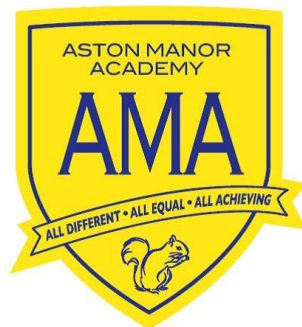


## EQUITAS ACADEMIES TRUST



## PREMISES MANAGEMENT POLICY

**Review Date:** June 2020  
**To be Reviewed:** June 2021  
**Agreed:** F & GP Board  
**Policy Lead:** Chief Operations Officer  
(Trust)

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**PREMISES MANAGEMENT POLICY**

**1. OVERVIEW**

- 1.1 This applies to all members of Equitas Academies Trust community. The policy is available to all parents, prospective parents, Governors.
- 1.2 Equitas Academies Trust seeks to implement this document through adherence to the procedures set out in the rest of this document.
- 1.3 The Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Trust's Equal Opportunities Statement and supporting Equalities policies.

**2. BACKGROUND TO THIS POLICY**

- 2.1 The Education (School Premises) Regulations 2012 stipulate minimum standards for school premises. Schools and colleges 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 Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

**3. WHAT LEGISLATION APPLIES TO SCHOOLS AND COLLEGES?**

- 3.1 This policy links with statutory provisions around premises management, including:-
- The Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - The Control of Asbestos Regulations 2012
  - The Education (School Premises) Regulations 2012
  - The Regulatory Reform (Fire Safety) Order 2005.
- 3.2 This list is not exhaustive and this policy will also have regard for statutory and non-statutory guidance to ensure that Equitas' Academies are a safe place to work and study.
- 3.3 This policy operates in conjunction with the following Trust/Academy documents:-
- Asbestos Management Plan
  - Health and Safety Policy
  - Legionella Risk Assessments
  - Lettings Policy
  - Lockdown and Evacuation Procedures
  - Fire Risk Assessment
- 3.4 This policy is underpinned by the Equality Act 2010. Staff, students and visitors should not be treated less favourably as a result of a protected characteristic. This includes gender, sexual orientation, religion, age and disability. The Trust's Equality Policy provides further information.

**4. POLICY STATEMENT**

- 4.1 The premises of Aston Manor Academy are constantly monitored by the Site Manager, by the Academy caretaking team, by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the Site Manager for attention.
- 4.2 The premises of Chilwell Croft Academy are constantly monitored by the Site Manager and Site Assistant / individuals who report their observations / concerns to the Site Manager for attention.
- 4.3 The Chief Operations Officer has oversight of all property/premises related matters in the Trust.

**5. PARTICULAR ATTENTION IS PAID TO THE FOLLOWING AREAS:**

**5.1 Water supply**

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

- each 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 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.
- Regular routines are developed to ensure legionella checks are made.

**5.2 Drainage**

The Site Manager / Caretaker 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.

**5.3 Load bearing structures**

The Site Manager / Caretaker has ensured that each load bearing structure complies with the *Education (School Premises) Regulations 1999* 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.

**5.4 Security arrangements**

The Site Manager / Caretaker ensures each 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 with security arrangements as appropriate; that the Academy's perimeters are secure.

5.5 Each Academy's security arrangements are based on a risk assessment for the Academy and are regularly reviewed by Senior Management, explicitly taking into account:

- the location of each Academy
- the physical layout of each Academy (e.g. multiple sites)
- the movements needed around each site (e.g. crossing roads, using public spaces)
- arrangements for receiving visitors
- staff/student training in security

**5.6 Lettings**

The Site Manager / Caretaker ensures that those of the Trust's premises which are used for a purpose other than conducting the Academy, i.e. the Sports Hall, Aston Manor Academy are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users. .

**5.7 Resistance to the weather**

The Site Manager / Caretaker ensures that each Academy building provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

5.8 The Site Manager / Caretaker ensures there is sufficient access 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.

