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# OWLS Academy Trust

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## Premises Management Policy

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| Adopted by The OWLS Academy Trust on |  |
| Next Review Due                      |  |

The OWLS Academy Trust has a duty to ensure that all buildings under their control comply with statutory and regulatory standards, and must therefore consider:

- Building Condition – focussing 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;
- Building Suitability – focussing on 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.

At each academy, premises are monitored by the premises manager and caretaking staff, who liaise with the staff responsible for health and safety and with the business manager, responsible for support staff.



## **Legal Framework**

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This policy will have consideration for and be in compliance with the following legislation:

- The Control of Asbestos Regulations (2012);
- The Education (School Premises) Regulations (1999);
- The Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999);
- Statutory Premises Management Documents

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

- First Aid in Schools – February 2014;
- Asbestos Management in Schools – November 2013;
- Health and Safety: Advice for Schools – February 2013



## **Key Responsibilities**

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The Governing Body, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the academy premises.

The business manager will be responsible for co-ordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

The premises manager will identify and undertake all maintenance and repair work within the academy premises.



## **Asbestos**

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The governing body, in collaboration with the head teacher, business manager and premises manager, will ensure that it meets its duty to manage asbestos in the academy premises.

The business manager, together with the premises manager, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

The business manager, in collaboration with the premises manager, will put together an asbestos management plan to manage the risks to academy staff and pupils regarding exposure to asbestos.

## **Water Supply**

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The premises manager will ensure that the academy's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- The academy has a clean supply of water for domestic purposes, including a supply of drinking water;
- Toilet facilities have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water;
- Temperatures do not exceed 43°C as stated in legislation.

## **Drainage**

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The premises manager will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

## **Security**

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The business manager and premises manager will ensure that the academy has adequate security arrangements in place for the grounds and buildings by ensuring that:

- each building is securely locked and alarmed each night;
- each building has a secure entrance; and
- the academy's perimeters are sufficiently secure.

The academy's security arrangements are based on a risk assessment, regularly reviewed by the business manager, premises manager and senior leadership team, explicitly taking into account the:

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

## **Lettings**

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The business manager will ensure that academy premises used for a purpose other than conducting the academy's main business are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

## **Weather**

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The premises manager will ensure that the academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the business manager.

## **Evacuations**

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The premises manager will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

## **Accessibility**

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The premises manager will ensure that access to the campus allows all pupils, including those with SEND, to enter and leave the campus in safely by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

## **Suitability**

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The business manager will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

The business manager and premises manager will further ensure that, in terms of the design and structure of academy buildings, no areas of the academy compromise health or safety.

## **Welfare**

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The business manager and the premises manager will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively;
- The number of washbasins is at least two-thirds that of the toilets/urinals in senior school;
- Separate washrooms for girls and boys are provided for pupils aged 8 years or older, and separate washrooms are provided for staff and pupils;
- Staff washrooms are adequate for the number of staff at the academy;
- Changing facilities, including showers, is provided for pupils are accessible from the playing field where the exercise takes place.

The business manager will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination;
- A washbasin

## **Catering**

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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.

## **Cleaning**

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The business manager will ensure that classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by monitoring standards.



## **Mechanical Services**

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The premises manager will ensure that the lighting, heating and ventilation in classrooms and other parts of the academy are satisfactory in that:

- Each room or space in the academy has lighting appropriate to its normal use;
- Each room or space in the academy 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 will be done through a programme of monitoring and systematic feedback from staff.



## **Maintenance**

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The business manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the academy's planned maintenance programme, including the statutory and best practice checks outlined in Appendix A.

Most of this work will take place during the academy holiday periods, but smaller tasks may be completed during term time.



## **Furnishings**

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The business manager, in consultation with the head teacher and relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the academy.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the premises manager.



## **Grounds**

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The business manager, in consultation with the Head Teacher and teachers of PE, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

The condition of all playground areas will be monitored by the premises manager and deficiencies addressed.



## **Health and Safety Audit**

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The business manager will ensure that the academy's premises are subject to a regular health and safety audit.

The premises manager will monitor that risk assessments are completed annually for each department.



## **Financial Planning and Control**

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The business manager, senior management team and the finance committee will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.



