



Premises Management Policy

Version 1.2

<p>Important: This document can only be considered valid when viewed on the Trust’s website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Luc Perquin, Assistant Director of Estates & Facilities</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Audit & Risk Committee</p>
<p>Implementation Date:</p>	<p>January 2025</p>
<p>Review Date:</p>	<p>January 2027</p>
<p>Target Audience:</p>	<p>Members, Trustees, Governors, employees, workers, students and other stakeholders</p>
<p>Reference Documents:</p>	<p>Health & Safety Policy v1 2025</p>

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1. Policy Statement

Our purpose is to make great schools and happier, stronger communities so that people have better lives. We do this by advancing high-quality inclusive education that values all young people equally, through:

- Ensuring all schools in the TEAL family are successful and all our young people thrive.
- Developing the next generation of great teachers and leaders.
- Connecting with civic leaders and influencing the system so that it becomes fairer, more inclusive and ethical.

We will always

- Do what is right
- Stand shoulder to shoulder
- Focus on quality in everything we do.

The Premises Management Policy forms part of The Education Alliance's internal control and governance arrangements and defines the Trust's underlying approach to estate management.

2. Introduction

2.1 The Education Alliance Trustees have overall responsibility for ensuring that each of our schools have specific premises management documents including planned maintenance schedules and risk assessments. The Trust Health and Safety Policy details the Health & Safety responsibilities placed on the Board of Trustees, CEO, Head Teachers, and other post holders, which should be read alongside this document.

2.2 This document outlines the general principles of appropriate practice in regard to the maintenance of Trust premises and identified plant associated with estate infrastructure.

2.3 In this policy, the term 'building' encompasses the physical buildings, grounds and fixed assets and resources that are part of the Trust estate that are operated and under its control. In keeping with the Health & Safety Policy, the Headteacher is responsible for implementing this policy at their school.

2.4 Appendix 1 contains the Trust Estate Management Schedule.

2.5 The Board of Trustees, CEO and Headteacher will, within delegated budgets, ensure the maintenance of buildings under their delegated responsibility. They will communicate the need for further funds, as necessary, and, where involved, work with the Director of Finance and Estates and the Assistant Director of Estates and Facilities to maintain and develop the Trust's estate. In addition to the delegated budgets, the Trust uses SCA funding to address the school building condition based on the schools' condition surveys.

3. Purpose of Policy and Guiding Principles

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 1999
- The Regulatory Reform (Fire Safety) Order 2005

This list is not exhaustive, and this policy will also have regard for statutory and non-statutory guidance to ensure that schools are a safe place to work and study.

3.2 This policy operates in conjunction with the following Trust / School documents (where applicable): -

- Asbestos Management Plan
- Health and Safety Policy
- School Lettings Procedure
- School Lockdown Procedures
- School Fire Safety Procedures
- Fire Risk Assessment
- Control of Contractors Arrangements
- First Aid Guidance
- Lone Working Guidance
- Management of Medicines Policy
- School Security Management Protocol Framework
- Working at Height Procedures
- Snow and Ice Clearing Procedure

3.3 This policy is underpinned by The Equality Act 2010 (Amendment) Regulations 2023. Staff, student and visitors should not be treated less favourably because of a protected characteristic. This includes gender, sexual orientation, religion, age, disability, pregnancy or maternity status. The Trust's Equality, Diversity and Inclusion policy provides further information.

4. Roles and Responsibilities

4.1 The Board of Trustees shall ensure systems are in place to monitor the Trust's compliance with premises obligations and this oversight is delegated to the Risk & Audit Committee.

4.2 The CEO will have a staffing structure in place which makes it clear where the responsibilities are for Premises Management, consistent with this document and the Health and Safety Policy.

4.3 The school has an appointed **Nominated Individual(s)** who ensures compliance with items mentioned in this policy. The **Nominated Individual(s)** could vary per school depending on the school's circumstances but could including of the following: Site manager, Caretaker, School Business manager, Admin team member.

4.4 The Headteacher and/or **Nominated Individual(s)** are responsible for ensuring Estate related risk assessments are in place and reviewed annually.