5.9 The Site Manager / Caretaker ensures that access to each 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.

5.10 The Site Manager / Caretaker can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

5.11 In consultation with the Headteacher, the Site Manager / Caretaker ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of student 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 student in a classroom in order to provide individual help and guidance

5.12 The Site Manager / Caretaker 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; an asbestos management programme is in place.

5.13 The Site Manager / Caretaker has ensured 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:

- The number of washbasins at least equals the number of WCs/urinals
- All single and double sanitary fittings contain one or two washbasins respectively
- The number of washbasins is at least two-thirds that of the WCs/urinals
- Staff washrooms are 'adequate' for the number of staff at the Academy
- Changing accommodation, including showers (which are hygienic and which work properly), is provided for students and are accessible from where the exercise takes place.

5.14 In consultation with the Catering Manager or Catering Service, the Site Manager / Caretaker ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager / Catering Service to make regular reports on the kitchen facilities.

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- 5.15 The Site Manager / Caretaker ensures that classrooms and other parts of each Academy are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Cleaners and monitoring standards of cleaning.
- 5.16 The Site Manager / Caretaker ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform the appropriate person if problems arise as a result of deficiencies in this area.
- 5.17 The Site Manager / Caretaker ensures that the lighting, heating and ventilation in classrooms and other parts of each Academy are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:
- Each room or other space in each Academy has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on) and a glare index limited to no more than 19.
  - 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 a height of 0.5 metres above floor level when the external air temperature is -1°C:
    - in medical/sick rooms: 21°C
    - in teaching, private study and examination areas: 18°C
    - in areas for physical education, washing, sleeping or circulation: 15°C.
  - The surface temperature of any radiator or exposed pipework does not exceed 43°C.
  - Controllable ventilation shall be at the following rates:
    - in all occupied areas: at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate;
    - in teaching accommodation, medical/sick rooms, sleeping and living accommodation: eight litres for each of the usual number of people present when the areas are occupied;
    - in washrooms: at least six air changes an hour.
  - 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.
- 5.18 The Site Manager / Caretaker ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.
- 5.19 In consultation with the Headteacher and Business Manager, the Site Manager / Caretaker ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at each Academy by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of furniture and fittings.
- 5.20 The Site Manager / Caretaker ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- 5.21 In consultation with the Headteacher, the Site Manager / Caretaker ensures that there are appropriate arrangements for providing outside space for students to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

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### **6. HEALTH AND SAFETY**

- 6.1 The site manager/caretaker will complete/distribute inspection checklists (see appendix 1) to be completed on a monthly/termly basis.
- 6.2 The Trust's premises are subject to an annual Health and Safety check: from Solihull Metropolitan Council. Any matters of concern are discussed at weekly facilities meetings, this group consists of the Headteacher, Business Manager and Site Manager or discussed at Governor's meetings.

**Date of next review: June 2021**

**Approved by Wadim Wesolek, Chair F&GP Committee at the meeting on Monday 15<sup>th</sup> June 2020**

**MONTHLY SITE – CHECKLIST**

Date of Inspection:		Action (s) Required		Completion Date
<b>Internal Building</b>				
Are floors clean and in good condition? <i>(e.g. are carpet tiles missing or are areas full of litter?)</i>	Yes	No		
Are changes in level clearly marked? <i>(e.g. are edges to steps defined from other flooring?)</i>	Yes	No		
Are floors non slips? <i>(e.g. is the floor particularly slippery?)</i>	Yes	No		
Are walkways and corridors clear from obstruction? <i>(e.g. is there a minimum door width along the length of a corridor, or no trailing cables in walkways?)</i>	Yes	No		
Is the ceiling secure and in good condition? <i>(e.g. ceiling tiles not missing or loose?)</i>	Yes	No		
Are there any signs of damp in the building?	Yes	No		
Is all shelving and racking secure	Yes	No		
Do displays obstruct walkways exits, signs, switches, or fire alarm call points?	Yes	No		
Is furniture in good condition, stable and secure? <i>(e.g. is there a chair seat loose from the frame, or a screw sticking out of a table)</i>	Yes	No		
Are all work surfaces kept clean and disinfected when an area is multi purposed? <i>(e.g. food tech areas)</i>	Yes	No	N/A	
Are all storage areas & cloak rooms kept tidy and items stored away from light fittings etc.?	Yes	No		
Are all items stored at an appropriate level? <i>(e.g. heavy items stored at waist height)</i>	Yes	No		
Are windows secured and in good condition? <i>(e.g. frames not rotten or the glass cracked?)</i>	Yes	No		
Are doors in good condition & open easily? <i>(e.g. frames not rotten or the door warped to prevent opening?)</i>	Yes	No		
Are vision panels in doors kept clear? <i>(e.g. are notices or paper obstructing vision panels)</i>	Yes	No		
Are all areas reasonably neat and tidy? <i>(e.g. have large amounts of recycling been allowed to build up?)</i>	Yes	No		



