



Launceston College

A Multi Academy Trust

Premises management policy

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Launceston College Multi Academy Trust has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider each building's:

- Condition – focussing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focussing 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.

1. Legal framework

This policy will have consideration for and comply with the following legislation:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- The Equality Act 2010

This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'

- DfE (2017) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'

This policy operates in conjunction with other Trust policies:

1. Roles and responsibilities

The Board of Trustees is responsible for:

- The overall implementation of this policy.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation

The Estates Management is responsible for:

- Ensuring the proper maintenance and repair of the school.
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Arranging appropriate Health and Safety Audits with the assistance of the Trust H&S Coordinator.
- Ensuring asbestos is managed in line with the Asbestos Management Policy.
- Arranging the relevant premises risk assessments, e.g. fire safety, with the assistance of the Trust H&S Coordinator.

- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Business Manager.

The Site Supervisor is responsible for:

- In collaboration with the Estates Management/Principal, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.

The Principal is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the Site Supervisor, Estates Management and Trustees as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Reviewing this policy in liaison with the Estates Management/Site Supervisor.

2. Asbestos

The Estates Management, Principal and Trustees will ensure that the school meets its duty to manage asbestos in school.

The Principal will ensure that the stipulations in the Asbestos Management Plan are adhered to at all times.

The Estates Management will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The Estates Management, Principal and Trustees will establish an Asbestos Management Plan (AMP).

The Site Supervisor will ensure that all staff are aware of the location of the Asbestos register.

The Estates Management, Site Supervisor and Trust Business Manager will arrange for any necessary repairs to the school regarding asbestos.

The Estates Management will review the school's AMP annually.

3. Water supply

The Estates Management/Site Supervisor will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.

2. Temperatures

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 18 °C.

Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.

Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.

The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.

The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

4. Toilet and washing facilities

For pupils aged 3- 5, there will be 1 toilet and washbasin for every 10 pupils.

For pupils aged 4-5, there will be 1 toilet and washbasin for every 20 pupils.

For pupils over 5, there will be 1 toilet and washbasin per 15-20 pupils, which will be segregated into male and female for those over 8.

No more than 2/3rds of boys' appliances will be urinals.

For pupils over 11 years old, there will be 1 toilet and washbasin per 20 pupils, which will be segregated into male and female.

Toilet and washing facilities will be planned to ensure that:

- Hand washing facilities are provided within the vicinity of every toilet.
- The facilities are properly lit and ventilated.
- They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.

Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.

The Principal will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

3. Accessibility

To be compliant with the Equality Act 2010, the Principal/Assistant Principal and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND.

The accessibility strategy will include the health and safety needs of pupils with SEND.

The school will take account of its Accessibility Policy when managing and maintaining the school site.

4. Drainage

The Site Supervisor will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

5. Lighting

Lighting will be appropriate for a learning environment.

Where possible, natural lighting will be used.

Adequate views will be available to the outside, to ensure comfort and avoid eye strain.

Lighting controls will be easy to use.

Blinds or other window covers will be provided where necessary, to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark.

Outdoor sports facilities will have floodlights if they are to be used out of school hours.

Emergency lighting will be provided for areas which are accessible after dark.

As pupils with SEND can have additional needs, the school will cater for these. Some of these needs may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.

- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

6. Security

The Site Supervisor and Estates Management will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Trust Estates Management/Site Supervisor, and will consider;

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff training in security.

7. Lettings

The Trust Lettings Manager 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.

When letting to commercial businesses, the school will first seek the permission of the ESFA.

Hirers will make an application for hire to the Trust Lettings Manager.

When determining whether to approve an application; the Trust Lettings Manager will consider the following factors:

- The type of activity
- 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 trust, balanced or outweighed by freedom of expression of artistic merit).

8. Weather

The Site Supervisor will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks.

Any issues identified will be relayed to the Estates Management/Site Supervisor.

The school's adverse weather policy will be adhered to at all times.

9. Invacuations and evacuations

The Site Supervisor will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, the Site Supervisor will liaise with the SENCO lead to establish the needs of pupils.

Any issues will be reported to the Estates Management and SENCO, where appropriate.

When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

10. Suitability

The Estates Management will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.

The Trust Business Manager, Estates Management and Site Supervisor will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

11. Fire safety

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.

Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

Staff and pupils will be familiarised with emergency evacuation procedures.

Risk assessments will be updated if there are any significant changes to the premises.

All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

12. Catering

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

13. Cleaning

The School Cleaning Manager will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

14. Acoustics

Learning spaces will be designed in a way, wherever possible, to enable people to hear clearly, understand and concentrate.

There will be minimal disturbance from unwanted noise.

Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

15. Maintenance

The Trust Business Manager, Estates Management and Site Supervisor will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit.

Most of this work will take place during holiday periods, wherever possible, but smaller tasks may be completed during term time.

16. Furnishings

The Estates Management, in consultation with the Principal and relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the school.

Consideration will be given to specific requests for furniture and fittings by the Estates Management/Site Supervisor.

17. Playing fields

Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

Any playing fields which have been in use as playing fields for over 10 years are protected.

18. Grounds

The Estates Management, in consultation with the Principal, Assistant Principal and relevant heads of department, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

The condition of all playground areas will be monitored by the Site Supervisor, and deficiencies addressed.

19. Health and safety audit

The Trust H&S Coordinator will ensure that the school's premises are subject to a regular Health and Safety Audit.

The Trust H&S Coordinator will monitor that health and safety risk assessments are completed annually for each department.

20. Monitoring and review

This policy is reviewed annually by the Estates Management and the Site Supervisor.