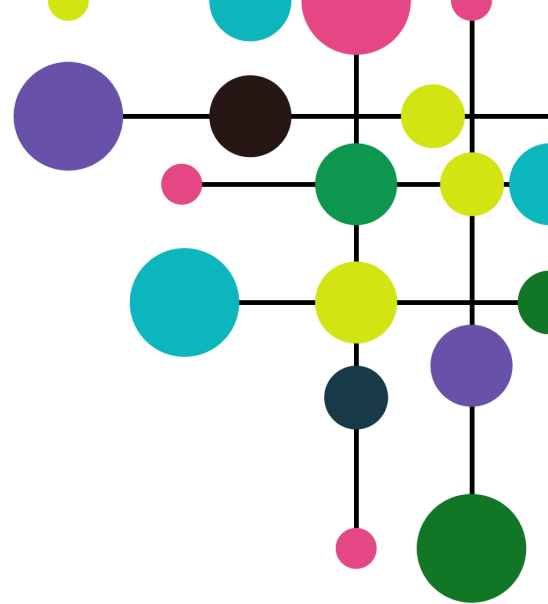
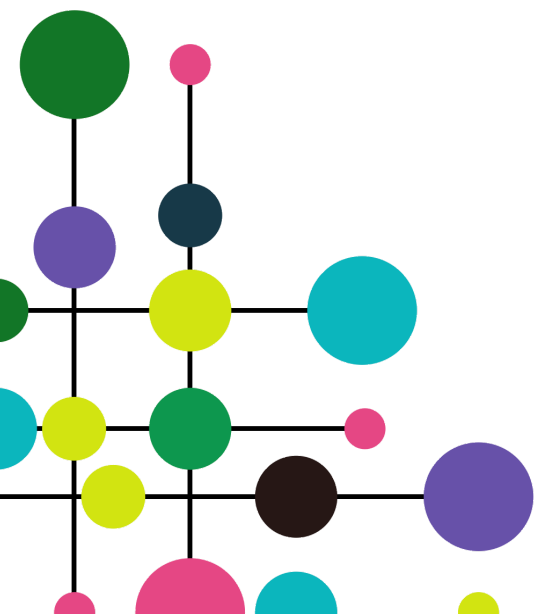




MAT PREMISES MANAGEMENT POLICY

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Overview

This applies to all members of Robin Hood Multi Academy Trust community. The policy is available to all parents, prospective parents, Governors.

Robin Hood Multi Academy Trust seeks to implement this document through adherence to the procedures set out in the rest of this document.

The Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Trust's Equal Opportunities Statement and supporting Equalities policies.

Background to this Policy

The Education (School Premises) Regulations 2012 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

What legislation applies to schools and colleges?

The Education (School Premises) Regulations 2012 apply to all maintained schools in England and Wales, including nursery, community, Academies and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

The Trust gives due regard to the Regulations listed above.

Policy Statement

The BSM (Building Services Manager) constantly monitors the premises of the Academy, by the School's Health & Safety Committee or equivalent, and by a range of teams/individuals who report their observations/concerns to the Site Manager for attention.

The premises of all academies are constantly monitored by the BSM of each site, and assisted by the Robin Hood MAT team, and by a range of teams / individuals who report their observations / concerns to the BSM of each site for attention.

Particular attention is paid to the following areas:

Water supply

The BSM ensures that each Academy's water supply meets the requirements of the *Education (School Premises) Regulations 2012* by ensuring that the appropriate checks are carried out at appropriate intervals

to ensure that:

- each Academy 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
- the temperature of hot water supplies to showers shall not exceed 43°C.

Drainage

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

Load bearing structures

The BSM has ensured that each load bearing structure complies with the Education (School Premises) Regulations 2012 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary.

Security arrangements

The BSM ensures each Academy has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate; that the Academy's perimeters are secure.

Each Academy's security arrangements are based on a risk assessment for the Academy and are regularly reviewed by Senior Management, explicitly taking into account:

- the location of each Academy
- the physical layout of each Academy (e.g. multiple sites)
- the movements needed around each site (e.g. crossing roads, using public spaces)
- arrangements for receiving visitors
- staff/student training in security

Lettings

The BSM ensures that those of the Trust's premises which are used for a purpose other than conducting the Academy, are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users. This is done by referring all lettings to Colin Townsend (Robin Hood) or Sarah Price (Cedars) or Nargus Rafique (Yenton) or Amy Bristol (Ulverley) who vet and manage all lettings.

