



Greenacre Academy



Warren Wood  
Primary Academy



Chantry Community  
Academy



Hilltop Primary  
Academy

# Premises' Management Policy 2018-19

This policy has been approved by Directors and the Operations Board

Date Policy was renewed: January 2018

Date of next renewal: January 2020

# **Introduction**

## **Background to this policy:**

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

## **What legislation applies to schools and colleges?**

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and the premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

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, as well as conditions relating to boarding schools.

Greenacre Academy Trust gives due regard to the Regulations listed above.

## **Policy Statement**

The premises of each academy within the Greenacre Academy Trust are monitored by the CEO, the Head of School, Deputy Head, the Trust Finance Manager ( or delegated appointed person) , by the site team, by the academy's Premises, Site and Health & Safety Committee and by a range of individuals who report their observations/concerns.

Particular attention is paid to the following areas:

### **Water Supply**

The site team ensures that the 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:

- the academy has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs have an adequate supply of cold water and washbasins. Sinks and showers ( if available) have an adequate supply of hot and cold water. The temperature of hot water supplies to showers and sinks meet the requirements laid down.

### **Drainage**

The Site Team 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.

### **Security Arrangements**

The site team, and the Trust Finance Manger ensures the 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 and; that the academy's perimeters are secure.

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

### **Lettings**

The site team, the Audit and Finance Committee, Premises and Site Committee, Trust Finance Manager and duly appointed personnel ensure that the Academy premises used for a purpose other than conducting the Academy's main business (the Sports Hall; Sports Pitch, Swimming Pool Dance studio, Hall etc) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

### **Resistance to the weather**

The Site Team ensures that the academy 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 Head of School, Deputy Head, Trust Finance Manager, if appropriate the Premises and Site Committee, and addressed according to need.

### **General**

The Chair of Premises and Site Committee, Head of School and Trust Finance Manager ensures 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.

The Chair of Premises and Site Committee, Head of School and Trust Finance Manager ensures that access to the academy allows all pupils, including those with special needs, to enter and leave the 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 Site team give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

In consultation with the Head of School, Deputy Head and the Trust Finance Manager ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special 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 Trust Finance Manager, in consultation with the Head of School and Deputy Head 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.

The site team and Trust Finance Manager has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- All single and double sanitary fittings contain one or two washbasins respectively
- The number of washbasins is approximately two-thirds that of the WCs/urinals
  - Separate washrooms for girls and boys are provided for pupils, and separate washrooms are provided for staff and pupils - except that any disabled washrooms may be used by both boys and girls and also staff and visitors (Exception being in early year where facilities are shared)
  - Staff washrooms are 'adequate' for the number of staff at the school
  - Changing accommodation, including showers (which are hygienic and which work properly), is provided for pupils and are accessible from the playing field where the exercise takes place

The site team and Trust Finance Manager have ensured that there are appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- there is a room for medical or dental examination
- the room contains a washbasin
- the room is reasonably near a WC

In consultation with our catering providers, Chartwells Catering Services and TCS, the Head of School, Deputy Head and Trust Finance Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities in the academy.

The site team ensures that classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by meeting with the cleaning contractor and monitoring standards of cleaning.

The site team, Deputy Head and Trust Finance Manger ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/him if problems arise as a results of deficiencies in this area.

The site team and Trust Finance Manager ensures that the lighting, heating and ventilation in classrooms and other parts of the academy are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the academy has lighting appropriate to its normal use
- Each room or other space has a system of heating appropriate to its normal use
- 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.

The site team and the Trust Finance Manager 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.

In consultation with the Head of School and where appropriate with the Heads of relevant Departments, the site team, and Trust Finance Manager ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at the academy by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual review of classrooms.

The site team ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

In consultation with the Head of School, Head of PE ( or designated lead practitioner), the Trust Finance Manager ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas is monitored and deficiencies addressed. The site team also in collaboration with the Head of P.E ( or designated lead practitioner) ensures through regular checks by the teachers that any equipment used by teachers inside the gym and outside on the playing field, is maintained in a safe condition to enable effective and appropriate use. This equipment will be maintained and checked by an external contractor by an annual visit and when need arises.

### **Training**

The Head of School, Chair of Premises and Site Committee and the Trust Finance Manager will ensure that all staff receive relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained electronically.

### **Records/Log Book**

The site team will maintain records of all checks that take place for the safe and effective operation of the site.

### **Grounds Maintenance**

Grounds Maintenance at all academies is contracted out. The contractor will attend 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.

### **Swimming Pool Maintenance**

Swimming Pool maintenance , checks and cleaning is carried out only by those specifically trained and in accordance with Health & Safety guideline and requirements, policy and risk assessment.

### **Health and Safety**

There are a number of committees and staff that have a responsibility for the Health and Safety in relation to Premises Management. These are detailed in the school Health and Safety Policy.

### **Cleaning**

Window cleaning is not contracted out. The expectations are that all windows are cleaned twice a year.