General				
Do electrical sockets and switches show any sign of damage or deterioration?	Yes	No		
Do electrical lights have appropriate protection from impact or are fitted with covers? <i>(e.g. are lights fitted with diffusers or fittings fitted with guards in gyms?)</i>	Yes	No		
Are radiators and heaters at an appropriate temperature? <i>(e.g. not overly hot to touch)</i>	Yes	No		
Is all equipment stored safely? <i>(e.g. laptop, tablet and iPad charging trolleys stored appropriately)</i>	Yes	No		
Is staff kitchen equipment regularly cleaned? <i>(e.g. fridges, microwaves &amp; toasters cleaned from debris and spills)</i>	Yes	No		
Is appropriate warning signage available when cleaning is in progress?	Yes	No		
Is all access equipment regularly tested & maintained as per guidance? <i>(e.g. lifts &amp; stairlifts)</i>	Yes	No	N/A	
Are cleaner's cupboards and site manager's office kept locked?	Yes	No		
Are all hazardous substances and cleaning substances kept securely out of reach of children?	Yes	No		
External Building/Areas				
Are pipes & guttering in good visual condition & secure?	Yes	No		
Are school buildings deteriorating? <i>(e.g. are cracks appearing in the brickwork or damp patches from water leaks?)</i>	Yes	No		
Are drains covered and do not present a trip hazard? <i>(e.g. is there a lip around drain covers or grills)</i>	Yes	No		
Are internal paths and roads in good condition? <i>(e.g. paths not cracking, weeds growing through concrete, pot holes appearing?)</i>	Yes	No		
Are car parks well lit and lined out? <i>(e.g. are parking bays clearly defined?)</i>	Yes	No		
Are their adequate controls of cars on site? <i>(e.g. restricted access or one way systems)</i>	Yes	No		
Are playgrounds and fields in good condition? <i>(e.g. free from debris, playground cracked or broken, fields free from holes)</i>	Yes	No		
Are the school grounds kept tidy and well kept? <i>(e.g. is there litter around the site &amp; foliage kept trimmed back)</i>	Yes	No	N/A	
Are higher risk areas fenced off, and access restricted? <i>(e.g. nature area, or pond)</i>	Yes	No	N/A	

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				Action (s) required	Completion date
Additional Issues					
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		
	Yes	No	N/A		

Signature:

Print Name:

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**FIRE SAFETY – CHECKLIST**  
**SITE MANAGERS MONTHLY CHECK LIST**

Date of Inspection:	Action (s) Required	Completion Date
<b>Escape routes &amp; Exits</b>		
Are all escape routes free from obstruction? <small>(including external pathways leading from final exit doors)</small>	Yes    No	
Are all internal doors on fire escape routes unobstructed and not wedged open?	Yes    No	
Are Fire Doors in a good state of repair? (I.e. seals not broken/missing, gaps between doors and frame not exceeding 3mm, self closer working etc.)	Yes    No	
Are external escape stairs in good condition? <small>(I.e. no damage, no obstructions &amp; stair treads are not slippery)</small>	Yes    No    N/A	
Do Final exit doors open easily and in the direction of travel?	Yes    No	
<b>Extinguishers</b>		
Are all fire extinguishers present in their correct location and on their stand/bracket?	Yes    No	
Are all fire extinguishers unobstructed and freely visible?	Yes    No	
Do all fire extinguishers have their tamper tags in place?	Yes    No	
Do all fire extinguisher pressure gauges show correct pressure? (I.e. within the green area on the gauge)	Yes    No	
<b>General</b>		
Are all escape signs clearly visible & legible?	Yes    No	
Is the electrical distribution switchgear room free of combustible materials	Yes    No	
Is the access for emergency vehicles clear?	Yes    No	
Is there any evidence of any smoking on site?	Yes    No	

