



ATLAS Multi Academy Trust

PREMISES MANAGEMENT POLICY

Trust sub-committee: Resources, Audit and Risk Committee

Co-ordinator: ATLAS Executive Team

Last Reviewed: Autumn 2020

Next Review: Autumn 2021

St Albans Girls' School : Beech Hyde Primary School and Nursery : The Adeyfield Academy

Signed by:
Margaret Chapman
Executive Head Teacher

Signed by:
Rachael Kenningham
Chair of ATLAS Board of Directors

1	RATIONALE
1.1	ATLAS Trust is committed to effective premises maintenance and upkeep of the grounds, buildings and supporting infrastructure and services. This policy outlines the organisation, management and arrangements by which this will be achieved. It consists of 9 sections and one annex.
1.2	This policy draws upon the DfE Essential School Maintenance Guidance, January 2016 as referenced in the HCC grid as good practice. Education (School Premises) regulations 1999, as well as the FPS report: Compliance Monitoring in Council Buildings. It will be reviewed at least every three years, or sooner if there are significant changes to the legal or organisational contexts.
2	SCOPE
2.1	<p>The governors and Head Teacher aim to ensure that the premises are fit for purpose by provision of adequate management and funding for the maintenance, review and upkeep of the fabric of the buildings. This statement relates to:</p> <ul style="list-style-type: none"> • All buildings, structures and infrastructure (both temporary and fixed) • All services including water, electrical, gas, pressure systems, heating and ventilation, drainage and sewerage • All plant, fixed equipment and temporary equipment • All grounds and external facilities

3	MANAGEMENT OF THE PREMISES
3.1	<p>By adopting and implementing this policy, ATLAS intends to:</p> <ul style="list-style-type: none"> • Ensure the Academy has an environment which is safe and fit for purpose • Develop standards for the management of the Academy premises, the organisation of site health and safety management and the control of risks • Establish a framework for carrying out statutory inspections and assessments • Establish a programme and priorities for carrying out site repairs, maintenance and improvements • Link the management of the building to the school budget
4	ORGANISATION AND IMPLEMENTATION
4.1	The schools Premises Manager has the main responsibility for ensuring that defects that fall within the schools responsibilities are repaired and that improvements, alterations and extensions to premises are carried out to the appropriate standards and within budget.
4.2	The Chief Operating Officer or delegated representative is responsible for monitoring site Health and Safety matters, for ensuring that the premises are operated safely and that site work is carried out safely.
4.3	<p>The Chief Operating Officer or delegated representative will put in place suitable arrangements for the implementation of this policy, ensuring that;</p> <ul style="list-style-type: none"> • The premises are audited at least annually for condition of decoration and state of repair, suitability for purpose, Health and Safety and other factors • Statutory inspections, checks and servicing are carried out at the appropriate intervals • A rolling five year plan is developed to inform annual plans and budgets • Annual priorities are established by means of scoring the requirements and balancing them with the budget for the year; a timetable of works is agreed with the Head Teacher. • Specifications are drawn up by the Chief Operating Officer or delegated representative and quotations sought (tenders for larger works). These are discussed at regular meetings with the Head Teacher and a programme of work is agreed. Contracts are awarded on the basis of the Trusts procurement guidelines and that of the MAT, should it be appropriate.
4.4	Contractors are advised by the Chief Operating Officer or delegated representative of the Health and Safety systems operated by the school and are required to go about their work with due regard to the safe and smooth operation of the schools activities.
5	PRIORITY
5.1	<p>Work required will always exceed the funding available and therefore priorities are essential. The basis for establishing priorities is:</p> <ul style="list-style-type: none"> • Work required urgently for safeguarding, security, welfare and health and safety reasons, including electrical safety, heating, slip/trip hazards, leaking pipes etc. • Work required to remedy or prevent serious deterioration to buildings or services where delay will lead to increased cost. • Work required to adapt or improve facilities for the delivery of the curriculum and other services. • All other work, including decoration.

6	REPAIRS AND PLANNED MAINTENANCE
6.1	Routine maintenance and repairs may be carried out by the site team under the direction of the Chief Operating Officer or delegated representative. The staff must be competent to carry out these functions and some of these activities will require specific training. Repairs and maintenance contracts are placed for specific items where the Trust does not have the capacity or the expertise. Multi-year contracts are reviewed periodically for cost effectiveness.
7	MANAGEMENT STANDARDS
7.1	ATLAS will aim to comply with the relevant regulations, standards and guidance that apply to educational organisations, including those published by DfE, HSE and other bodies and in particular: <ul style="list-style-type: none"> • The Education (School Premises) Regulations 1999 • Health and Safety at Work Act 1974 • Management of Health and Safety at Work Regulations 1992 • Workplace (Health, Safety & Welfare) Regulations 1999 • Control of Substances Hazardous to Health Regulations 2002 (amended 2004) • The Control of Legionella Bacteria In Water Systems - Approved Code of Practice and guidance (L8) • Construction (Design and Management) Regulations 2007 • Regulatory Reform (Fire Safety) Order 2005 • Managing Health and Safety in Swimming Pools (2003) • Control of Asbestos Regulations 2012
8	PREMISES INSPECTIONS AND COMPLIANCE MONITORING
8.1	General site inspections will be carried out no less frequently than once a year. The Chief Operating Officer or delegated representative is responsible for ensuring that statutory inspections are carried out at the prescribed or recommended intervals and that the Head Teacher is made aware of the results of such checks. For some apparatus and equipment, the law requires specific checks by qualified personnel at set intervals of time. These statutory inspections include those in appendix 1.
9	RELATED POLICES
9.1	<ul style="list-style-type: none"> • Health & Safety policy • Site Security policy

