



# Kirkby College

***Company Number: 08124416***

## Premises Management Policy

**Reviewed September 2020**

*Next review 1 year or as required*

**Signature .....**

*On behalf of the Governing Body*

***Due regard was given to the requirements of Equality legislation in the course of the review***

## Premises Management Policy

1.	Policy statement	3
2.	Scope and purpose	3
3.	Guidance and legislation	3
4.	Responsibility for implementing the policy	4
5.	Roles and responsibility	4
6.	Health and safety/compliance	5
7.	Contractors	7
8.	Commissioning of large projects	7

## **1 Policy statement**

This policy is available to all parents, prospective parents, Local Academy Committees (LAC), authorised inspectors and other stakeholders as appropriate.

The responsibility for the management of premises lies with the Headteacher), with the support of the Academy Business Manager and site team.

This document is reviewed Bi-annually by the Trust.

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

## **2 Scope and purpose**

Kirkby College has a duty to ensure that buildings under our management comply with appropriate statutory, regulatory, and corporate standards. Whilst undertaking this duty the trust needs to consider amongst other things two fundamental areas in respect of the buildings and establishment;

- a) Condition - focus on the physical state of the premises to ensure safe and continuous operation, alongside issues involving building regulations and other non-education statutory requirements
- b) Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the Trust in raising educational standards and having a positive impact on our students

## **3 Guidance and legislation**

- a) Advice on Standards for School Premises (March 2015) – This replaces the previous legislation for maintained schools; however, it is appropriate when considering these to look at both sets of guidance. These include a general requirement that every part of an Academy's premises must be kept to a standard to reasonably assure the health, safety and welfare of the occupants and provides specific guidance to the relevant statutory legislation
- b) 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

## Premises Management Policy

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 4 conduct their undertaking in a way that does not pose risk to the health and safety of nonemployees. The HSWA is the main health and safety legislation

- c) The Workplace (Health, Safety and Welfare) Regulations 1992 – which outline provisions that must be made in relation to the work environment
- d) Managements of Health and Safety at Work Regulations 1999 (MHSWR). Which places duties on employers and employees
- e) Approved Codes of Practice (ACOPs)
- f) 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'.

Academy premises are constantly monitored by the Site team in conjunction with the Business Manager and Leadership Team. Any observations/concerns are reported to the to the Business Manager initially who will deal with or escalate as appropriate

### **4 Responsibility for implementing the policy**

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Trust leadership remains accountable for these duties.

It has delegated day-to-day responsibility for operating the policy and ensuring its implementation and review to the Headteacher, Senior Leadership, along with the Business Manager and the site team as appropriate

### **5 Roles and responsibility**

The Business Manager and Site Manager create a Development Plan, this will identify planned maintenance and development work, set out by priority.

- a) Ensuring that the site is compliant with current statutory legislation

## Premises Management Policy

- b) Ensuring the planned maintenance and manage reactive repairs
- c) Prepares an Academy Development Plan to assess and priorities long term maintenance and development objective in line with financial controls
- d) Prepare policies for security, fire safety, health and safety, including appropriate monitoring and control systems
- e) Ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations, employing external consultant as appropriate
- f) The Trust employs Nottinghamshire County Council to provide additional Health and Safety support services to the Academy.

## **6 Health and safety/compliance**

The Trust ensures that regular maintenance is carried out in accordance with statutory requirements and best practice, this also aligns to our Health and Safety Policy within the following:

- a) Air conditioning system checks
- b) Boiler maintenance
- c) Electrical appliances check (PAT)
- 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 and soundness checks
- m) Kiln and ceramic electrical equipment checks
- n) Catering equipment safety checks and kitchen deep cleaning
- o) Lift safety inspection and checks
- p) Machinery tooling checks
- q) Pressure vessel checks
- r) Outside play equipment checks
- s) Water Supply (Legionella)

## Premises Management Policy

### t) Asbestos Management

Other premises details:

#### **Drainage**

Ensure that there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise

#### **Glazing**

All glazing will be to current standards, toughened or laminated in the required locations. The academies will ensure that any glass that becomes damaged is either replaced or made safe as appropriate

#### **Accommodation**

- a) Ensure 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, smaller tasks may be completed during the year
- b) Ensure that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements
- c) Ensure that the furniture and fittings are appropriately designed for the age and needs of all students
- d) Ensure that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by monitoring standards of cleaning
- e) Ensure that there are appropriate facilities for students who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC
- f) Ensure that there are sufficient washrooms for staff and students, including accessible facilities
- g) Ensure that, in terms of the design and structure of the accommodation, no areas of the site compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level handrails on stairs above open stair wells
- h) Ensure that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs of all students, monitoring this on a regular basis. Making reasonable adjustments in provision and arrangements if appropriate

## Premises Management Policy

- i) Ensure that the facilities are fit for purpose and sound in their construction. Undertaking regular visual inspections
- j) Ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks
- k) Ensure 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 with appropriate access for wheelchair users
- l) Ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption
- m) Ensure that 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
- n) That the site and premises have in place adequate security arrangements to ensure:
  - i. that access to site is controlled at all times
  - ii. that the perimeters are sufficiently secure
  - iii. buildings are locked and alarmed at night

## **7 Contractors**

All contractor working on our sites will be pre-qualified to ensure they have in place the correct professional qualifications for the tasks they are appointed to undertake, along with appropriate insurance and background checks (DBS, etc.)

They will be required to provide Method statements/risk assessments for the work to be undertaken, along with any other appropriate paperwork (Construction (Design and Management) regulations 2015, HSE F10's, etc.)

## **8 Commissioning of large projects**

For larger projects, the Headteacher may determine that it would be appropriate to seek the appointment of a Building Surveyor or similar property professional to assist in the development of this type of scheme, normally based on the following steps;

- a) Feasibility Study – checking the feasibility of the project and providing s budget estimate of cost

## Premises Management Policy

- b) Specification – work with the Business Manager and Academy to producing a technical specification for the work
- c) Tender – going out to tender to a number of appropriate contractors
- d) Evaluation of Tenders – checking the validity and accuracy of the tenders e) Site Management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health and Safety requirements and relevant legislation
- f) Handover – accepting the finished project. Carrying out snagging and testing.
- g) Invoice check – checking the validity and accuracy of invoices