The **Nominated Individual(s)** 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.

5. Building Condition, Suitability and Accessibility

5.1 The Headteacher is responsible for ensuring that their building(s) complies with statutory and regulatory requirements. This is in relation to: -

- Building condition - The physical state of the premises, ensuring that staff, students, and visitors are safe, premises provide reasonable resistance to penetration by rain, snow, wind, and moisture; and that the school can deliver quality education.
- Building suitability - The building and facilities are suitable to deliver the curriculum and is not a barrier in raising educational standards.
- Accessibility - All reasonable adjustments must be made to ensure the safe and free movement of disabled students, visitors, and staff, including those who require wheelchair access. Where there are access issues these must be documented, and reasonable alternative arrangements put in place.

6. Estates Safety Records and Audits

6.1 Annual Health and Safety Audits will be carried out by the Assistant Director of Estates and Facilities. The documentation relating to these must be maintained at each school in accordance with the schedule provided in Appendix 1 of this document.

7. Emergency Evacuation and Lockdown Procedures

- 7.1** The **Nominated Individual(s)** will ensure that all Fire Exits are operational with clear signage in place.
- 7.2** Each school will have an evacuation and lockdown procedure that is practiced at least three times per year, including the first one taking place early in the first half-term of the school year, with outcomes recorded. Emergency evacuations should take place at different times of day and include one during an assembly and/or lunch time. Fire alarm call out points and systems must be checked, and records maintained.
- 7.3** The Schools Emergency Evacuation and Lockdown procedures must be reviewed annually and renewed as necessary.
- 7.4** Fire Risk Assessments are reviewed at least annually and more frequently if material changes occur. Fire risk assessments and Fire Evacuation signs must be updated to accommodate any building alterations.
- 7.5** All Fire Evacuation plans will ensure that safe evacuation can be achieved by all staff, visitors, and students, including those with SEND. Where personal evacuation plans are needed, these will be communicated to the relevant staff.
- 7.6** The **Nominated Individual(s)** ensures that routine checking and maintenance of fire detection (and alarm), emergency lighting, fire doors and firefighting equipment is carried out.

8. Asbestos

- 8.1** A separate Asbestos Arrangement Plan has been adopted by the Trust which sets out the responsibilities of its schools.
- 8.2** All schools have access to Asbestos SMART which provides instant access to the most current Asbestos Survey.
- 8.3** Approved registered contractors are employed to deal with any removals. Where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by everyday activities, then it is safer to leave it in place.
- 8.4** The **Nominated Individual(s)** carries out asbestos visual checks monthly and record documented evidence on Sypro Risk Manager.

9. Heating, Ventilation and Lighting

- 9.1** The **Nominated Individual(s)** will ensure on a day-to-day basis that the school’s central heating, lighting and ventilation equipment is suitably set and maintained in good working order.
- 9.2** Under the Education (School Premises) Regulations 2012 heating systems shall be capable of maintaining air temperature set out below when the external air temperature is –1°C.

Location	Minimum Temperature
Areas where there is the normal level of physical activity associated with teaching, private study, or examinations.	18°C
Areas where there is a lower-than-normal level of physical activity because of sickness or physical disability including sick rooms and isolation rooms but not other sleeping accommodation.	21°C
Areas where there is a higher-than-normal level of physical activity (for example arising out of physical education) and washrooms, sleeping accommodation and circulation spaces.	15°C

10. Water Supply and Drainage

- 10.1** The **Nominated Individual(s)** will ensure that the school’s water supply and storage meet regulatory requirements and undertake audits and actions consistent with Legionella Risk Assessments and protocols to maintain relevant supply and storage temperatures and water hygiene.
- 10.2** There should be adequate drainage for disposing wastewater.

