



# Premises Management Policy

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**EBN Trust**

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<b>Created By</b>	<b>M Baldwin</b>
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## **Statement of intent**

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

The school will consider each building's:

- 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.

## 1. Legal framework

1.1. 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
- The Equality Act 2010

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

- DfE (2000) 'Guidance on first aid for schools'
- **[Updated]** DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'

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

- Health and Safety Policy
- Lettings Policy
- First Aid Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- School Cleaning Policy
- Fire Safety Policy

## 2. Roles and responsibilities

2.1. The Board of Directors is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- 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.

2.2. 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.
- Conducting the [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 Executive Head Teacher/Head Teacher EBN1.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- Managing the relevant staff members and liaising with contractors who are responsible for the management of the premises, e.g. catering/cleaning staff and caretakers.

2.3. The IT/Site Technician is responsible for:

- In collaboration with the Facilities Manager, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.

2.4. The Executive Head Teacher and Head Teacher of EBN 1 are 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 Directors as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Managing the Facilities Manager
- Reviewing this policy in liaison with the Facilities manager.

2.5 The Finance Clerks are responsible for:

- Purchasing new equipment and resources for the school.

### **3. Asbestos**

3.1. Neither EBN Academy sites contain any Asbestos and therefore does not need to have an asbestos management plan

### **4. Water supply**

4.1. The caretakers 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.

## 5. Temperatures

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

## 6. Toilet and washing facilities

- 6.1. For pupils over 11 years old, there will be 1 toilet and washbasin per 20 pupils, which will be segregated into male and female.
- 6.2. No more than 2/3rds of boys' appliances will be urinals.
- 6.3. 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.
- 6.4. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
- 6.5. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 6.6. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
- 6.7. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.

- 6.8. 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.

## **7. Accessibility**

- 7.1. To be compliant with the Equality Act 2010, the Executive Head Teacher, Head Teacher and SENDCO will create an accessibility plan, to ensure the premises is accessible to pupils with SEND.
- 7.2. The accessibility plan will include the health and safety needs of pupils with SEND.
- 7.3. The school will take account of its accessibility plan when managing and maintaining the school site.

## **8. Drainage**

- 8.1. The caretaker will carry out regular checks 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.

## **9. Lighting**

- 9.1. Lighting will be appropriate for a learning environment.
- 9.2. Where possible, natural lighting will be used.
- 9.3. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 9.4. Lighting controls will be easy to use.
- 9.5. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- 9.6. External lighting will be provided to ensure safe pedestrian movement after dark.
- 9.7. Emergency lighting will be provided for areas which are accessible after dark.
- 9.8. 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.

## 10.Security

10.1. The Security Team will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building is opened and ready for use.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

### **EBN 1 Security Team**

Head

Deputy Head

Facilities Manager

### **EBN 2 Security Team**

Executive Head

Deputy Head

Finance Manager

IT/Site Technician

Facilities Manager

10.2. The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Facilities Manager, Caretaker and SLT, 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.

## 11.Lettings

11.1. 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.

11.2. The Academy Trust's Lettings Policy will be adhered to at all times.

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

11.4. In line with the Academy Trust's Letting Policy the hirers will make an application for hire to the Executive Head Teacher who will speak to the Board of Directors about whether the premises are suitable for the hirer's needs.

11.5. When determining whether to approve an application; the Executive Head Teacher and Board of Directors 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

11.6. 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).

## **12.Weather**

12.1. The Facilities Manager 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.

12.2. Any issues identified will be relayed to the Executive Head Teacher or Head Teacher of EBN1.

12.3. The school's Adverse Weather procedures will be adhered to at all times.

## **13.Invacuations and evacuations**

13.1. The caretakers will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

13.2. To ensure the safety of pupils with SEND, the Facilities Manager will liaise with the SENDCO to establish the needs of pupils.

13.3. Any issues will be reported to the Executive Head Teacher, Head Teacher EBN1 and SENCO, where appropriate.

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

## **14.Suitability**

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

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

## **15.Fire safety**

- 15.1. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.
- 15.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 15.3. Staff and pupils will be familiarised with emergency evacuation procedures on a termly basis.
- 15.4. Risk assessments will be updated if there are any significant changes to the premises.
- 15.5. All school procedures and provisions relating to fire safety are outlined in the school's Health and Safety Policy.

## **16.Catering**

- 16.1. The Facilities Manager, in consultation with the externally commissioned cleaning/catering staff, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

## **17.Cleaning**

- 17.1. The Facilities Manager will be responsible for liaising with and directing work of the externally commissioned 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.
- 17.2. The school's School Cleaning Policy will be adhered to at all times.
- 17.3. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

## **18.Acoustics**

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

## **19.Maintenance**

- 19.1. 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](#).

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

## **20.Furnishings**

- 20.1. The Facilities Manager, in consultation with the Executive Head Teacher, Head Teacher EBN 1 and relevant curriculum leaders 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.
- 20.2. 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 caretakers.

## **21.Playing fields**

- 21.1. Neither Academy sites have playing fields and as a result there is no requirement to make comment on this

## **22.Grounds**

- 22.1. The Facilities Manager, in consultation with the Executive Head Teacher, Head Teacher EBN1, deputy Head Teacher and relevant curriculum leader, will ensure that there are appropriate arrangements for providing outside space for pupils exercise safely.
- 22.2. The condition of all outdoor areas will be monitored by the Facilities manager and deficiencies addressed.

## **23.Health and safety audit**

- 23.1. The Facilities Manager will ensure that the school's premises are subject to a regular Health and Safety Audit. This will be externally commissioned.
- 23.2. The Facilities Manager will monitor that health and safety risk assessments are completed annually for each department.

## **24.Monitoring and review**

- 24.1. This policy is reviewed annually by the Executive Head Teacher Head Teacher and the premises manager.
- 24.2. The next scheduled review date for this policy is June 2021.
- 24.3. Any changes to this policy will be communicated to all relevant staff members.