



**PREMISES
MANAGEMENT
POLICY**

(Statutory)

Premises Policy

Amendment Sheet

Version		2.0	
Date		March 2020	
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Version	Date	Description	Revision Author
2.0 Draft	16.03.2020	Amended	
1.0 Draft	24.02.2020	Amendments	CFO

Statement of intent

The Samara Trust has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider each buildings:

- 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.
- Suitability – focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

48. Legal framework

48.1. This policy will have consideration for and comply with the following legislation:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999

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

- DfE (2014) 'Guidance on first aid for schools'
- DfE (2014) 'Health and safety: advice on legal powers and duties'
- DfE (2017) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'

48.3. This policy operates in conjunction with the following school policies:

- Asbestos Management Policy
- Vehicle Movement on Site Policy
- Health and Safety Policy
- Lettings Policy
- First Aid Policy
- Snow Policy
- Invacuation, Lockdown and Evacuation Policy

49. Roles and responsibilities

49.1. The Board of Trustees is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

49.2. The Facilities Manager is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Managing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.

- In collaboration with the Principals, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- Conducting an annual Health and Safety Audit.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Governing Body and Board of Trustees.
- Ensuring that hygiene is maintained at the schools, including that the appropriate drainage is in place.
- The security of the school buildings.
- Together with the site staff conducting the relevant premises risk assessments, e.g. fire safety.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. site staff, catering staff and cleaners.

49.3. The Principal is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the Facilities Manager, and Board of Trustees as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.

50. Asbestos

50.1. The Board of Trustees, through the Facilities Manager, will ensure that the school meets its duty to manage asbestos in school.

50.2. The Principal will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times.

50.3. The Facilities Manager will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

50.4. The Board of Trustees, through the Facilities Manager, will establish an Asbestos Management Plan (AMP).

50.5. The Facilities Manager will ensure that all staff are informed of any asbestos located within the school.

50.6. The Facilities Manager working with site staff, will arrange for any necessary repairs to the school regarding asbestos.

50.7. The Facilities Manager will review the school's AMP annually.

51. Water supply

51.1] The Facilities Manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school 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, and sinks and showers have an adequate supply of hot and cold water.

52. Temperatures

52.1] Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C.

52.2] Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.

52.3] Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.

52.4] The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is -1 °C.

52.5] In Nursery spaces the surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

53. Toilet and washing facilities

53.1] For pupils aged 3- 5, there will be one toilet and washbasin for every 10 pupils.

53.2] For pupils aged 4-5, there will be one toilet and washbasin for every 20 pupils.

53.3] For pupils over 5, there will be one toilet and washbasin per 15-20 pupils, which will be segregated into male and female for those over 8.

53.4] No more than 2/3rds of boys' appliances will be urinals.

53.5] Toilet and washing facilities will be planned to ensure that:

- Hand washing facilities are provided within the vicinity of every toilet.
- The facilities are properly lit and ventilated.
- They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.

53.6] Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

- 53.7] Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 53.8] Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
- 53.9] Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.
- 53.10] The Facilities Manager will ensure that there are appropriate facilities in place for pupils who are ill, including:
- A room for medical or dental examination.
 - A washbasin.

54. Accessibility

- 54.1] To be compliant with the Equality Act 2010, the Facilities Manager will work with the Principal and SENCO to create an Accessibility Plan, to ensure the premises is accessible to pupils with SEND.
- 54.2] The Accessibility Plan will include the health and safety needs of pupils with SEND.
- 54.3] The school will take account of its Accessibility Plan when managing and maintaining the school site.

55. Drainage

- 55.1] The Facilities Manager and site staff will ensure that regular checks are carried out to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

56. Lighting

- 56.1] Lighting will be appropriate for a learning environment.
- 56.2] Where possible, natural lighting will be used.
- 56.3] Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 56.4] Lighting controls will be easy to use.
- 56.5] Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- 56.6] External lighting will be provided to ensure safe pedestrian movement after dark.
- 56.7] Outdoor sports facilities will have floodlights if they are likely to be used out of school hours or hours restricted to hours of daylight if no lighting is available.

