**SCHOOL PREMISES MANAGEMENT POLICY**

This is a key document of the Trust and it applies to all staff. The policy is available to all parents, prospective parents, governors, authorised Inspectors.

Effective management of estate buildings is the responsibility of the Operations Manager (OM) with the Head of Premises and Estates and ultimately the responsibility lies with the Senior Leadership Team (SLT).

This document is reviewed annually by the Trust 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).

BACKGROUND The Bridgwater College Trust has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The Trust needs to consider the building;

* 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.

WHAT LEGISLATIONS APPLY TO THE TRUST

The Education (School Premises) Regulations 1999-which prescribe minimum standards for school premises. They include a general requirement that every part of the premises must be such as to reasonably assure the health, safety and welfare of the occupants.

The Health and Safety at Work etc. 1974 Act (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to “ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees” and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.

The Workplace (Health, Safety and Welfare) regulations 1992-which outline provisions that must be made in relation to the work environment.

Managements of Health and Safety at Work Regulations 1999 (MHSWR).

Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.

Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as ‘Approved Documents’.

The premises are constantly monitored by the Head of Premises and Estates, by the premises team and by all staff who report their observations/concerns to the OM. The Trust gives due regard to the regulations listed above.

The OM;

* Develops the Asset Management Plan
* Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan
* Manage repair or improvement projects
* Prepare policies for security, fire safety, health and safety, including monitoring processes
* Ensure that risk assessments are prepared and acted upon
* Employ professional Property Advisers, as required, to ensure larger project are undertaken to an acceptable standard and compliant with legislation and regulations.

The Trust undertakes the following as prescribed by legislation;

**1. The Trust ensures**

that the regular maintenance is carried out, in accordance with best practice and as required by legislation on all serviceable plant and equipment, which include; as an example the following; (not fully exhausted list)

1. Air Conditioning units’ check
2. Boiler maintenance
3. Electrical appliances checks
4. Fixed electrical installation testing
5. Emergency lighting testing
6. Local Extraction Ventilation
7. Fire risk assessments
8. Fire alarm testing
9. Fire door checks
10. Fire extinguisher checks
11. Gym equipment safety checks
12. Gas appliances safety checks
13. Gas pipe soundness checks
14. Kitchen deep cleaning
15. Lift and lifting equipment safety checks
16. Machinery tooling checks
17. Pressure vessel checks
18. Folding moveable partitions
19. Vehicle inspections

**2. Water supply (Legionella);**

* The site team arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) for all premises is arranged to ensure that:
* The site 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 wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
* The temperature of hot water supplies to showers shall not exceed 43oC.
* The site has a programme of installing TMV at hand basins.

**3. Asbestos**

The site 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. 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 area where it will be damaged by every day activities the n it safer to leave it in place).

**Other premises details;**

Drainage; The Trust ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

Glazing The site 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.

Accommodation;

* The Trust ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing any a planned programme of works, but smaller tasks may be completed during the year.
* The Trust ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
* The Trust ensures that the furniture and fittings are appropriately designed for the age and needs of all the pupils registered at the Trust by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual adaption and summer programme of works.
* The Trust ensures that classrooms and other parts of the Trust are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Site Team and Cleaners and monitoring standards of cleaning.
* The Trust 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 Trust ensures there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs.
* The Trust ensures that, in terms of the design and structure of the accommodation, no areas of the Trust compromise health and safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well.
* The Trust ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs of pupils who will be using the classrooms and making any necessary adjustments in provision and arrangements.
* The Trust ensures that the site buildings reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
* The Trust ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.
* The Trust ensures that access to the site allows all pupils, including those with special needs, to enter and leave the site in safety and comfort by ensuring that entrances are well maintained.
* The Trust ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
* The Trust ensures that the lighting, heating and ventilation in classrooms and other parts of the site are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

**4. Building**

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

**5. Contractors**

The Trust 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.
* 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.

**6. Commissioning a large project**

The Trust seeks a property professional to work with the Premises, when overtaking large building projects. The property professional would be commissioned to carry out the following steps:

1. Feasibility Study – checking the feasibility of the project and providing an early cost estimate
2. Specification- with the premises to producing a technical specification for the work
3. Tender- going out to tender to a number of appropriate contractors
4. Evaluation of Tenders- checking the validity and accuracy of the tenders
5. Site Management-regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health and Safety requirements and relevant legislation and regulations
6. Handover-accepting the finished project. Carrying out snagging and testing.
7. Invoice check-checking the validity and accuracy of invoices.

**7. Waste**

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

**8. Vehicle Segregation**

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

**9. Lettings**

The Trust ensures that the premises which are used for a purpose other than conducting the school curriculum (the Sports Halls, Performing Halls, Gym or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

**10. Trees**

The Trust ensures that a year tree survey takes place each year for which a report with priority is produced. The premises are subject to annual Health and Safety checks by the Health and Safety Officer from Bridgwater College Trust. The report is scrutinised and action points monitored by the Governors Stuffing, Community and Premises Committee on a termly basis.

Adopted: September 2019

Review: September 2020