



South East Cornwall Multi Academy Regional Trust

Premises Management Document

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18/12/19	Third draft including Asbestos management
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Aims

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- Complies with the requirements of the [statutory framework for the EYFS](#)

Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

This policy complies with our funding agreement and articles of association.

Roles and responsibilities

As an Academy Trust our schools have sole responsibility for the safe management of their premises

The governing board, headteacher and the Head of Estates will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy. At our secondary schools the Site Managers are responsible for the implementation and testing, with the support of the Operations Managers and Head of Estates. At our Primary Schools this responsibility lies with the Estates and Facilities Development Officer and the Estates Team, with support from the Head of Estates.

Responsibility for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required, is designated to those roles named above.

The site manager (secondary) and Estates and Facilities Officer (Primaries) is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

We base our management of our estate's statutory compliance checks on the DFE Good Estates Management list, including the inspection frequency, and determining the person responsible for checking each requirement and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. Compliance checking records are available at each school. [guidance on good estate management for schools](#)

General Overview

Premises conditions, facilities and safety are regularly monitored by the Site Manager, Operations Manager, Head of Estates and Estates Team. Teachers, support staff and Leaders report any departmental concerns to the appropriate person, and any member of staff can and should report any issue via the online Helpdesk or in person as appropriate to the circumstance.

Water Supply

The school responsible site manager ensures that the water supply meets the requirements of the current regulations by ensuring that the appropriate legionella checks are carried out at appropriate intervals to guarantee that:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water which should be available at all times when the school is open and be in a separate area to the toilet facilities;
- 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;
- the temperature of hot water supplies to outlets do not pose a scalding risk at the point of use.

Drainage

The school responsible site manager / Estates and Facilities Manager ensures that there is an adequate drainage system for hygiene purposes and the disposal of waste water and surface water, including all rain water goods, by carrying out regular visual checks, ensuring that regular maintenance is carried out and calling in drainage specialists as appropriate to prevent or address problems.

Lighting

The school responsible site manager / Estates and Facilities Manager ensures that the internal lighting meets requirements by ensuring that the lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein. Additionally, that external lighting is provided in order to ensure that people can safely enter and leave the school premises.

Lighting for pupils with special educational needs including visual impairment and other disabilities, may have additional lighting requirements and specialist advice may be needed.

Toilet and Washing Facilities/Changing Accommodation

The school responsible site manager / Estates and Facilities Manager ensures that there are suitable toilet and washing facilities provided for the sole use of pupils and are identified as such. There should also be separate suitable provision made for staff and adult use and identified as such.

Suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the school year who receive physical education. Consideration may also be given to providing changing rooms, with or without showers, at primary schools for pupils who need to wear sports kit for physical education, but this is not required under the regulations.

Facilities for Disabled Pupils

Each toilet for disabled pupils needs to contain one toilet and one washbasin (and possibly a shower or other wash down fitting) and have a door opening directly onto a circulation space that is not a staircase and which can be secured from the inside. Where possible, the number and location of accessible toilets will be sufficient to ensure a reasonable travel distance for users that does not involve changing floor levels.

First Aid Facilities

Schools should be able and capable of providing suitable accommodation in order to cater for the medical and therapy needs of its pupils, but also be able to support the immediate medical needs of staff and visitors to the school.

The accommodation should be suitable in order that medical examination and treatment of pupils can be undertaken safely and securely and have ready access to washing facilities and be close by to a toilet.

This accommodation may be used for other purposes, apart from teaching, provided that it is always readily available to be used for medical purposes.

Suitable accommodation or Therapy rooms should be provided for students with special educational needs or disabilities. This may involve assistance from visiting specialists, such as a physiotherapist or speech therapist.

Fire Safety and Evacuation

The Regulatory Reform (Fire Safety) Order 2005 requires schools to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

These risk assessments will include ensuring procedures are in place to reduce the likelihood of fire and maintaining fire regulations. The standard is met if the school ensures that the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured. This also involves the maintaining of fire detection and alarm systems, and familiarising staff and pupils with emergency evacuation procedures.

These risk assessments will need updating if any significant changes to the premises or their use takes place.

It is advisable that practice evacuation procedures are conducted at least once a term and that records are kept and any actions arising from these practices recorded and actioned.

Allowances should be made for students with special educational needs and the procedure adjusted accordingly. There should also be arrangements made for Refuge Areas that are on floors above Ground Floor to temporarily hold non ambulant students and staff until further advice is received to fully evacuate.

Asbestos Management

The site manager/Estes and Facilities Manager are responsible for ensuring that there is a regular inspection of the school premises in accordance with Asbestos Regulations. Schools must have an Asbestos Register and Asbestos Management Plan that is maintained and kept up to date. This must be made available to all contractors that visit site.

The plan will identify the safe systems of work required to prevent disturbance of potential asbestos materials and action required should these be disturbed. Specific areas which are at risk will be notified to the staff in those areas.

Building Security arrangements

The site manager / Estates and Facilities Manager and caretaking team/estates team make sure the school has adequate security arrangements for the grounds and buildings by ensuring that:

- each building is securely locked and alarmed each night;
- each building has a secure entrance;
- the school perimeter is secure as appropriate, other than recognised access points, which ideally should be covered by CCTV.

Letting arrangements

The Operations Managers, Estates and Facilities Officer and site ensure that those areas used outside of the standard school day are organised in such a way as to ensure that the health, safety and wellbeing of students are safeguarded and their education is not interrupted. This includes validation of insurance and indemnity cover and Child Protection policies of all external users of the school site.

Catering

The Head of Operations/Operations Manager is responsible for ensuring that food is available for all pupils when the school is open.

The Head of Operations/Operations Manager, alongside the catering contractor ensures that where food is served, there are adequate facilities for hygienic preparation, serving and consumption. The Head of Operations is responsible for monitoring the provision of the catering provider as appropriate and ensuring that all services meet the highest quality possible and value for money.

Cleaning

The Operations Manager/Estates and Facilities Officer with the support the caretaking team/estates team ensure that classrooms, toilets, corridors and all other parts of the school buildings are maintained in a tidy, clean and hygienic state. The Head of Operations manages the cleaning contract with the external service providers and monitors cleaning as appropriate to ensure that all services meet the highest quality possible and value for money.

General maintenance

The Head of Estates, site managers, the Estates and Facilities Officer and Operations Managers collaborate to ensure that there is a maintenance and decoration programme, with major tasks taking place during the holiday periods, but smaller tasks may be completed during term time as appropriate.

Health, Safety and Well-being

The school's premises are subject to regular Health and Safety checks by suitably qualified and experienced practitioners. The Head of Operations/Head of Estates and Operations Managers also undertake regular site inspections and reviews in the monitoring of Health & Safety.

Health and Safety governors undertakes routine Health and Safety walks with relevant staff.

Schools are responsible for ensuring risk assessments are completed and implemented in their departments for all departmental activity.

The Head of Estates, Estate and Facilities Officer and site managers are responsible for ensuring risk assessments are completed and implemented for whole school facilities and services.