Annex One

This schedule provides an outline of specific areas where compliance will be monitored, their service requirements and inspection regimes. It is important to note that the schedule reflects the requirements of the overarching Health and Safety legislation which often relies upon a risk assessment and management plan. This table has been adapted from the one produced by the Federation of Property Societies in 2011.

Aspect	Service Requirement	Status	Frequency/Regularity	Relevant Legislation/ British Standard/ Approved Code of Practice
Air conditioning systems	Inspection	Statutory Best practice	Not exceeding 5 years Annual	The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007
Asbestos register		Statutory	If changes have been made to the premises	Control of Asbestos at Work Regulations 2006
Car Parking and Vehicle/Pedestrian Segregation	Risk assessment and controls	Statutory	Identified on the Risk Assessment	The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 17)
Compulsory Display of Notices	Visual checks to ensure correct and up to date information is displayed	Statutory	Regular checks	Various
Construction (Design and Management) Regulations 2007		Statutory	On letting a construction project	Construction (Design and Management) Regulations 2007

Contractor Qualification Check	Checks made on contractors qualifications i.e. GasSafe, NICEIC	Statutory or good practice	On appointment of contractor	Various legislation, such as Electricity at Work Regulations 1989, Gas Safety Regulations 1998 etc
Control of Substances Hazardous to Health (COSHH) Risk Assessment	Check on storage and use of hazardous materials	Statutory	Annual	The Control of Substance Hazardous to Health Regulations 2002 (as amended) COSHH ACOP
DDA audit	Inspection	Statutory	Whenever changes are made to building or external environment	Disability Discrimination Act 1995 and 2005 and BS8300
Duct Hygiene (Air Conditioning, Plenum Heating)	Inspection and testing	Statutory and good practice	Annual inspection and testing – thorough cleaning routine determined from testing/inspection results	Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing
Electrical – portable appliances	PAT testing	Statutory	Variable	The Provision and Use of Work Equipment Regulations 1998 (PUWER)
Electrical - fixed electrical installations	Schematic of supply route and primary distribution	Best practice	Annual update	Electricity at Work Regulations 1989 BS 7671 IEE Wiring Regulations

	Inspection of fixed wiring and all distribution boards and safety devices	Highly recommended	Annual	Electricity at Work Regulations 1989 BS 7671 IEE Wiring Regulations
	Testing of all fixed wiring and all distribution boards	Statutory	5 yearly (or more frequently as determined by competent person)	Electricity at Work Regulations 1989 BS 7671 IEE Wiring Regulations
Electrical – stage lighting	Inspection and testing	Best practice	Annually inspection and test by competent person	
	Inspection and testing of portable dimmer racks	Best practice	Every 3 months and after every alteration	
Emergency lighting	Inspection and testing of system	Statutory	Variable but recommend monthly checks of functionality and RCD circuit breaker. Every six months – one hour duration test Annually - full duration test	Electricity at Work Regulations 1989 Regulatory Reform (Fire Safety) Order 2005
Extraction Systems including Fume Cupboards	Inspection and Testing of Dust Extraction Equipment	Best practice	Annual	Control of Substances Hazardous to Health 2002

	Local Exhaust Ventilation Systems	Statutory	Every 14 months	Control of Substance Hazardous to Health 2002 (as amended) DfE Building Bulletin 88 Fume Cupboards applies to installation and maintenance of school fume cupboards British Standard for other fume cupboards
Fire Risk Assessment and Management Plan	Fire Risk Assessment	Statutory	Whenever any changes are made that will impact on the original assessment	Regulatory Reform (Fire Safety) Order 2005
Fire Detection and Alarm Systems	Inspection and testing of system	Best practice	Weekly test with quarterly and annual inspections by competent person	Regulatory Reform (Fire Safety) Order 2005
Fire Doors	Inspection		Weekly	Regulatory Reform (Fire Safety) Order 2005
Fire Fighting Equipment	Inspection and maintenance of extinguishers	Best practice	Annual	Regulatory Reform (Fire Safety) Order 2005
First Aid Equipment	Inspection	Best practice	Regular checks to ensure no equipment is outside of expiry date	Health and Safety (First Aid) Regulations 1981
Gas safety	Gas safety inspections and certificates	Statutory		The Gas Safety (Installations and Use) Regulations 1998
Gas safety – appliances	Identification and location	Statutory	Annual updating	The Gas Safety (Installations and Use) Regulations 1998