Safeguarding - KCSIE now places an expectation on all schools to ensure that all organisations/clubs that lease the school building (or part of it) have adequate safeguarding measures in place. In order to manage this, the following steps must be taken:

1. All organisations leasing part or all of the building must provide a letter outlining their safeguarding procedures. Schools should send out this letter to request assurances - click [HERE](#).
2. Where the organisations are onsite at the start, during or end of the day and staff are onsite - it is appropriate for the school to drop in and sample safeguarding approaches. It is recommended that this is done annually and logged by the school.

Resistance to the weather

The BSM ensures that each Academy building provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

The BSM ensures there is sufficient access 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 unencumbered, and by carrying out regular checks of the same.

The BSM ensures that access to each Academy allows all students, including those with special needs, to enter and leave the Academy in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

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

In consultation with the Headteacher, the BSM ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of student who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to reach each student in a classroom in order to provide individual help and guidance

The BSM ensures that, in terms of the design and structure of the accommodation, no areas of the Academy compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level handrails on stairs above an open stairwell; an asbestos management programme is in place.

The BSM has ensured that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 2012 in that:

- The number of washbasins at least equals the number of WCs/urinals
- All single and double sanitary fittings contain one or two wash basins respectively
- The number of washbasins is at least two-thirds that of the WCs/urinals
- Staff washrooms are 'adequate' for the number of staff at the Academy
- Changing accommodation, including showers (which are hygienic and which work properly), is provided for students and are accessible from where the exercise takes place.

In consultation with the Catering Manager or Catering Service, the BSM ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager / Catering Service to make regular reports on the kitchen facilities.

The BSM ensures that classrooms and other parts of each Academy are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Cleaners and monitoring standards of cleaning.

The BSM ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform the appropriate person if problems arise as a result of deficiencies in this area.

The BSM ensures that the lighting, heating and ventilation in classrooms and other parts of each Academy are satisfactory in accordance with the Education (School Premises) Regulations 2012 in that:

- Each room or other space in each Academy has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on) and a glare index limited to no more than 19.
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at a height of 0.5 metres above floor level when the external air temperature is -1°C:
 - in medical/sick rooms: 21°C
 - in teaching, private study and examination areas: 18°C
 - in areas for physical education, washing, sleeping or circulation: 15°C.
- The surface temperature of any radiator or exposed pipework does not exceed 43°C.
- Controllable ventilation shall be at the following rates:
 - in all occupied areas: at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate;
 - in teaching accommodation, medical/sick rooms, sleeping and living accommodation: eight litres for each of the usual number of people present when the areas are occupied;
 - in washrooms: at least six air changes an hour.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.
- This is done through a programme of monitoring and through systematic feedback from staff.

The BSM ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

In consultation with the Headteacher and Business Manager, the BSM ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at each Academy by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of furniture and fittings.

The BSM ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

In consultation with the Headteacher, the BSM ensures that there are appropriate arrangements for providing outside space for students to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

Health and safety

The Trust's premises are subject to an annual Health and Safety audit carried out by HANDSAM Health and Safety Company. The Estates Manager will also carry out a safety tour (to include fire) during ongoing visits and an annual scheduled walk around. Any matters of concern are discussed at weekly facilities meetings, this group consists of the Head Teacher, Business Manager and BSM or discussed at Governor's meetings.

The Estates Manager drives rectification of any concerns or recommendations made as a result of the external HANDSAM audit.

Statutory checks

All statutory checks and good/safe practice checks associated with the school buildings are carried out/arranged by the BSM and SBM. These are logged on the HANDSAM electronic safety management system by all persons allocated the tasks. The Estates Manager does a monthly round up of all outstanding tasks, emails the Head Teacher of each school and emails the individual with the outstanding task as a reminder to complete. At the end of each term a yearly round up is also undertaken.

Asbestos management

Asbestos visual checks of exposed monitored asbestos is being carried out 6 monthly by the BSM's. These checks are being recorded on a monitoring document on google docs with a photographic record of the condition of the asbestos for each school.

Fire risk assessment

At present each school arranges an external Fire Risk Assessment of their premises annually. Whereas the Head Teacher, BSM, SBM are responsible for the implementation of any findings in the report, this is also driven by the Estates Manager to ensure appropriate action is undertaken.