



EBORA ACADEMY TRUST

Policy Number

21

**Statutory
Premises Management Policy**

Signed: _____

Dated:

July 2015

Review Period:

As and when changes to
legislation occur or every
3 years

Review Date:

July 2018

Ebor Academy Alliance Statutory Premises Management Policy

This is a key document of the Ebor Academy and it applies to all staff of the academy. The policy is available to all parents/carers, prospective parents/carers, academy Directors, authorised Inspectors.

Effective management of academy buildings is the responsibility of the Finance Director with the Premises Manager.

This document is reviewed annually by the Finance Director / Premises Manager or as events or legislation change requires.

The Academy is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

BACKGROUND

The Ebor Academy has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The academy needs to consider the buildings;

Condition – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.

Suitability – focus 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.

WHAT LEGISLATION APPLIES TO THE ACADEMY

- The Education (Academy Premises) Regulations 1999 - which prescribe minimum standards for academy premises. They include a general requirement that every part of a academy's premises must be such as to reasonably assure the health, safety and welfare of the occupants.
- The Health and Safety at Work etc Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.
- The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.
- Managements of Health and Safety at Work Regulations 1999 (MHSWR).
- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.

- Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

The academy premises are constantly monitored by the Premises Manager, by the academy Premises & Maintenance Team, by the Academy's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the Premises Staff and SLT. The academy gives due regard to the regulations listed above.

The Premises Manager and the Finance Director and the responsible H&S Officer;

- Develops the Asset Management Plan
- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the Academy Development Plan
- Manage repair or improvement projects
- Prepare policies for security, fire safety, health and safety, including monitoring processes
- Ensure that risk assessments are prepared and acted upon
- Employ professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The academy undertakes the following as prescribed by legislation;

1. The academy ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following;

- a. Air Conditioning units checks
- b. Boiler maintenance
- c. Electrical appliances checks
- d. Fixed electrical installation testing
- e. Emergency lighting testing
- f. Local Extraction Ventilation
- g. Fire risk assessments
- h. Fire alarm testing
- i. Fire door checks
- j. Fire extinguisher checks
- k. Gym equipment safety checks
- l. Gas appliances safety checks
- m. Gas pipe soundness checks
- n. Kiln and ceramic electrical equipment checks
- o. Kitchen deep cleaning
- p. Lift safety checks
- q. Machinery tooling safety checks
- r. Pressure vessel checks

2. Water Supply (Legionella);

The academy arranges regular risk assessments and testing of all water systems for all premises is arranged to ensure that:

- the academy has a wholesome supply of water for domestic purposes including a supply of drinking water
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water

- the temperature of hot water supplies to showers shall not exceed 43°C.

3. Asbestos

The academy maintains an asbestos register which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. 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 every day activities then it is safer to leave it in place*).

Other premises details;

1. Drainage;

The academy 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.

2. Glazing

The academy ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

3. Accommodation;

The academy ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year.

The academy ensures that:

- there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- the furniture and fittings are appropriately designed for the age and 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 adaptation.
- classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Site Team and Cleaners and monitoring standards of cleaning.
- there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
- there are sufficient washrooms for staff and pupils, including Facilities for pupils with special needs
- in terms of the design and structure of the accommodation, no areas of the academy 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.
- 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.
- the academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- there is sufficient egress so that emergency evacuations can be accomplished quickly and 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 of the same.
- 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 with appropriate access for wheelchair users.

- where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- the lighting, heating and ventilation in classrooms and other parts of the academy are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

4. Contractors

The academy ensures;

- that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- the competence of contractors (competence can be judged from past experience, recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required)
- where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- That the contractor has a current health and safety policy, has current suitable insurances and risk assessments in place and to check that contractors have correctly interpreted any site specific conditions.

5. Commissioning a large project

Directors will agree the requirements and specification dependant on the project

6. Waste

- The academy is committed to reducing its waste and recycling as much as it can, this includes cardboard, paper, electrical equipment, ICT equipment.
- The academy follows any legal waste obligations to ensure the correct licensing of its waste and maintains relevant records.

7. Vehicle Segregation

The academy ensures that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner.

8. Lettings

The academy ensures that the premises which are used for a purpose other than conducting the academy curriculum (the Hall, Gym, swimming pool or other areas) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

The Academy's premises are subject to a regular Health and Safety check by the Health & Safety Director, the responsible Health and Safety Officer, the Premises Manager and/or site Manager.

Any matters of concern are discussed at regular Committee meetings.