



CARLTON
ACADEMY TRUST

Premises Management Policy

Approved on Behalf of Trustees:

Roger Butterfield

Date:

September 2021

Next Review:

September 2022



Policy Aims

Carlton Academy Trust aims to (in conjunction with contracted site facilities management providers):

- Manage Trust buildings and equipment in an efficient and legally compliant manner.
- Inspect and test buildings and equipment regularly, considering statutory requirements and best practice recommendations.
- Promote the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work Act 1974 and School Premises (England) regulations 2012.

Guidance

This policy follows the DFE guidance 'Advice for Standards for School Premises 2015.

Roles and Responsibilities

Trustees have overall responsibility for the management of Trust buildings and premises. This is delegated to the CEO, who in turn delegates to the Director of Facilities and Compliance who will ensure that all buildings and sites are managed in line with statutory and DFE guidelines.

Standards for the Management of School Facilities

Toilet Facilities

Schools must provide:

- Suitable toilet and washing facilities are provided for the sole use of students.
- Separate toilet facilities for boys and girls aged 8 years or over are provided except where the toilet facility is provided in a room that can be secured from the inside and that is intended for use by one student at a time.

Where separate toilet and washing facilities are provided for students who are disabled, they may also be used by other students, staff, or visitors, whether they are disabled.

There is no set minimum number of fittings to be provided in relation to the ages and numbers of students. However, the needs of younger students are generally greater than those for older ones. Therefore, the level of provision to older students is generally less than younger ones.



Toilet facilities need to be planned and designed so that:

- 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 in areas around the school that provide easy access for students and allow for informal supervision by staff, without compromising students' privacy.
- Where there is unisex provision, the privacy of the occupant needs to be ensured and this will be achieved by having an adequate enclosure and a full height door.

Disabled Students

Each toilet for disabled students needs to contain:

- One toilet and one washbasin (and possibly a shower or other wash down fitting)
- Have a door opening directly onto a circulation space that is not a staircase and which can be secured from the inside.
- Where possible, the number and location of accessible toilets will be sufficient to ensure a reasonable travel distance for users that does not involve changing floor levels.

Staff Toilets and Washing Facilities

Staff toilets and washing facilities may also be used by visitors. They should be separate from those provided for students, except where they are designed for use by those who are disabled.

Changing Accommodation and Showers

Schools must provide suitable changing accommodation and showers are provided for students aged 11 years or over at the start of the school year who receive physical education. It is preferable for showers to be in areas separated from toilets and provide adequate privacy.

Medical Accommodation

Suitable accommodation must be provided in order to provide for the medical and therapy needs of students, including:

- Cater for the medical examination and treatment of students
- Short-term care of sick and injured students. This must include a washing facility and be near to a toilet.
- Therapy for students with special educational needs or disabilities who need it. This may involve assistance from visiting specialists, such as a physiotherapist or speech therapist.



The accommodation provided may be used for other purposes (other than teaching) provided it is always readily available to be used as medical accommodation. However, some therapy can take place in a teaching space or in a small quiet room such as office. Where a school caters for students with complex needs, additional medical accommodation must be provided which caters for those needs. A student has complex needs if they have profound and multiple learning difficulties in addition to other significant difficulties, such as a physical disability or sensory impairment, which require provision which is additional to or different from that generally required by children of the same age in schools.

Health, Safety and Welfare

The Trust will maintain school premises and the accommodation and facilities provided within each to a standard such that, so far as is reasonably practicable, the health, safety and welfare of students are ensured.

General Health and Safety

The Trust follows the provisions of the Health and Safety at Work etc Act 1974 (HSWA), and regulations made under it, which aim to secure the health, safety and welfare of employees. It also aims to protect others (students, school visitors) against risks to their health and safety.

The Trust also follows the Workplace (Health, Safety and Welfare) Regulations 1992, which expand on the HSWA, covering a range of requirements such as for heating, ventilation, cleanliness, workstations, seating and welfare facilities.

Fire Safety

In accordance with the Regulatory Reform (Fire Safety) Order 2005, the Trust undertakes risk assessments at all schools to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

These will include ensuring procedures are in place to reduce the likelihood of fire. This requires the accommodation and facilities in all schools to be maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of students are ensured. These risk assessments will need updating if any significant changes to the premises or their use takes place.