11. Sanitation and Welfare

- 11.1** Sufficient sanitation facilities should be available for staff, students and visitors and should reflect the needs of the school, including SEND students and those with intimate care or medical needs.
- 11.2** Sanitation facilities should comply with the statutory minimum set out in The Education (Independent School Standards) (England) Regulations 2010. The Nominated Individual should review feminine hygiene facilities, staff room/common areas, washrooms, toilet areas, shower facilities (PE and staff changing areas).
- 11.3** Clearly identified changing areas should be provided. These should reflect the needs of the school and the curriculum. Advice should be sought where a student's needs, under The Equality Act 2010 (Amendment) Regulations 2023, need to be adjusted to suit their requirements.
- 11.4** Wherever possible a medical room should be available for examination and storage of medical supplies (including medication), this should include a wash basin. Where it is not possible to provide a medical room, suitable storage facilities should be available.

12. Cleanliness and Maintenance

- 12.1** The **Nominated Individual(s)** must monitor the standard of cleanliness, including that maintained by contract cleaning organisations.
- 12.2** Electrical and mechanical systems must be maintained. Further requirements are set out in the Appendix to this policy.
- 12.3** Each school will have a system for staff to report faults and day-to-day maintenance issues. The responsible person will need to assess and prioritise issues based on urgency, threat to student / staff safety and the cost of repair.

13. Furniture, Fittings and Equipment

- 13.1** Furniture and fittings in the school should be appropriate to meet the needs of students.
- 13.2** The **Nominated Individual(s)** will, supported by the Headteacher, review the condition and suitability of classroom and office furniture, where appropriate.
- 13.3** The **Nominated Individual(s)** will ensure that any equipment owned by the Academy for cleaning, repairs or general maintenance is in a good state of repair and fit for purpose. Folding dining tables are checked and serviced annually.

14. Safety, Security and Safeguarding

- 14.1** Each school's **Nominated Individual(s)** has overall responsibility for opening the school at the start of the day and for securing it at the end of business.
- 14.2** Buildings and grounds must provide for safe and secure circulation. Public areas must be free from obstruction, all entrances maintained and appropriate signage in place.
- 14.3** The **Nominated Individual(s)** will ensure that all intruder alarms are functional.
- 14.4** CCTV systems (where in place) are maintained and monitored by the schools IT department.

- 14.5** The **Nominated Individual(s)** is responsible for any visiting estates contractors. They must ensure such contractors follow procedures in the asbestos register, observe health and safety essentials and safeguarding requirements.
- 15. Lettings**
- 15.1** Each School must observe and follow its own lettings procedures.
- 16. Grounds**
- 16.1** The condition of grounds and external areas must be monitored by the **Nominated Individual(s)** and deficiencies addressed.
- 16.2** Where a grounds contract is in place for a school, the **Nominated Individual(s)** shall assist with day-to-day liaison and communication between the school and contractor to secure required standards.
- 17. Poor Weather and other Emergency Situations**
- 17.1** The responsible person will liaise with the Headteacher to decide if, based on a risk assessment, the school should open/remain open. The decision to open or close remains with the school's headteacher, taking into account information provided by the responsible person or other relevant sources.
- 17.2** Each school has a Business Continuity Plan which is reviewed at least annually by the Headteacher and the **Nominated Individual(s)**.

Appendix 1 - Trust Estate Management Schedule

The table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and engaging a suitably qualified person to carry out inspection, testing or maintenance where appropriate. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's guidance on good estate management for schools.

