

PREMISES MANAGEMENT POLICY

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Premises management policy

1. Background to this policy

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and Academies are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

2. Key staff

The premises of each Academy are constantly monitored by the local Site Manager and Caretaking Staff who are line managed by the PFI facilities provider Engie. Regular facilities meetings are held and any issues are logged via the Engie help desk (blackburnschools@engie.com). Premises staff liaise with the staff responsible for Health & Safety within the Academy and with the FM Co-ordinator (or person with leadership responsibility for the support staff).

3. Key areas

- Water Supply

The Site Manager via the PFI ensures that the Academy's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- the Academy has a wholesome supply of water for domestic purposes including a supply of drinking water. WCs and 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 taps and showers does not exceed 43°C.
- Drainage
The Site Manager 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.

- Load bearing structures

The Site Manager, referring to construction professionals and liaising with the LEP and LA where necessary, ensures that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected.

- Security

The Site Manager and Caretaking team ensures the Academy has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance and that the Academy perimeter fence is secure. The building is protected by a fire alarm and security system that is monitored and will be attended by a contractor. The contractor will inform the Site Manager and Caretaking team of the findings.

- Risk assessment

The Academy's security arrangements are based on risk assessments which are reviewed annually and take into account the following factors:

- the location of the Academy
- the physical layout of the Academy
- the movements needed around the site
- arrangements for receiving visitors
- staff/student training in security

The FM Co-ordinator is responsible for ensuring risk assessments are completed across all Academy departments.

- Lettings

Lettings are completed via Community Use and are outside of the Academy's normal opening hours. These are managed and are operated under the supervision of the LEP and the Local Authority.

- Resistance to the weather

The Site Manager ensures that Academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

- Evacuations

The Site Manager under supervision of the Academy and LEP ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

- Accessibility

The PFI provider via the Site Manager ensures that access to the Academy allows all students, including those with special needs, to enter and leave the Academy in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

- Suitability

The FM Co-ordinator ensures that, in terms of the design and structure of the accommodation, no areas of the Academy compromise health or safety, there are high-level hand rails on stairs above an open stair well and risk assessments are in place.

- Welfare

The FM Co-ordinator via the LEP and Site Manager ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- Staff washrooms are 'adequate' for the number of staff at the Academy.
- Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible from the playing field where the exercise takes place.

The FM Co-ordinator ensures that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that there is a room for medical or dental examination which contains a washbasin and is reasonably near a WC.

- Catering

The FM Co-ordinator ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

- Cleaning

The PFI Contract Provider and FM Co-ordinator ensures that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by liaising with the cleaners who are contracted to clean the Academy.

- Mechanical Services

The FM Co-ordinator and Site Manager ensure that the lighting, heating and ventilation in classrooms and other parts of the Academy are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the Academy has lighting appropriate to its normal use; in teaching accommodation this shall mean not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on).
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at 18°C in teaching, private study and examination areas and 15°C in areas for physical education, washing, or circulation.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms. This is done through a programme of monitoring and through systematic feedback from staff.

- General Maintenance

The PFI provider monitored by the LEP and FM Co-ordinator ensure that there is a maintenance and decoration programme. Most of this work takes place during the Academy holiday periods, but smaller tasks may be completed during term time.

The Site Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

- Health and Safety Audit

The Academy's premises are subject to regular Health and Safety checks and Audits.

Any matters of concern are discussed and actioned at the next meeting of Governing Body where required. Meetings are also held with the Facilities Management Team which comprises the LEP, Local Authority and members of the Senior Leadership of the Academy.