
Title of Policy/Procedure Trust Premises Management Policy

Reviewer(s): Andy Campbell

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To be read in conjunction with the following policies: Trust Health and Safety Policy

Consultation Process

Policy Date: June 2024

Review Date: June 2025

This policy has been ratified by (please delete as appropriate): Risk, Audit Health and Safety and Premises Committee

Issue Status

Issue	Date	Author/ Changes By
1	January 22	
2	June 23	No changes
3	June 24	No changes

Policy Sign Off

	Signature	Name	Position	Date
Prepared				
Approved				



1. Introduction

The Blue Kite Academy Trust ("the Trust") has a duty to ensure that buildings under control of the Trust comply with appropriate statutory, regulatory and corporate standards. The Trust needs to consider its school buildings:

- Condition – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.
- Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

This policy has been prepared with due regard to the following statutory provisions and guidance:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Gov.uk Advice on Standards for Schools
- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards

Please also refer to the Trust's Health and Safety Policy

Monitoring the required compliance with this policy will consist of regular Health and Safety Audits and Reviews.

This is a key document of The Blue Kite Academy Trust ('the Trust') and it applies to all employees. This policy is available to all parents, prospective parents, Trustees/Governors, employees or authorised Inspectors.

Effective management of the Trust buildings is the responsibility of the CEO and Headteachers and ultimately the responsibility lies with the Trust Board. The Trust has delegated day to day responsibility for compliance with and operation of this policy to each School within the Trust.

This policy is reviewed annually by the CEO, such review may be delegated to the Director of Finance & Operations/Trust Estates Manager, or as events or legislation change requires. The Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

2. Policy Statement

This policy sets out the Premises Management guidelines for the Trust, to ensure it operates compliantly and that best practice is implemented in the management of each site.

The Trust endeavours to ensure the health, safety and welfare of all stakeholders through the regular maintenance of equipment, and the implementation of safe systems.

The Trust will ensure all staff are appropriately trained, risk assessments are conducted where necessary and roles and responsibilities are defined.

3. Roles and responsibilities

As identified in Section 1, Introduction, overall responsibility for premises management lies with the Board of Trustees, who delegate this to the CEO and Central Trust Team. The Trust has delegated day to day responsibility for compliance with and operation of this policy to each School within the Trust.

The school premises are monitored daily by the Site Manager/Caretaker, and by a range of staff members who report their observations and concerns to the Site Management Staff and School Senior Leadership Team ("SLT"). The Site Manager/Caretaker with guidance from SLT, Line Management and the Trust Estates Manager will ensure that the site is compliant with the regulations listed above.

The Headteacher must liaise with their Site Manager/Caretaker and the Trust Estates Manager on a regular basis to ensure the implementation of this policy.

The Local Governing Body with reference to the Trust Health and Safety Policy and Scheme of Delegation must monitor the effectiveness and implementation of this policy.

4. Premises Management

The Trust Estates Manager ensures that the regular planned preventative maintenance is carried out, in accordance with best practice and as required by legislation including (but not limited to) the following:

- Air Conditioning Unit servicing
- Boiler maintenance and servicing
- Pressure vessel servicing
- (PAT) Electrical appliances testing
- Fixed electrical installation testing
- Emergency lighting testing
- Local Extraction Ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door servicing
- Fire extinguisher servicing
- PE/Gym equipment safety servicing
- Gas appliances safety servicing
- Gas pipe soundness servicing
- Kitchen Equipment checks and deep cleaning
- Lift and Lift equipment safety servicing

Principles of Premises Management

- The Site Manager/Caretaker ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the adaptation and programme of Annual capital works. Smaller decorative tasks may be completed during the academic year.
- The Site Manager/Caretaker ensures that the flooring is in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The Site Manager/Caretaker ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils at the school by responding to specific requests for appropriate furniture and fittings.