AREA OF CONCERN	CHECKS	RESPONSIBLE
<i>Security</i>	Intruder Alarm	Site Manager/Caretaker
	CCTV System	Contractor / IT team
<i>Asbestos</i>	5-year Asbestos survey	Contractor
	Annual Asbestos management plan review	Site Manager/ Asst. Dir of Estates (Primary School)
	Monthly Asbestos monitoring	Site Manager/Caretaker
	Annual ACM Asbestos reinspection survey	Contractor
<i>COSHH</i>	COSHH check - monthly	Site Manager/Caretaker
<i>Catering Equipment</i>	Canopy / Duct cleaning (annually)	Contractor
<i>Doors / gates (automated)</i>	Doors (automated) annual inspection and testing	Contractor
	Doors (automated) routine servicing (6-monthly)	Contractor
<i>Roller Shutters (automated)</i>	Roller Shutter (automated) annual inspection and testing	Contractor
<i>Electrical</i>	Electrical Fixed Installation Testing (5-yearly)	Contractor
	Electrical Portable Appliance Combined Inspection and Testing (annually)	Contractor
	Emergency Lighting 3-hour load test (Annual)	Contractor
	Electrical Portable Appliance Visual Inspection (6-monthly)	Site Manager/Caretaker
	Emergency lighting full function test (Monthly)	Site Manager/Caretaker
	Electrical Portable Appliance Electrical stage lighting inspection and testing (3 months)	Site Manager/Caretaker
<i>Fire</i>	Fire Fighting Equipment Extended service (5-yearly)	Contractor
	Fire Fighting Equipment thorough inspection and testing (Yearly)	Contractor
	Fire shutter and curtains maintenance (annually)	Contractor
	Fire shutters and curtains testing to ensure effective operation (6-monthly)	Site Manager/Caretaker
	Fire Fighting equipment visual check to ensure equipment in assigned location has not been discharged (monthly)	Site Manager/Caretaker
	Fire Doors condition checks monthly	Site Manager/Caretaker
	Fire doors, operation of release devices weekly	Site Manager/Caretaker

	Lightning conductor test / check (annual)	Contractor
<i>Fire Detection and Alarm Systems</i>	Annual Inspection and Service of Fire Alarm System	Contractor
	Weekly testing of fire alarm system, call points and sounders on rotation	Site Manager/Caretaker
<i>Gas</i>	Gas pipework tightness testing (5-yearly)	Contractor
	Gas pipework safety inspections (Annual)	Contractor
	Gas appliances maintenance (Annual)	Contractor
<i>Fuel Oil</i>	Fuel oil appliances and storage service / inspection (Annual)	Contractor
<i>Gym Equipment</i>	Gym equipment inspection and maintenance (Annual)	Contractor
	Gym equipment visual inspection prior to use	Gym Staff
<i>Outdoor play equipment</i>	Outdoor play equipment inspection and maintenance (Annual)	Contractor
	Daily visual check	Site Manager/caretaker
	Visual check (Weekly)	Site Manager/caretaker
<i>HVAC (Heating, Ventilation and A/C)</i>	Dust and Fume extraction / local exhaust ventilation thorough inspection (14 months)	Contractor
	Dust and Fume extraction / local exhaust ventilation maintenance and servicing (Annual)	Contractor
	Boiler maintenance	Contractor
	Fan Convactor Maintenance	Contractor
	Air Conditioning and Ventilation Annual / Bi-Annual Inspection	Contractor
<i>Miscellaneous</i>	Disabled Access audit every 3 years (and when work is carried out)	Contractor
	Mobile dining Table maintenance (Annual)	Contractor
	Health & Safety audits	Asst. Dir of Estates
	Display Energy Certificate (where applicable)	Contractor
<i>Grounds</i>	Visual tree inspections (weekly or after high winds)	Site Manager/Caretaker
	Tree survey (where required)	Contractor
<i>Water Hygiene</i>	Water Hygiene Risk Assessment (3-yearly or sooner if changes are made to the H/C water system)	Contractor
	Water Temperature testing (monthly)	Site Manager/Caretaker
	Flushing of infrequently used outlets (weekly)	Site Manager/Caretaker
	Disinfection / descaling spray taps and showers	Site Manager/Caretaker
	Thermostatic Mixer Valves (6-monthly)	Contractor
<i>Ladders</i>	Ladder safety check (prior to use / annual)	Site Manager/Caretaker (trained)
<i>Scaffold Access Towers</i>	Inspection after assembly	Site Manager/Caretaker (PASMA trained)

Appendix of policy updates following each review

January 2025

The process followed to get to the correct content of this policy was as follows:

- Review The Key 'Premises Management Policy'
- Reviewed the Premises Management Policy from the Red Kite trust and the Ebor Academy Trust 'Statutory Premises Management Policy'

Using the above as base guides, we reviewed what the processes and requirements were in and for TEAL. This document only includes areas that are required by law or legislation or are considered best practice.