Students with Special Educational Needs

The Trust follows the provisions of the Equalities Act 2010, which requires all schools to prepare and implement an accessibility strategy to improve the physical environment of the school for students with Special Educational Needs and Disabilities. This should include consideration of their health and safety needs on the school premises and how these can be met.

Building Work

Where relevant the Trust adheres to the provisions of the 2010 Building Regulations which mainly set standards to ensure the health and safety of people in or around buildings, but also cover energy conservation and accessibility. They apply both to the construction of new schools and to many alterations of, and improvements to, existing school buildings



Acoustics

The Trust ensures that all schools have suitable acoustic conditions and sound insulation in all rooms or other workspaces appropriate to the type of activities which normally take place within them.

In a school with a good acoustic environment, staff and students will experience:

- Good sound quality which enables people to hear clearly, understand and concentrate on whatever activity they are involved in.
- Minimise disturbances from unwanted noise, such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic.

In classrooms, class bases and other areas used for teaching, this will allow teachers to communicate without straining their voices. In some types of spaces, such as music rooms, recording studios, open-plan areas and rooms where students with hearing impairment are taught, there are additional requirements that may require higher acoustic standards than those for normal class bases. Ongoing maintenance will be completed to maintain the integrity of these standards.

Lighting

The Trust will ensure that lighting in each room or other internal space is suitable for the activities which normally take place. It will also provide external lighting to ensure that people can safely enter and leave the school premises.

For lighting to be suitable it should:

- Achieve adequate light levels, including the lighting of teachers' and students' faces for good visual communication.
- Give priority to daylight in all teaching spaces, circulation, staff offices and social areas.
- Provide adequate views to the outside or into the distance to ensure visual comfort and help avoid eye strain.
- Provide lighting controls that are easy to use.
- Provide means to control daylight and sunlight, to avoid glare, excessive internal illuminance and summertime overheating.
- Provide external lighting to ensure safe pedestrian movement after dark.
- Have suitably floodlit outdoor sports areas.
- Have suitable emergency lighting in areas accessible after dark.

Students with Special Educational Needs, including visual impairment and other disabilities, may have additional lighting requirements and schools may need specialist advice.

Methods to assist SEN students include:

- The use of colour and contrast, which can help people locate doors/door handles, stairs and steps, switches and socket outlets, etc.
- Avoiding materials which create glare, including from high gloss finishes that can appear as glare sources when they reflect bright lights.
- The use of light sources such as high frequency fluorescent luminaires to avoid subliminal flicker that can induce epileptic fits in susceptible students



- Clearly marking large areas of glazing to avoid accidents.
- Provision of additional local task lighting where needed.

Water Supplies

The Trust will ensure that all schools have:

- Suitable drinking water facilities are provided.
- Toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water.
- Cold water supplies that are suitable for drinking are clearly marked as such.
- The temperature of hot water at the point of use does not pose a scalding risk to users.
- Drinking water is maintained in good working order and kept clean.
- Drinking outlets will be clearly marked as 'drinking water'

These facilities must be always readily accessible when the premises are in use and must be separate from toilet facilities.

As tanked water supplies can be difficult to maintain in good condition, it is generally preferable if drinking water supplies in Trust schools are connected directly to the cold water main.

To avoid the risk of scalding, 43°C is generally the maximum temperature for hot water in baths and showers, and in all cases where the occupants are severely disabled. It is also good practice to limit hot water supplies to washbasins in nursery and primary schools to 43°C. Distribution temperatures and legionella controls comply with HSE guidance on managing legionella in hot and cold-water systems.

Outdoor Spaces

The Trust will provide suitable outdoor spaces to enable Physical Education (PE) lessons to take place and for students to play outside.

Schools may need to maximise the use of their sites in order to provide the variety of spaces needed. Where there is not enough outdoor space to meet requirements, students will need to be provided with access to suitable off-site provision.