56.8 Emergency lighting will be provided for areas which are accessible after dark.

56.9 As pupils with SEND can have additional needs, the school will cater for these. Some of these needs may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

57. Security

57.1 The Facilities Manager will ensure that the school 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.
- The school's perimeters are sufficiently secure.

57.2 The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Facilities Manager and site staff, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/pupil training in security.

58. Lettings

58.1 The Facilities Manager will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.

58.2 The school's Lettings Policy will be adhered to at all times.

58.3 When letting to commercial businesses, the school will first seek the permission of the ESFA.

58.4 Hirers will make an application for hire to the Facilities Manager.

58.5 When determining whether to approve an application; the Facilities Manager will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff

- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

58.6. An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

59. Weather

59.1. The Facilities Manager and site staff will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks.

59.2. Any issues identified will be relayed to the Facilities Manager as soon as practically possible.

59.3. The school's Snow Policy will be adhered to during winter months.

60. Evacuations

60.1. The Facilities Manager and site staff will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with SEND, by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

60.2. To ensure the safety of pupils with SEND, The Facilities Manager will liaise with the SENCO to establish the needs of pupils.

60.3. Any issues will be reported to the Principal and SENCO, and in turn the Governing Body where appropriate.

60.4. When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

61. Suitability

61.1. The Facilities Manager will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.

61.2. The Facilities Manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

62. Fire safety

- 62.1. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.
- 62.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 62.3. Staff and pupils will be familiarised with emergency evacuation procedures.
- 62.4. Risk assessments will be updated if there are any significant changes to the premises.

63. Catering

- 63.1. The Facilities Manager, in consultation with the Catering Supervisor, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

64. Cleaning

- 64.1. The Facilities Manager will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.
- 64.2. The Facilities Manager will work with the Cleaning Supervisor to ensure standards are maintained.
- 64.3. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

65. Acoustics

- 65.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- 65.2. There will be minimal disturbance from unwanted noise.
- 65.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

66. Maintenance

- 66.1. Site staff will complete daily record sheets checking the condition of the buildings and grounds and report any significant issues to The Facilities Manager.
- 66.2. Site staff will keep a record of jobs and minor repairs they have carried out and review these with the Facilities Manager on a regular basis.
- 66.3. Site staff will assist the Facilities Manager in obtaining quotes for works that fall outside the scope of their expertise.
- 66.4. Site staff will carry out water temperature checks and maintain records.

- 66.5. Site staff will carry out fire alarm test on a weekly basis and report any faults.
- 66.6. Site staff will submit energy usage readings on a monthly basis and confirm the readings are accurately reflected in the subsequent invoice.
- 66.7. The Facilities Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit.
- 66.8. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

67. Furnishings

- 67.1. The Facilities Manager, in consultation with the Principal and School staff, 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 school.
- 67.2. 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 Facilities Manager.

68. Playing fields

- 68.1. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.
- 68.2. Any playing fields which have been in use as playing fields for over 10 years are protected.

69. Grounds

- 69.1. The Facilities Manager, in consultation with the Principal, Deputy Principal and PE Leads, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.
- 69.2. The condition of all playground areas will be monitored by the site staff and deficiencies reported to The Facilities Manager and addressed as soon as possible.

70. Health and safety audit

- 70.1. The Facilities Manager will ensure that the school's premises are subject to a regular Health and Safety Audit (currently provided by the LA)
- 70.2. The Facilities Manager will monitor that health and safety risk assessments are completed annually for each School in the Trust.

71. Monitoring and review

- 71.1. This policy is reviewed annually by the Facilities Manager for approval by the Board of Trustees
- 71.2. The next scheduled review date for this policy is Spring 2021.
- 71.3. Any changes to this policy will be communicated to all relevant staff members.