Directors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Exceed Learning Partnership and its academies.

Exceed Learning Partnership Trust provides facilities management for the buildings and is responsible for the statutory maintenance and repairs for the buildings. They are supported on a daily basis by the onsite Academy Premises Managers and strategically through MAC Construction Consultancy.

2.1 The Governing Board is responsible for:

- The overall implementation of this policy in the academies
- Ensuring the proper maintenance and repair of the academy
- Ensuring asbestos is managed in line with the Asbestos Management Policy
- Ensuring the academy is accessible and suitable for pupils, staff and visitors with SEND
- Ensuring that the academy complies with the relevant health and safety and premises management legislation

2.2 The Principal is responsible for:

- Ensuring the safety of the academies staff and pupils
- Reporting any issues with the premises to the Premises Manager/Business Manager/Governing Board/Trust as appropriate
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility
- Managing the relevant staff members who are responsible for the management of the premises e.g. Business Manager
- Reviewing this policy in liaison with the Business Manager and Premises Manager

2.3 The Academy Business Manager is responsible for:

- Ensuring that the academy's fixtures, fittings and furnishings are high quality and value for money
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary
- Managing any lettings in line with the Lettings Policy
- Purchasing new equipment and resources for the academy
- Overseeing the Premises Management in collaboration with Principal/Headteacher
- Termly updating the Academy Premises Development plan

2.4 The Premises Manager is responsible for:

- In collaboration with the Business Manager, the day-to day implementation and management of the stipulations outlined in this policy



- Identifying and undertaking any maintenance and repair work
- Conducting Health and Safety walk rounds of the building
- Ensuring Asbestos Management is kept up to date
- Checking the academies compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Principal/Headteacher

Asbestos

The governing body and Principal/Headteacher will ensure that the academy meets its duty to manage asbestos in the building; day to day management may be delegated to the Business Manager/Premises Manager. This section should be read in conjunction with the Managing Asbestos Policy

- 3.1 Principal/Headteacher will ensure that the stipulation in the Asbestos Management Policy are adhered to at all times
- 3.2 The Premises Manager will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded
- 3.3 The Business Manager/Premises Manager will establish an Asbestos Management Plan (AMP) and report back to Principal/Headteacher
- 3.5 The Premises Manager or Business Manager will ensure staff are informed of any asbestos located within the building which may impact on their duties
- 3.6 The Premises Manager will arrange for any necessary repairs to the building regarding asbestos
- 3.7 The Premises Manager will carry out and record monthly asbestos checks ensuring all changes are recorded appropriately
- 3.8 The Premises Manager will review the academy's AMP **annually**

Water Supply

The Premises Manager will ensure that the academy's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- 4.1 The academy has clean supply of water for domestic purposes, including a supply of drinking water
- 4.2 Toilet facilities have an adequate supply of cold water and washbasins, and sinks have adequate supply of hot and cold water

Temperatures

- 5.1 Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C



- 5.2 Where there is a normal level of physical activity associated with teaching the heating systems will be able to maintain a temperature of 18 °C
- 5.3 Where there is a high level of physical activity, e.g. PE sports hall, washrooms and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C
- 5.4 The academies heating systems will be capable of maintaining the above criteria at a height of 0.5 meters above floor level when the external air temperature is -1 °C
- 5.5 Where a nursery is present the surface temperatures of any radiator including exposed pipework that could be touched by a pupil will not exceed 43 °C

Toilet and Washing Facilities

- 6.1 For pupils aged **3-5**, there will be **1** toilet and washbasin for every **10** pupils
- 6.2 For pupils aged **4-5**, there will be **1** toilet and washbasin for every **20** pupils
- 6.3 For pupils over **5**, there will be **1** toilet and washbasin per **15-20** pupils, which will be segregated into male and female for those over 8
- 6.4 No more than **2/3rds** of boys' appliances will be urinals
- 6.5 For pupils over 11 years old, there will be **1** toilet and washbasin per 20 pupils, which will be segregated into male and female
- 6.6 Toilet and washing facilities will be planned to ensure that:
- Hand washing facilities are provided within the vicinity of every toilet
 - The facilities are properly lit and ventilated
 - They are located in areas that provide easy access for pupils, and allow supervision by members of staff, without compromising the privacy of pupils
- 6.7 Disabled toilets will have a toilet, washbasin and where possible a shower or wash-down fitting
- 6.8 Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside
- 6.9 Disabled toilets will be fitted with a pull cord alarm. Pull cord alarms will be tested weekly as part of the premises routine maintenance checking process
- 6.10 Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floors
- 6.11 Where possible, shower areas will be separate from toilets, and they will provide adequate privacy
- 6.12 The Business Manager will ensure that there are appropriate facilities in place for pupils who are ill,



including:

