



CARLTON
ACADEMY TRUST

Carlton Academy Trust Premises Management Policy

Approved on Behalf of Trustees:

Gareth Logan

Date:

August 2023

Next Review:

August 2024



Glossary

CEO:	Chief Executive Officer
COO:	Chief Operating Officer
COSHH:	Control of Substances Hazardous to Health
FM:	Facilities Management
HSE:	Health and Safety Executive
Parents:	Umbrella term also including carers
SEND:	Special Educational Needs and Disabilities

Policy Aims and Responsibilities

The trust aims to manage all sites and equipment and in an efficient manner fully compliant with statutory requirements to protect the safety and wellbeing of all people using the facilities.

Trustees have overall responsibility for the management of trust buildings and premises. These responsibilities are delegated to the CEO and COO who ensure that all sites are managed in line with statutory guidelines.

Acoustics

A building with a good acoustic environment enables:

- Good sound quality which allows people to hear clearly, understand and concentrate on the activity they are involved in.
- Minimal disturbances from unwanted noise, such as from activities in adjacent areas, teaching equipment, ventilation fans, traffic, etc.
- People to communicate without straining their voices.

All rooms/sites have acoustic conditions and sound insulation appropriate to the type of activities which normally take place within them. Some areas may require higher acoustic standards than others. These include music rooms, recording studios, open-plan areas, and rooms where students with hearing impairment are taught.

Building Works

The trust follows statutory building regulations in construction, development, or repair of buildings/sites.

Changing Rooms

Schools must provide suitable changing and shower facilities for all secondary students taking part in PE and Sport lessons. They must be in areas separated from toilets with adequate privacy.

Fire Safety

The Trust undertakes fire risk assessments at all schools in accordance with the Regulatory Reform (Fire Safety) Order, 2005. These identify general precautions needed to prevent fires and ensure the safety of occupants should a fire occur. Risk assessments must be updated if there are any significant changes to the premises or their use.



Inspection and Testing

The trust maintains full and accurate records of all statutory maintenance checks, with all recommendations acted upon in a prompt and timely fashion. See Appendix 1 for details.

Lighting

Internal

- Light levels should be sufficient to see the faces of all people to facilitate effective communication.
- Have controls that are easy to operate which can manage sunlight to prevent glare, excessive illuminance, and excessive temperatures.
- Provide adequate views to the distance/outside to ensure visual comfort and help prevent eye strain.
- Support natural lighting wherever possible.

External

Should be provided to ensure:

- People can safely enter and leave the building/premises.
- Safe pedestrian movement after dark.
- Suitably lit outdoor sports facilities.
- Suitable emergency lighting in accessible areas after dark.

SEND students may have additional lighting needs. Common methods to address these include:

- The use of colour or shading to help people locate doors/door handles, stairs/steps, switches/electric sockets, etc.
- Avoiding materials which create glare such as high gloss finishes.
- Avoiding light sources such as high frequency fluorescent tubes which create subliminal flicker that can induce epileptic fits.
- Clearly marking large areas of glazing to avoid impacts.
- Provision of additional local task lighting.

Medical and Therapy Needs

Suitable accommodation must be provided for the medical and therapy needs of students. This must be sufficient to cater for the:

- Medical examination and treatment needs of students.
- Short-term care of sick and injured students with wash facilities and proximity to a toilet.
- Therapy needs of SEND students, which may include outside providers such as physiotherapists or speech therapists.

Accommodation may be used for other purposes other than teaching, provided it is readily available to be used for medical or therapy purposes.

When a school has students with profound and multiple learning difficulties – such as found in Special Schools - additional medical accommodation must be provided to cater for these.



Note: Complex needs are defined as profound and multiple learning difficulties in addition to other significant difficulties such as a physical disability or sensory impairment which require provision additional to or different from that generally required by children of the same age.

Outdoor Spaces

Wherever possible, the trust strives to provide suitable outdoor spaces to enable PE, sport, outdoor play, extra-curricular activities.

SEND

The trust follows the provisions of the 2010 Equalities Act 2010, which requires all schools to develop and implement an accessibility strategy to improve the physical environment of the school for SEND students. This must include consideration of their needs to fully access the school site and facilities.

Toilets

Schools must provide:

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

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

There is no statutory minimum number of toilets and washing facilities to be provided according to the age or number of students. However, the needs of younger students are generally greater than those for older ones so normally have greater relative provision.

Toilets should be designed to ensure:

- Hand washing facilities are provided within or close by.
- Rooms are adequately ventilated and lit.
- They are easily accessible to students and may be informally supervised by staff without compromising privacy.
- Unisex toilets must ensure the full privacy of the user using full side enclosures and full height doors.

Disabled Toilets

Each disabled toilet must contain:

- One toilet and washbasin, preferably with a shower or other wash down fitting.
- A door opening directly into a circulation space that is not a staircase.
- A door which can be secured from the inside.