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## TERMLY CLASS ROOM – CHECKLIST

Date:				Action (s) Required / Completion Date
<b>Movement around the classroom (slips, trips &amp; falls)</b>				
Is the classroom flooring in good condition?	Yes	No		
Are gangways between desks kept clear?	Yes	No		
Are trailing leads and cables prevented where possible?	Yes	No		
Is lighting bright enough to allow safe access and exit?	Yes	No		
For Stand-alone classrooms(portable classrooms): <i>Are access steps/ramps provided with handrails?</i> <i>Are access steps/ramps maintained?</i>	Yes	No	N/A	
<b>Working at height? (this includes putting up displays, etc.)</b>				
Do you have an 'elephants-foot' stepstool or stepladder available when necessary?	Yes	No		
Is a window opener provided for high level windows?	Yes	No	N/A	
<b>Furniture &amp; Fixtures</b>				
Are permanent fixtures in good condition and securely fastened? (e.g. cupboards, display boards, shelving?)	Yes	No		
Is furniture in good repair and suitable for the size of the user?	Yes	No		
Is portable equipment stable? (e.g. TVs on suitable trolleys)	Yes	No		
Where window restrictors are fitted, are they in good working order?	Yes	No	N/A	
Are Blind cords high enough and away from smaller pupils? (e.g. Strings or beads are not hanging and can be used by pupils)	Yes	No	N/A	
Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns?	Yes	No	N/A	
<b>Manual Handling</b>				
Are there trolleys or procedures in place for moving heavy objects? (e.g. computers, cupboards, etc.)	Yes	No		
<b>Electrical equipment &amp; services</b>				
Are fixed electrical switches and plug sockets in good repair?	Yes	No		
Are all plugs and cables in good repair?	Yes	No		



## TERMLY EQUIPMENT – CHECKLIST

Date:	Action (s) Required / Completion Date		
<b>Ladder/Stepladder</b>			
Is the ladder(s) classification EN131 or Class 1? <i>(Class 3 ladders are not acceptable as they intended for domestic use)</i>	Yes	No	
Are the rungs clean and free of damage? <i>(e.g. do the rungs move, are the treads free of damage?)</i>	Yes	No	
Are the stiles (uprights) free of damage & excess wear? <i>(particularly at the head or foot of the ladder)</i>	Yes	No	
Are all rungs and fittings in place? <i>(e.g. slip resistant feet)</i>	Yes	No	
Are all rungs and stiles (uprights) tightly fitted and secure?	Yes	No	
Are all tie rods and locking devices in place and working properly?	Yes	No	
Is the ladder free from distortion or warping that could affect its stability? <i>(e.g. is the ladder bent?)</i>	Yes	No	
Is the ladder free from damage? <i>(e.g. cracks, corrosion, dents)</i>	Yes	No	
Are fittings free from wear or damage? <i>(this includes ropes, hinges, locking devices)</i>	Yes	No	
Is the ladder stored away to ensure that pupils cannot have access to them?	Yes	No	
<b>Hand Tools</b> <i>(all tools should be visually inspected before use, and if any damage is found they should NOT be used)</i>			
Are all hand tools maintained in good condition?	Yes	No	
Hand tools such as chisels, punches etc. which developed mushroomed heads during use are replaced as necessary?	Yes	No	
Are handles on hammers, axes, etc. free from damage? <i>(e.g. not broken or fractured)</i>	Yes	No	
Are tool heads attached tightly and securely into the handle? <i>(e.g. is the hammerhead securely attached to the handle)</i>	Yes	No	
Do hand-files etc. have appropriate handles on them?	Yes	No	
Are tool cutting edges sharp so the tool will move smoothly without binding? <i>(e.g. are chisels sharp)</i>	Yes	No	