- A room for medical (where appropriate room is available)
- A wash basin

Legionella

- 7.1 The governing body and Principal/Headteacher will ensure that the academy meets its duty to manage Legionella in the building; day to day management may be delegated to the Business Manager/Premises Manager.
- 7.2 Duty Holder will ensure management of legionella is adhered to at all times.
- 7.3 The Business Manager will ensure that an annual Legionella Risk Assessment is undertaken by a qualified contractor and survey is undertaken with outcomes recorded.
- 7.4 Following the Risk Assessment, the Business Manager or Premises Manager will establish a site specific Legionella Management Plan and report back to Principal/Headteacher
- 7.5 The Premises Manager or Business Manager will ensure actions highlighted by the legionella risk assessment are undertaken and that there is a site specific log and cleaning schedule, with regular checks carried out and recorded ensuring all changes are also recorded appropriately
- 7.6 The Premises Manager is responsible for undertaking monitoring tasks outlined in the Risk Assessment, co-ordination and supervision of contractors on site to ensure that tasks are completed in a timely manner to maintain compliance.
- 7.7 The Premises Manager will ensure there is an annual sampling plan, annual cleaning plan (e.g. cold water tanks cleaned twice a year) and annual service (e.g. TMV servicing annually) in place.
- 7.8 All Premises Managers will undertake a minimum of Legionella Awareness Training, and all Duty Holders, including Principal/Headteacher will undertake additional Legionella training specific to people with responsibilities.
- 7.9 Periodic visual inspections are made of the water tank in the grounds to ensure it is clear. The tank is cleaned bi-annually by professional contractors.

Accessibility

- 8.1 To be compliant with the Equality Act 2010, the Principal/Headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND
- 8.2 The accessibility strategy will include the health and safety needs of pupils with SEND



8.3 The academy will take account of its Accessibility Policy when managing and maintaining the academy site

Drainage

9.1 The Premises Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialist will be called in should problems arise

Lighting

10.1 Lighting will be appropriate for a learning environment

10.2 Where possible, natural lighting will be used

10.3 Adequate views will be available to the outside, to ensure comfort and avoid eye strain

10.4 Lighting controls will be easy to use

10.5 Blinds or other window covers will be provided, to avoid glare or excessive sunlight

10.6 External lighting will be provided to ensure safe pedestrian movement after dark

10.7 Outdoor sports facilities will have floodlights if they are likely to be used out of school hours

10.8 Emergency lighting will be provided for areas which are accessible after dark

10.9 As pupils with SEND can have additional needs, the academy will cater for these.

Some of these needs may include:

- Ensuring the academy has colour and contrast, which helps in locating doors and handles, stairs and steps
- Avoiding glare, including high gloss paint
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents

Security

11.1 The Business Manager or Premises Manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night
- Each building has a secure entrance
- The academy's perimeters are sufficiently secure

11.2 The academy's security arrangements are based on a risk assessment, which is annually reviewed by the Business Manager or Premises Manager and Principal, that explicitly considers the:

- Location of the academy
- Physical layout of the building
- Movement needed around the site



- Arrangements for receiving visitors
- Staff/pupil training in security

11.3 The Academy Security Policy addresses the academy's approach to ensuring the safety and security of all staff members, pupils and visitors

Lettings

12.1 The Business Manager will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others

12.2 The trust/academies Lettings Policy will be adhered to at all times

12.3 Hirers will make an application for hire to the governing body

12.4 When determining whether to approve an application; the governing board will consider the following factors:

- The type of activity
- Possible interference with academy activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The academy's duties with regards to the prevention of terrorism and radicalization
- Whether the letting is deemed compatible with the ethos of the academy

12.5 An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views
- Involves the dissemination of inappropriate materials
- Contravenes the statutory Prevent duty
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

Weather

13.1 The Premises Manager will ensure that the academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conduction via regular visual checks

13.2 Any issues identified will be relayed to the Business Manager within the academy

13.3 The academy's adverse weather procedure will be adhered to at all times

Invacuations and Evacuations

14.4 The Premises Manager will ensure there is sufficient access so that emergency invacuations and/or



evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks

- 14.5 To ensure the safety of pupils with SEND, the Premises Manager will liaise with the Business Manager to establish the needs of the pupils where appropriate
- 14.6 Any issues will be reported to the Principal and SENCO, where appropriate
- 14.7 When assessing the safety of the school the Lockdown Policy will be considered, and reviews will be made where necessary

Suitability

- 15.1 The Business Manager will maintain the academy by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned
- 15.2 The Business Manager and Premises Manager will further ensure that, in terms of the design and structure of the academy building, no areas of the school compromise health or safety. Upstairs windows to be fitted with stops or bars as appropriate, high level hand rails on stairs above an open stair well

Fire Safety

- 16.1 Everyday management and vigilance by staff ensures that potential hazards are kept under control to prevent the occurrence of fire
- 16.2 Regular /weekly testing of the fire alarm and emergency lighting systems
- 16.3 Regular monthly checks of the fire equipment
- 16.4 Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire
- 16.5 Planning for the actions to be taken in the event of fire, the training of staff, pupil instruction, display of fire notices to ensure staff and pupils are familiar with emergency evacuation procedure
- 16.6 Control of risks associated with particular activities or processes that could cause fire. E.g. storage of hazardous chemicals, gas, electricity, contractors on site, vandalism
- 16.7 Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills
- 16.8 Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of staff and pupils in case of fire
- 16.9 Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems
- 16.10 Risk assessments will be reviewed annually and updated if there are any significant changes to the premises
- 16.11 All academy procedures and provisions relating to fire safety are outlined in section 8 of the Trust's Health and Safety Policy and should be adhered to at all times