- The Site Manager/Caretaker ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the Cleaners and monitoring standards of cleaning.
- The Site Manager/Caretaker with guidance from the Headteacher ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC. The school ensures that there are sufficient washrooms for staff and students, including facilities for pupils with special needs.
- The Site Manager/Caretaker ensures that the buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- The Site Manager/Caretaker, Headteacher and Trust Estates Manager will ensure there is sufficient access and egress provision 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 by carrying out regular checks of the same.
- The Site Manager/Caretaker, Headteacher and Trust Estates Manager will ensure that access to the school allows all pupils, staff, and visitors, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained with appropriate access for wheelchair users. Please see Trust Accessibility Policy for more information.
- The Site Manager/Caretaker with guidance from the Trust Estates Manager ensures that the lighting, heating and ventilation in classrooms and other areas of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from all staff.

Water Supply (Legionella):

Each school arranges regular risk assessments and testing of hot and cold water systems e.g., cold water storage cisterns, if applicable, shower systems and other systems which potentially hold and discharge water for all premises to ensure that:

- Each school has a wholesome supply of water for domestic purposes including a supply of drinking water.
- 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; and,
- The outlet hot water temperature to showers and other outlets (excluding kitchens and cleaners Belfast sinks) shall not exceed 43°C where pupils have access to hot water.

Asbestos: (Where Applicable)

- Each school maintains an asbestos register which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. This register should be available to all contractors who may be engaged to undertake repairs or maintenance at a Trust school
- Each school should have an Asbestos Management Plan in place and signed by the Headteacher.
- Approved registered contractors are employed to deal with any removals (where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by everyday activities, then it is safer to leave it in place).

Drainage:

Each School ensures 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:

Each School ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g., laminated or toughened glass) is specified.

Contractors:

Each school ensures:

- that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- the competence of contractors (competence can be judged from past experience, recommendation, pre- selection evaluation or a combination that takes into consideration the nature and scale of the works required).
- where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively; and,
- that the contractor has a current Health and Safety Policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site- specific conditions. To select a suitable subcontractor – ensure they have sufficient skills and knowledge to do the job safely and without risks to health and safety

Commissioning a large project:

Each School in conjunction with the Trust seeks a property professional to work with it, when undertaking larger building projects. The property professional would be commissioned to carry out the following steps:

- feasibility study - checking the feasibility of the project and providing an early cost estimate.
- specification - with each School to produce a technical specification for the work.
- tender- going out to tender to a number of appropriate contractors.
- evaluation of tenders- checking the validity and accuracy of the tenders.
- site management- regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations e.g., Construction Design and Management Regulations 2015 (CDM).
- handover- accepting the finished project and carrying out snagging and testing.

Waste:

- Each School is committed to reducing its waste and recycling as much as they can, this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this.
- Each School follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

Vehicle Segregation/Car Park Safety

Each School ensures that appropriate traffic management systems are in place on site so that pedestrians and vehicles can circulate in a safe manner.

Lettings:

The School Business Officer will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.

The school's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the School Business Officer

When determining whether to approve an application; the School Business Officer will consider the following factors:

- The type of activity
- Appropriate and up to date public liability insurance is in place if required
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views
- Involves the dissemination of inappropriate materials
- Contravenes the statutory Prevent duty
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Local Governing Board, balanced or outweighed by freedom of expression of artistic merit)

All hirers must fully complete the booking form.

All Hirers must complete the following as appropriate:

- Safeguarding checklist for lettings outside of school hours-children present
- Safeguarding checklist for lettings outside of school hours-adults only
- Safeguarding checklist for lettings in school hours-children present
- Safeguarding checklist for lettings in school hours-adults only
- One-off letting – children present
- Checklist for minimum requirements of child protection policy
- Lettings Booking form template

All the above forms are available from the School Business Office

Grounds Maintenance:

The Site Manager/Caretaker will liaise with the school's external grounds maintenance company to ensure that the grounds are reasonably maintained including provision for grass cutting, tree pruning, weeding and sports pitch markings etc.

The Site Manager/Caretaker in conjunction with The Trust Estates Manager ensures that a tree survey takes place periodically for which a prioritised report is produced. All arboriculture work is carried out by a competent Arboriculturist.

Catering:

The Headteacher and School Business Officer, in consultation with the Catering Manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

Catering operations should closely follow the Government guidelines: Standards for Food in Schools.