They must be sufficient in number and location to ensure students have a reasonable travel distance without changing floors.



Staff Toilets

Staff toilets may also be used by visitors. They should be separate from those for students, except where they are for use by disabled students.

Water

All sites must have suitable cold water drinking water facilities maintained to a high standard, and clearly marked as 'Drinking Water'. They must be readily accessible and separate from toilet facilities. As tanked water is difficult to maintain in good condition, it is preferable that drinking water is connected directly to the main cold-water supply.

Toilets must have an adequate supply of cold water, and toilet handwashing facilities with an adequate supply of hot and cold water.

Hot water must not pose a scalding risk to users and is good practice to limit hot water temperature to 43°C to help avoid this. Distribution temperatures and legionella controls must comply with HSE guidance.



Appendix 1: Inspection Schedules

Issue to inspect	Frequency
Air Conditioning Systems and Duct Hygiene	<ul style="list-style-type: none"> • Every six months or annually dependent on usage and output. • Annual certificated inspection to ensure there is no leakage of refrigerant. • All maintenance and certification conducted by a qualified energy assessor.
Asbestos Register	Any sites with asbestos inspected annually.
Car Parking and Vehicular/ Pedestrian Access	Ongoing assessment and review
COSHH Risk Assessments	COSHH data sheets and registers reviewed annually.
Display Energy Certificate (DEC)	Requirement for buildings with floor area over 1000m ² to annually update and display their energy usage.
Electrical Testing and Inspection	<ul style="list-style-type: none"> • Portable Appliance Testing with schematic of the supply route and primary distribution updated annually. • Fixed wiring, distribution boards and safety devices inspected annually. <p>Both completed by a suitably qualified competent person.</p>
Extraction Systems including Fume Cupboards	<ul style="list-style-type: none"> • Dust extraction equipment inspected/tested annually. • Local exhaust ventilation inspected every 14 months. • Catering extraction, grease filters and ductwork inspected at least once per term.
Fire Safety	<ul style="list-style-type: none"> • Building Fire Risk Assessments reviewed and updated by a competent person at least annually, or when any changes are made that might impact fire safety. • Fire detection and alarm systems tested weekly. Further formal inspections completed by a competent person every 6 months. • Fire doors inspected monthly by site facilities teams and annually by a competent person. • Fire extinguishers inspected and maintained annually by a competent person. • Fire sprinkler system inspected and tested annually, with additional checks completed where needed to comply with insurance requirements.



	<ul style="list-style-type: none"> • Fire blankets inspected annually. • Facilities for the fire service including dry risers, access for emergency vehicles, and emergency switches for installations maintained and tested annually. • Lightning conductors inspected and electrically tested annually by a competent person.
First Aid Equipment	Inspected at least monthly.
Gas Safety	<ul style="list-style-type: none"> • Equipment and Appliances: Annual safety checks and service. All work carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the work involved. • Pipework: Annual visual condition inspection.
Glazing	Initial surveys made to identify any areas where safety glazing should be used. Further checks made when safety glass is replaced.
Incoming Utility Services and Isolation Points	Visually Inspected routinely and annually inspected during PPM schedules.
Lifts and Hoists	<p>Passenger Lifts:</p> <ul style="list-style-type: none"> • Thorough examination, full maintenance, and inspection by a competent person at least every 6 months. • Tested and inspected after any significant changes made.
Lighting	<ul style="list-style-type: none"> • Stage Lighting: Inspected and tested annually by a competent person. • Portable Dimmer Racks: (no fixed cabling, plugs, sockets, flexible leads): Inspected every three months and after every alteration/change. • Emergency Lighting: Inspected and tested monthly. One-hour duration test once every six months, including a 3-hour battery test conducted by a competent person. A full duration test must take place annually.
Fixed Playground and Gym equipment	Inspected and tested annually.
Radon	Initial test and risk assessment made
Tree Safety and Grounds Maintenance	Ongoing assessment through routine monthly grounds maintenance

<p>Water Hygiene and Safety/ Legionella Prevention</p>	<p>Cold Water Systems:</p> <ul style="list-style-type: none"> • Plan of primary pipework and main isolation points updated annually. • Annual cold water system visual condition and compliance inspection. • Annual water tank condition and compliance inspection. <p>Hot Water Systems:</p> <ul style="list-style-type: none"> • Annual visual condition and pipework inspection. • Water quality and surface temperature checks completed at a frequency determined by the Water Safety risk assessment. Checks include identifying, assessing, and monitoring legionella risks.
<p>Workstation Assessments</p>	<p>Assessments may be made when new staff are recruited, or existing staff move to a different work location.</p>
<p>Working at Height</p>	<p>Ladders and other equipment inspected and tested annually.</p>