Catering

- 17.1 The Business Manager in consultation with the Catering Manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption
- 17.2 The schools Whole School Food Policy will be adhered to at all times

Cleaning

- 18.1 The Business Manager in conjunction with the Premises Manager will be responsible for monitoring cleaning staff and will ensure that classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by monitoring standards
- 18.2 The academy Business Manager will ensure that issues relating to the Cleaning contract are reported to the area manager where external contracts are in place
- 18.3 The academy Business Manager will ensure that issues relating to the Cleaning standards are reported to the Facilities and Compliance Manager where cleaning is in-house

Acoustics

- 19.1 Learning spaces will be designed in a way to enable pupils to hear clearly, understand and concentrate
- 19.2 There will be minimal disturbance from unwanted noise
- 19.3 Some learning spaces, such as music rooms or open areas will require consideration by all to ensure noise does not disturb other pupils

Maintenance

- 20.1 The Business Manager will ensure that buildings are maintained to a high standard
- 20.2 The Premises Manager will be responsible for the day to day maintenance of the building and ensuring statutory checks are completed within the required timescales (see appendix 1)
- 20.3 Compliance is a must with steps being taken to monitor compliance in all academies
- 20.4 Major maintenance concerns must be reported to the Deputy CEO for further investigation where necessary.
- 20.5 General maintenance issues will be dealt with by the Academies' Premises Manager where possible, with urgent issues being reported to the Principal of the Academy /Business Manager and dealt with as a matter of priority.
- 20.6 The Business Manager in consultation with the Premises Manager will provide a planned programme of building maintenance and project work and complete termly updates of the Premises Development Plan
- 20.7 The Deputy CEO and the Head of Estates will work with the Academies' Business Managers to develop: -
 - The Asset Management Plan
 - The long-term maintenance Plan
 - Manage repair or improvement capital projects
 - Prepare policies for security, fire, health & safety and monitoring processes
 - Ensure risk assessments are prepared and acted upon



- Employ professional property advisers, as required, to ensure larger projects are undertaken to an acceptable standard and are compliant with relevant legislation and regulations

Furnishings

- 21.1 The Business Manager, in consultation with the Principal/Headteacher/SENCO and Premises Manager will ensure that the furniture and fittings area appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the academy
- 21.2 Considerations will be given to specific requests for furniture and fittings generated as a result of the annual asset audit completed by the Premises Manager

Playing Fields

- 22.1 Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development
- 22.2 Where the land is owned by the LA, any playing fields which have been in use as playing fields for over 10 years are protected

Grounds

- 23.1 The Business Manager, in consultation with the Principal/Headteacher will ensure that there are appropriate arrangements for providing outside space for pupils to learn, play and exercise safely
- 23.2 The condition of all playground and outside learning areas will be monitored by the Premises Manager and deficiencies addressed appropriately
- 23.3 The Premises Manager will be responsible for oversight of the Grounds maintenance contract.
- 23.4 Any issues regarding the contract will be reported to the Academy Business Manager who will communicate with the contract manager

Health and Safety Audit

- 24.1 The Business Manager will ensure that the academy premises are subject to a regular Health and Safety Audit
- 24.2 The Premises Manager will monitor that health and safety risk assessments are completed and reviewed annually for each area

Insurances

- 25.1 The trust will ensure there is sufficient insurance in place for each of the buildings, the policy will include buildings, contents and public liability cover.

Contractor Management

- 26.1 Projects requiring external contractors to carry out works within an academy will be managed by the



Premises Manager whilst works are being completed. All contractors for any project must be appointed following a robust Sub-Contractor Management process whilst following the Finance Policy.

Appropriated qualifications must be requested for external contractors for example Gas Safe, CHAS or NICIEC for work in relation to gas and electrical installations. Risk Assessments and Method Statements will be requested, along with details of suitable insurances and evidence of experience. All this information must be collated and reviewed before a decision to appoint the external contractor is made.

- 26.2 Projects of a larger scale i.e. Condition Improvement Fund Capital Projects will be overseen by the Deputy CEO. Appropriately qualified building consultancy companies will be commissioned to support on developing a longer term building programme of works and cover tender/commission competent consultants/contractors to deliver the larger planned maintenance projects, action as the client under the CDM Regulations. Appropriated qualifications will be requested for example Gas Safe, CHAS or NICIEC for work in relation to gas and electrical installations. Risk Assessments and Method Statements will be requested, along with details of suitable insurances.
- 26.3 Where appropriate the Premises Manager /Business Manager will be asked to manage the contractors whilst on site and ensure they are following the Trusts Health and Safety procedures and that work is being carried out to an acceptable standard

Policy Agreed: September 2024

Signed CEO:

Signed: Chair of Directors:

Policy to be reviewed September 2025