Inspection and Testing

The Trust will maintain accurate records of all statutory maintenance checks. All recommendations will be acted upon as necessary. Details of these checks are outlined in the table in Appendix 1 below:



Appendix 1

Issue to inspect	Frequency	Person responsible
Air conditioning systems and duct hygiene	Both are inspected once every 6 months/annually dependent on output (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant. All maintenance and certification are conducted by a qualified energy assessor.	Contracted Site FM Providers Director of Facilities and Compliance, Facilities Coordinators
Asbestos register	In Trust sites where there are ACM's, these are managed and reviewed annually	Facilities and Compliance Director, Facilities Coordinators
Car Parking and Vehicular / Pedestrian Access	Ongoing assessment and review	Site Facilities Teams
Control of Substances Hazardous to Health (COSHH) Risk Assessments	COSHH Data Sheets and Registers are required - Annually reviewed	Contracted Site FM Providers / Site Facilities Teams / Individual Catering Managers for site Cleaning Materials
Display Energy Certificate (DEC)	Requirement for buildings with floor area over 1000m ² to display the energy use of the Trust buildings - Annually	Contracted Site FM Providers Facilities and Compliance Director



<p>Electrical testing and inspection</p>	<p>Portable Electrical Testing takes place annually. The schematic of the supply route and primary distribution is updated annually. Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years. All electrical testing and inspection are carried out by a competent person.</p>	<p>Contracted Site FM Providers Facilities and Compliance Director</p>
<p>Extraction systems - including Fume Cupboards</p>	<p>Dust extraction equipment is tested and inspected on an annual basis. Local exhaust ventilation is inspected every 14 months. For extraction equipment in catering facilities, grease filters are removed and cleaned at least each term, and ductwork is also cleaned at least each term.</p>	<p>Contracted Site FM Providers Site Facilities Teams</p>
<p>Fire safety</p>	<p>The building Fire Risk Assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety. Fire detection and alarm systems are tested weekly. Formal inspections are completed by a competent person. Fire doors are inspected monthly by the site teams and annually by a competent person. Fire extinguishers are inspected and maintained on an annual basis by a competent person. The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements). Fire blankets are inspected annually and replaced as required. Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually. Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	<p>Contracted Site FM Providers Site Facilities Teams</p>
<p>First aid equipment</p>	<p>First aid equipment is inspected monthly. Any equipment which has passed its expiry date is replaced.</p>	<p>Appointed Person - Individual Site Lead First Aider</p>



Gas safety	<p>Gas safety inspections are completed, and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified, and their location recorded on an annual basis. All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis. All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p>	Contracted Site FM Providers Site Facilities Teams
Glazing	An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.	Contracted Site FM Providers Site Facilities Teams
Incoming Utility Services and Isolation Points	Incoming Supply for mains electric, gas and water	Contracted Site FM Providers Site Facilities Teams
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months. All lifts are also tested and inspected after any significant changes have been made.	Contracted Site FM Providers Site Facilities Teams
Lighting systems	<p>Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.</p> <p>Emergency lighting systems are inspected and tested on a monthly basis. There is a 1-hour duration test once every 6 months, which includes a 3-hour battery test by a competent person. A full duration test takes place annually.</p>	Contracted Site FM Providers
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment are inspected and tested annually.	Contracted Site FM Providers Site Facilities Teams
Radon	Initial Test and Risk Assessed	Contracted Site FM Providers



<p>Tree Safety and Grounds Maintenance</p>	<p>Ongoing assessment - routine monthly grounds maintenance</p>	<p>Contracted Site FM Providers Trust Grounds and Maintenance Officer</p>
<p>Water hygiene and safety - Legionella Prevention</p>	<p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection. For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also carried out on all pipework devices annually. Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</p>	<p>Contracted Site FM Providers / Contractors Site Facilities Teams</p>
<p>Workstation assessments</p>	<p>Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and whenever a staff member is relocated to a different area or significant changes are made.</p>	<p>Individual Staff Responsibility to complete an online HSE Assessment and report any issues to their Site Facilities Teams for any further assistance</p>
<p>Working at height</p>	<p>Equipment used for working at height is inspected and tested on an annual basis.</p>	<p>Contracted Site FM Providers Individual sites are only to utilise small step ladders - consult H&S Policy for guidance</p>

