



PREMISES MANAGEMENT POLICY

GENERAL PRINCIPLES

This is a key policy of Hasmonean Multi-Academy Trust ("The Trust"). It applies to all members of the Trust community. This policy is available in printed form upon request or it can be accessed and downloaded via the Trust's website: www.hasmonean.co.uk.

The Trust Board has overall responsibility for health and safety, including issues in relation to the premises at the Schools with day to day responsibility lying with the Headteachers and the Head of Finance and Premises. The responsibility for ensuring that the requirements in terms of premises management are met will lie with the Premises Manager.

The Trust seeks to implement this document through adherence to the procedures set out in the rest of this document.

The Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equality Act 2010. Further details are available in the Trust's Equality Policy document.

This document is reviewed annually by Head of Finance or as events or legislation change requires.

BACKGROUND TO THE POLICY

The Independent School Standards Regulations 2014 prescribe the minimum standards for school premises for independent schools, including academies. 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.

Provisions that are covered by these regulations include: toilet facilities, medical facilities, fire, weather protection, noise, internal and external lighting, heating, temperature, ventilation, and water supply.

Trust meets all above provisions and standards required with reference to the funding available and where funding isn't available, difficult decisions need to be taken by the ELT and the Governors as to what should be prioritised.

The Trust gives due regard to the Regulations listed above.

POLICY STATEMENT

The premises of the Trust are constantly monitored by the Premises Manager, by the school caretaking team, by the School's Finance and Premises Committee, and by a range of teams/individuals who report their observations/concerns to the Head of Finance & Premises for attention.

Particular attention is paid to the following areas:

1. WATER SUPPLY

The Premises Manager ensures that the School's water supply meets the requirements of The Independent School Standards Regulations 2014 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- 1.1 Suitable drinking water facilities are provided in a separate area from the toilet facilities, and is labelled as such;
- 1.2 WCs and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water;
- 1.3 The temperature of hot water at the point of use does not pose a scalding risk to users.
- 1.4 The facilities are readily accessible at all times when the premises are in use.
- 1.5 The Premises Manager will ensure that all systems and processes are followed in relation to the management of legionella risk as per the terms of the Legionella risk assessment

2. DRAINAGE

The Premises 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.

3. GAS SAFETY

The Premises Manager ensures all gas appliances, including gas boilers are inspected, serviced and tested annually by a competent contractor. A log of all the safety inspection is maintained by the Premises Manager.

4. ELECTRICAL APPLIANCES

The Premises Manager ensures fixed wiring and all distribution boards and safety devices are inspected annually and tested once every five years. Portable appliances are tested annually. All certification records are maintained by the Premises Manager.

5. LOAD BEARING STRUCTURES

The Premises Manager has ensured that each load bearing structure 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, by referring to construction professionals when necessary.

6. SECURITY ARRANGEMENTS

- 6.1 The Premises Manager ensures the school 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 with security arrangements as appropriate; that the school's perimeter are secure.
- 6.2 The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by the Executive Leadership Team explicitly taking into account:
- The location of the school
 - The physical layout of the school (e.g. multiple sites)
 - The movements needed around the site (e.g. crossing roads, using public spaces)
 - Arrangements for receiving visitors
 - Staff/student training in security

7. LETTINGS

The Premises Manager ensures that those of the School's premises which are used for a purpose other than conducting the school (e.g. the dining halls) are organised to ensure that the health, safety and welfare of the students are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the respective Premises Manager for that site so that arrangements may be discussed and necessary arrangements implemented.

8. RESISTANCE TO THE WEATHER

The Premises Manager ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks. There is also a reporting system in place, whereby a member of the Senior Leadership Team has responsibility for reporting building faults to the Premises Manager.

9. SCHOOL ACCESS

- 9.1 The Premises Manager 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.
- 9.2 The Premises Manager ensures that access to the school allows all students, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

10. BUILDINGS AND FACILITIES

- 10.1 The Head of Finance and Premises can give reasonable assurances that the premises would meet the standard required by the Environmental Health Authority through reference to appropriate documentation.
- 10.2 In consultation with the Executive Leadership Team, the Premises Manager ensures that classrooms are the appropriate size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of student who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to reach each student in a classroom in order to provide individual help and guidance.
- 10.3 The Premises Manager ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health and safety. Upstairs windows are fitted with stops and bars, as appropriate; there are high-level hand rails on stairs above an open stair well; an asbestos management programme is in place.
- 10.4 The Premises Manager has ensured that there are sufficient and separate toilet and washing facilities for staff and students. Where separate facilities are provided for students who are disabled or with additional needs, those facilities may also be used by other students, staff, supply staff, volunteers and visitors whether or not they are disabled.
- 10.5 The Premises Manager has ensured that there are appropriate facilities for students who are ill in that:
- There is a room for medical examination
 - The room contains a washbasin
 - The room is reasonably near a WC
- 10.6 In consultation with our catering providers, the Premises Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- 10.7 The Premises Manager ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of a team of cleaners and monitoring standards of cleaning.
- 10.8 The Premises Manager ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform him if problems arise as a result of deficiencies in this area.
- 10.9 The Premises Manager ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with The Independent School Standards Regulations 2014.
- 10.10 The surface temperature of any radiator or exposed pipework must not pose a scalding risk to persons.
- 10.11 Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air

- 10.12 Adequate measures are taken to prevent condensation and noxious fumes in the kitchens and other rooms. This is done through a programme of monitoring and through systematic feedback from staff.
- 10.13 The Premises Manager ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.
- 10.14 In consultation with the Executive Leadership Team and with the Heads of Relevant Departments, the Premises Manager ensures that the furniture and fittings are appropriately designed for the age and needs (including any specific needs) of all students registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of furniture and fittings (subject to the approval of the Head of Finance).
- 10.15 The Premises Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- 10.16 In consultation with the Executive Leadership Team, the Premises Manager ensures that there are appropriate arrangements for providing outside space for students to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

11. ASBESTOS

The Premises Manager will be responsible for ensuring that the asbestos management plan and all processes and procedures contained within it, are followed. The Premises Manager will ensure that checks of the condition of asbestos within the school are carried out in accordance with the terms of the asbestos management plan.

Ratified by Governors Finance & Risk Committee December 2022
Next Review December 2023