	Servicing for efficient operation, combustion	Recommended. Statutory duty on landlords	Annual servicing to include check on ventilation, adequate flues, heat input, combustion conformance, appliance is stable and safety devices working	The Gas Safety (Installations and Use) Regulations 1998
Gas safety – pipework	Visual condition inspection and testing if required	Recommended	Annual	The Gas Safety (Installations and Use) Regulations 1998
Glazing	Checks	Statutory	Survey of building to identify areas where safety glazing should be in place, on-going checks that any glazing replacements are with safety glass as required.	Workplace (Health, Safety and Welfare Regulations 1992) Building Regulations Part M
Swimming pools	Risk assessment and controls Bacterial water sampling and testing		Variable Monthly	Health and Safety at Work Act 1974 HSE publication HSG179 'Managing health and safety in swimming pools'
Lifts and hoists	Thorough examination, full maintenance and Inspection	Statutory	Every 6 months minimum for passenger lifts Every 12 months for	Lift Operations and Lifting Equipment Regulations 1998 (LOLER)

			goods lifts After substantial and significant changes have been made	
Lightning Conductors	Inspection and testing	Best practice	Every 11 months full test to assess adequacy of earthing, evidence of corrosion, alterations to structure (by competent persons to BS 7430)	BS 6551, 1992
Playground & Gymnasium equipment - Fixed	Inspection and testing	Best practice	Annual	BS 5696, BS 7188, BS7044,BS 1892 Part 1 2003
Slips and trips	Risk assessment	Best practice	As required	The Workplace (Health and Safety and Welfare) Regulations 1992
Tree safety	Risk assessment	Best practice	Annual and following any works that could have caused damage and high winds	Health and Safety at Work etc Act 1974 Occupiers Liability Act 1957 and 1984
Water Hygiene and Safety - Legionnaires' Disease	Plan of Primary pipe work and main isolation points	Best practice	Annual updating	Health and Safety at Work Act 1974
Water Systems Cold water Systems	Visual Condition and Compliance inspection	Recommended	Annual	Control of Substances Hazardous to Health Regulations 2002 (COSHH)

	<p>Tank condition and compliance inspection</p> <p>Water Quality Check</p>	<p>Statutory</p> <p>Recommended</p>	<p>Annual</p> <p>As required</p>	<p>The Notification of Cooling Towers and Evaporative Condensers Regulations</p> <p>The Control of Legionella Bacteria in Water Systems Approved Code of Practice</p>
<p>Water Hygiene and Safety - Legionnaires' Disease</p> <p>Water Systems</p> <p>Low pressure hot water systems</p>	<p>Visual condition inspection</p> <p>Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc)</p>	<p>Recommended</p> <p>Best practice</p>	<p>Annual</p> <p>Annual updating</p>	<p>Health and Safety at Work Act 1974</p> <p>Control of Substances Hazardous to Health Regulations 2002 (COSHH)</p> <p>The Notification of Cooling Towers and Evaporative Condensers Regulations</p> <p>The Control of Legionella Bacteria in Water Systems Approved Code of Practice</p>
<p>Water Hygiene and Safety - Legionnaires' Disease</p> <p>Water Systems – Water and Surface</p>	<p>Water Systems</p> <p>Risk Assessment</p> <p>Water Quality</p>	<p>Statutory</p> <p>Statutory</p>	<p>Bi-annual review or any change to the system</p> <p>Subject to risk assessment</p>	<p>Health and Safety at Work Act 1974</p> <p>Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems ACOP</p>

Temperature	Checks Water and Surface Temperature	Statutory	Risk assessment	Education (School Premises) Regulations 1999
Working at Height	Ladder inspection	Statutory	Risk assessment	Working at Height Regulations 2005 HSE Guide to Working at Height Regulations 2005



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Equality Impact Analysis

When reviewing all Trust policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

Title of Policy:	Premises Management Policy
Date:	September 2020
EIA carried out by:	P O'Neill
EIA reviewed by:	Resources, Risk and Audit Committee

1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented	
<ul style="list-style-type: none"> • Policy contains information about: Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this? 	<p>To identify the premises management roles and responsibilities</p>

2. Assessment of Impact? <i>To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed</i>		
Characteristic	Group	Effect/Impact
• Age		No impact
• Disability		
• Gender reassignment		
• Marriage/civil partnership		
• Pregnancy/Maternity		
• Race		
• Religion or Belief		
• Sex		
• Sexual orientation		

3. Consultation	
<ul style="list-style-type: none"> • New policy contains information about: Policy audience, expected actions and outcomes Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate 	Expectations, requirements and actions.

4. Decision	
<ul style="list-style-type: none"> • Should the new proposal/policy be agreed and any impacts identified following consultations? • What reasonable adjustments are required? 	No issues or adjustments required

5. Action Planning	
<ul style="list-style-type: none"> • Any actions identified to address inequality for different groups? • Any actions identified to promote equality and diversity? • Where are these actions recorded and who is responsible for them? 	None

6. Monitoring and Review	
<ul style="list-style-type: none"> • When will the impact assessment be reviewed? • Who is responsible? 	September 2021

7. Publication of the results of the impact assessment	
<ul style="list-style-type: none"> • Results of EIA are published – where and when? • The results are kept as a public record of the EIA – where and when? 	With the policy