



PREMISES MANAGEMENT POLICY

This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society

Reviewed: September 2022

Next Review Due: September 2024

PREMISES MANAGEMENT POLICY

1. OVERVIEW

- 1.1 This is a key policy of Plume Academy. It applies to all members of the Academy community. The policy is available to all staff, parents and prospective parents.
- 1.2 The Academy seeks to implement this document through adherence to the procedures set out in this document.
- 1.3 The Academy is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

2. BACKGROUND TO THIS POLICY

- 2.1 The Education (School Premises) (England) Regulations 2012 stipulate minimum standards for school premises. Schools and colleges 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.
- 2.2 Provision that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

3. WHAT LEGISLATION APPLIES TO SCHOOLS, COLLEGES AND ACADEMIES

- 3.1 The Education (School Premises) (England) Regulations 2012 apply to all maintained schools in England, including nursery, community, foundation, voluntary schools and Academies, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.
- 3.2 The Education (School Premises) (England) Regulations 2012 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.
- 3.3 Plume Academy gives due regard to the Regulations listed above.

4. POLICY STATEMENT

- 4.1 The premises of Plume Academy are constantly monitored by the Site Manager, by the Academy caretaking team, by the School's Health & Safety Committee and by Academy staff who report their observations/concerns to the Site Manager for attention.

5. PARTICULAR ATTENTION IS PAID TO THE FOLLOWING AREAS:

5.1 Water supply

- 5.2 The Site Manager ensures that the Academy's water supply meets the requirements of the Education (School Premises) (England) Regulations 2012 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:
- 5.3 The Academy has a wholesome supply of water for domestic purposes including a supply of drinking water
- 5.4 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
- 5.5 The temperature of hot water supplies to showers shall not exceed 43°C

5.6 Drainage

- 5.6.1 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.

5.7 Load bearing structures

- 5.7.1 The Site Manager has ensured that each load bearing structure complies with the Education (School Premises) (England) Regulations 2012 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 by referring to construction professional when necessary.

5.8 Security arrangements

- 5.8.1 The Site Manager ensure that 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 with security arrangements as appropriate; that the Academy's perimeters are secure.
- 5.8.2 The Academy's security arrangements are based on a risk assessment for the Academy and are regularly reviewed by Senior Management, explicitly taking into account:
- The location of the Academy
 - The physical layout of the Academy (eg multiple sites)
 - The movements needed around the site (eg crossing roads, using public spaces)
 - Arrangements for receiving visitors
 - Staff/student training in security

6. Lettings

- 6.1 The Site Manager ensures that those areas of the Academy premises which are used for a purpose other than conducting Academy business are organised to ensure that

the health, safety and welfare of students are safeguarded and their education is not interrupted by other users.

7. Resistance to the weather:

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

8. Access & Egress:

8.1 The Site 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.

8.2 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.

9. Fit for use:

9.1 The Site Manager can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

9.2 In consultation with the Principal, the Site Manager ensures that classrooms are appropriate in 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 students 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.

9.3 The Site Manager ensures that, 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; an asbestos management programme is in place.

10. Toilets, Showers, Medical and Changing Facilities

10.1 The Site Manager has ensured that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) (England) Regulations 2012 in that:

10.2 suitable toilet and washing facilities must be provided for the sole use of pupils

10.3 separate toilet facilities for boys and girls aged eight years or over must be provided, except where the toilet facility is in a room that can be secured from the inside and is intended for use by one pupil at a time

- 10.4 where separate facilities are provided for pupils who are disabled, these may also be used by other pupils, teachers and others employed at the school, and visitors, whether or not they are disabled
- 10.5 suitable changing accommodation and showers must be provided for pupils aged 11 years or over at the start of the school year who receive physical education
- 10.6 toilets and washing facilities for staff should be separate from those provided for pupils, except where they are designed for use by those who are disabled.
- 10.7 To comply with the regulations, toilet facilities need to be designed so that:
- Where possible, provision should be made for one toilet and washbasin for every 20 pupils
 - hand washing facilities are provided within or in the immediate vicinity of every toilet
 - the rooms containing them are adequately ventilated and lit
 - they are located where they provide easy access for pupils and allow for informal supervision by staff, without compromising pupils' privacy
- 10.8 The Site Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) (England) Regulations 2012 in that:
- There is a room for medical or dental examination
 - The room contains a washbasin
 - The room is reasonable near a WC

11. Catering Facilities

- 11.1 The catering manager ensures that where food is served there are adequate facilities for its hygienic preparation, serving and consumption.

12. Cleaning:

- 12.1 The Site Manager ensures that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by overseeing the work of a team of cleaners and monitoring standards of cleaning.

13. Noise and Acoustics

- 13.1 The Site 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.

14. Lighting & Heating

- 14.1 The Site Manager ensures that the lighting, heating and ventilation in classrooms and other parts of the Academy are satisfactory in accordance with the Education (School Premises) (England) Regulations 2012 in that:
- 14.2 Each room or other space in the Academy has lighting appropriate to its normal use as follows: in teaching accommodation, not less than 300 lux on the working plane

(500 lux where visually demanding tasks are carried out) and a glare index limited to no more than 19.

- 14.3 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 a height of 0.5 metres above floor level when the external air temperature is -1°C:
- 14.4 In medical/sick rooms: 21°C
- 14.5 In teaching, private study and examination areas: 18°C
- 14.6 In areas for physical education, washing, sleeping or circulation: 15°C
15. The surface temperature of any radiator or exposed pipework does not exceed 43°C. This is done through a programme of monitoring and through systematic feedback from staff.

16. Maintenance & Decoration

- 16.1 The Site 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.
- 16.2 In consultation with the Principal and Director of Finance and Estates, the Site Manager ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at the Academy by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual review of furniture and fittings.
- 16.3 The Site Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- 16.4 In consultation with the Principal, the Site 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.

17. HEALTH AND SAFETY

- 17.1 The Academy's premises are subject to a termly Health and Safety check from the Site Manager. Any matters of concern are discussed at the next Health and Safety Meeting.

18. RELATED POLICIES AND DOCUMENTS

- Health and Safety Policy
- Fire Risk Assessments
- Fire Precautions
- Safety at Work