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Are all tooled stored away and secured to ensure that pupils or unauthorised persons cannot have access to them?	Yes	No	
<b>Power Tools</b> (all tools should be visually inspected before use, and if any damage is found they should NOT be used)			
Are all power tools maintained in good condition?	Yes	No	
Are the appropriate guards still in place and in good condition? (e.g. guard on angle grinders, lower blade guard still in place on circular still, lawn mower body in good condition)	Yes	No	
Are all power tools where applicable PAT tested?	Yes	No	N/A
Is all equipment suitably earthed or double insulated?	Yes	No	
Are power cables in good condition and securely fastened? (e.g. is the cable nicked, is the cable securely in the plug & tool)	Yes	No	
Is an RCD used for any work involving electrical equipment outside or where there is a danger of damaging the cable? (e.g. trimming hedges, using a circular saw)	Yes	No	
Is all equipment used suitable for the tasks which are undertaken?*	Yes	No	
Are all switches in good condition and still work as they were intended?	Yes	No	
Are all safety devices and cut outs in good condition and work as intended? (e.g. interlocks haven't been overridden)	Yes	No	
Are petrol tanks in good condition and not leaking?	Yes	No	N/A
Are engine controls in good condition and work as intended? (e.g. does the engine stop when the throttle is released etc.)	Yes	No	N/A
Does the engine start easily? (e.g. does it require minimal effort to start)	Yes	No	N/A
Are all power tooled stored away and secured to ensure that pupils or unauthorised persons cannot have access to them?	Yes	No	
<b>PPE</b>			
Has a PPE assessment been undertaken for the task/user?	Yes	No	
Is suitable PPE available for using work equipment?	Yes	No	
Does the PPE have the appropriate CE marking?	Yes	No	
Is PPE suitably stored and maintained? (e.g. is it cleaned as necessary, stored in a clean, dry area)	Yes	No	
Is PPE replaced as necessary or as per guidance?	Yes	No	

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\* Ensure that equipment is designed for the purposed intended. Purchasing domestic products and using them in an industrious way is very dangerous and open to prosecution. Advice can be sought from the Health and Safety Support Team (0121 704 6328).

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## TERMLY SECURITY & DOOR – CHECKLIST

Date:				Action (s) Required / Completion Date
<b>Security of Buildings</b>				
Is there directional signposting to the main entrance provided at all access points to the school grounds?	Yes	No		
Has the building a secure lobby or an area to receive visitors?	Yes	No		
Is a visitor's book and badge system in operation?	Yes	No		
Where doors access unsecured external areas of the school are these secured to prevent unauthorised access?	Yes	No	N/A	
Has there been any significant changes to the building which may have made security and safety problems more likely?	Yes	No	N/A	
<b>Security of the Site</b>				
Is there a suitable barrier between public access routes and school yards? <i>(e.g. suitable boundary fencing)</i>	Yes	No		
Are boundary fences or walls well maintained?	Yes	No	N/A	
Whenever possible, are perimeter gates secure during the school day? <i>(e.g. is a fob system used)</i>	Yes	No		
Do trees or shrubs on site create cover where intruders may hide? <i>(e.g. do the bottom of shrubs create hiding areas for packages or persons)</i>	Yes	No		
Has anti-climb paint been used to prevent access to low roofs etc.?	Yes	No	N/A	
<b>Doors <i>(including door ironmongery)</i></b>				
Are doors in good condition and prevent access where required?	Yes	No		
Has a 'Finger Trap' risk assessment been undertaken on doors which prove a risk to small children?	Yes	No		
Where applicable are 'Finger Trap' guards fitted to doors?	Yes	No	N/A	
Do locks and latches work as intended? <i>(e.g. do locks prevent doors been opened?)</i>	Yes	No		
Do 'maglocks' work as intended and release on the activation of the fire alarm?	Yes	No	N/A	

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Have Combination Door Locks been compromised due to a member of staff leaving? <i>(e.g. do they need changing?)</i>	Yes	No	N/A	
Have staff that have left the school handed in all fobs and passes?	Yes	No	N/A	

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