## Appendix A – Health and Safety Audit

| Aspect  | Existing Document (Y/N) | Requirement   |
|---|-------------------------|---|
| Access audit  |                         | Survey, report and access statement covering learning, teaching and physical access.  |
| Air condition   |                         | Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA-A/C energy assessment every 5 years. |
| Asbestos  |                         | Asbestos register and management plan.  |
| Car parking and vehicle/pedestrian segregation                    |                         | General risk assessment required.   |
| Building and grounds condition survey                             |                         | Inspection of building and facilities for asset management planning (AMP).  |
| Classroom assessment  |                         | Annual assessment with termly review.   |
| Control of substances hazardous to health (COSHH) risk assessment |                         | For storage and use of any hazardous substances.  |
| Display energy certificate (DEC)                                  |                         | Requirement for buildings with floor area over 1000m <sup>2</sup> to display the energy use of the academy buildings.   |
| Duct hygiene (air conditioning, plenum heating)                   |                         | Inspection and testing, thorough cleaning routine determined from testing/inspection results.   |
| Electrical – portable appliance testing (PAT)                     |                         | Safety checking and testing of electrical appliances.   |
| Electrical – Fixed wire testing                                   |                         | Testing of all fixed-wiring boards and all distribution boards every 3-5 years.   |
|   |                         | Testing of all distribution boards in mobile accommodation annually.  |
| Electrical – stage lighting                                       |                         | Annual test and inspection by a competent person.   |
|   |                         | Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every 3 months.   |
| Emergency lighting  |                         | Inspection and testing of system, monthly checks by the premises manager to check functionality and battery discharge tests.  |
| Extraction systems, including fume cupboards                      |                         | Inspection and testing of dust extraction equipment.  |
|   |                         | Local exhaust ventilation.  |
| Fire risk assessment  |                         | Inspection and annual review, or whenever any changes are made that will affect the assessment.   |
| Fire alarm and detection systems                                  |                         | Weekly bells test, six monthly fire drill and annual service and inspection.  |
| Fire doors  |                         | Check correct functioning regularly.  |

| Aspect  | Existing Document (Y/N) | Requirement  |
|---|-------------------------|--|
| Fire extinguishers and appliances   |                         | Inspection and testing of equipment, if sprinkler installed this may need more frequent testing to comply with insurance requirements.   |
| First aid equipment   |                         | Regular checks recommended to replenish equipment / stock and replace out-of-date items.   |
| Floor plans   |                         | Do you have up-to-date floor and roof plans and are they updated when changes are made?  |
| Fuel oil storage  |                         | Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.  |
| Gas safety  |                         | Inspection and certification, identification and location of gas equipment and supplies – update.  |
| Gas appliance   |                         | Annual servicing for efficient operation and combustion.   |
| Gas pipework  |                         | Visual inspection and testing.   |
| Glazing   |                         | Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.   |
| Hydrotherapy and swimming pools   |                         | Risk assessment updated annually.  |
| Incoming services and isolation points  |                         | Do you know where you incoming water, gas and electrical mains are?<br>This is useful for emergency planning in the case of an unexpected event.   |
| Lifts and hoists  |                         | Thorough examination, full maintenance and inspection.   |
| Lightning conductors  |                         | Inspection and full test to assess adequacy of earthing, evidence of corrosion.  |
| Mobile classroom stability  |                         | Structural inspection of mobile classrooms.  |
| Planned preventative maintenance (PMP)  |                         | Do you have a PMP in place for all your buildings, plant and equipment?  |
|   |                         | Do you have current servicing records?   |
|   |                         | Do you carry out annual maintenance inspections?   |
| Fixed playground and gym equipment  |                         | Inspection and testing.  |
| Radon   |                         | Risk assessment.   |
| Shared premises   |                         | Risk assessment.   |
| Slips and trips   |                         | Risk assessment.   |
| Tree safety   |                         | Risk assessment.   |
| Water hygiene and safety, legionnaire's disease – Water systems, cold water systems |                         | Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition. Water quality checks. |

| Aspect   | Existing Document<br>(Y/N) | Requirement  |
|--|----------------------------|--|
| Legionnaires' disease – low pressure hot water systems |                            | Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps, etc. |
| Water and surface temperature                          |                            | Risk assessment and/or review.   |
| Workstation assessment                                 |                            | Analysis of all workstations to assess any health and safety risks.                            |
| Working at height                                      |                            | Risk assessment.   |
| Working at height – safety eye bolts and cradles       |                            | Inspection and testing.  |



## Appendix B – Asbestos Management Checklist

|  | Yes / No | Further Action Needed |
|--|----------|-----------------------|
| <p><b>Is the academy management team aware who has the overall legal responsibility for the management and repair of the academy buildings?</b></p> <p>The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the academy premises – this is the duty holder.</p>  |          |                       |
| <p><b>Has the duty holder undertaken a management survey?</b></p> <p>A management survey should identify what type of asbestos containing materials (ACM) are present and where they are.</p>  |          |                       |
| <p><b>Does the management survey highlight the location of ACMs?</b></p> <p>All areas of the academy premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors; etc</p>   |          |                       |
| <p><b>Has the duty holder assessed the potential risk from the ACMs?</b></p> <p>The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>  |          |                       |
| <p><b>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your academy?</b></p> <p>The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.</p> |          |                       |
| <p><b>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present?</b></p> <p>The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p>  |          |                       |

|   | Yes / No | Further Action Needed |
|---|----------|-----------------------|
| <p><b>Are any in-house staff, who may undertake maintenance work, adequately trained?</b><br/>Training needs to be appropriate for the work.</p> <p><b>Awareness training</b> – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p><b>Training for work with asbestos that does not require a licence from the HSE</b> – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher (e.g. installing cables in areas containing undamaged asbestos materials)</p> <p><b>Training for asbestos work that does require a licence from the HSE</b> – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p> |          |                       |

**Further action needed:**

| Action Required | Action Taken | When | Initialled |
|-----------------|--------------|------|------------|
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|-----------------------------|-------------------|--------------|
| <b>Name (and position):</b> | <b>Signature:</b> | <b>Date:</b> |
| <b>Name of Academy:</b>     |                   |              |