

Premises Management Policy

Contents

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Asbestos](#)
4. [Water supply](#)
5. [Temperature](#)
6. [Toilet and washing facilities](#)
7. [Accessibility](#)
8. [Drainage](#)
9. [Lighting](#)
10. [Security](#)
11. [Bomb threat](#)
12. [Lettings](#)
13. [Weather](#)
14. [Lockdowns and Evacuation Procedures](#)
15. [Suitability](#)
16. [Fire safety](#)
17. [Catering](#)
18. [Cleaning](#)
19. [Acoustics](#)
20. [Maintenance](#)
21. [Furnishings](#)
22. [Grounds](#)
23. [Health and safety audit](#)
24. [Electrical testing and inspection](#)
25. [Other equipment, systems and storage](#)
26. [Gas](#)

Statement of Intent

Briarwood School has a duty to ensure that buildings under its 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.

This Policy currently relates in the main to the Briar Way site as the Snowdon Road site is a PFI site with facilities management the responsibility of Skanska. The Infants School is LA retained estate managed by Barton Hill Academy's Trust as a lease and management agreement is in place in relation to this site.

1. Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Statutory Premises Management Documents
- Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Site security guidance'
- DfE (2023) 'Managing asbestos in your school'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Good estate management for school (GEMs)'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2024) 'Protective security and preparedness for education settings'

This policy operates in conjunction with the following school policies:

- Asbestos Management Policy and Plan
- Lettings Policy
- Accessibility Policy and Plan
- School Security Policy
- Adverse Weather Procedure
- Lockdown Procedures
- Health, Safety & Wellbeing Policy
- Fire Safety Procedures
- DfE Bomb Threat template and checklist

2. Roles and Responsibilities

The Governing Body and the Executive Headteacher are responsible for:

- The overall implementation of this policy.
- Taking a strategic approach to the management of the school's estate in line with business planning objectives.
- Ensuring the school's policies and procedures help to manage the estate effectively and efficiently.

- Understanding the legal interests, limitations, and responsibilities for the school estate.
- Possessing a comprehensive understanding of the condition, suitability and sufficiency of the land and buildings on the school estate.
- Using the knowledge of the school estate to inform strategic planning and decision-making.
- Delivering effective performance management across the estate.
- Ensuring energy, water and other resources are used efficiently and waste is kept to a minimum.
- Ensuring the school estate is safe for all users.
- Ensuring that the condition of the school estate and supporting policies fully comply with relevant legislation and regulatory standards.
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all estate-related projects deliver the desired outcomes.
- Ensuring asbestos is managed in line with the Asbestos Management Policy and Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors.

The Executive Headteacher is also responsible for:

- Reporting any issues with the premises to the Governing Body as appropriate.
- Reviewing this policy in liaison with the Operations Sub Committee.
- Ensuring any potential risks are identified, formally recorded, assessed and managed – this should include taking appropriate preventative and protective measures.
- Promoting the safety and wellbeing of pupils and staff.

The Head of School is responsible for:

- Identifying and addressing training needs of estates team members.
- Monitoring, collecting and assisting in producing information for reporting to the Executive Leadership Team and Operations Committee.
- Escalating staff and wider stakeholder complaints to the Executive Leadership Team.
- Ensuring staff and contractors carry out their activities in accordance with organisational estate-related policies and procedures.
- Acts promptly to deal with estate issues and condition risks.
- Approving and signing off work in line with set processes and procedures.
- Challenging others appropriately where they see wastage and raising with the staff team.
- Supporting the implementation of business continuity and emergency planning processes.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff, cleaning staff, caretaking and site management team.
- Ensuring that any Personal Emergency Evacuation Plans (PEEPs) that are in place in the school are understood and implemented when needed.
- Coordinating and overseeing the school's protective security measures (Business Continuity).
- Determining how staff should respond to varying security incidents.
- Ensuring staff are aware of their roles and responsibilities in relation to protective security.

- Leading the initial response to a security incident within the school.
- Making fast, clear, and safe decisions.
- Responding appropriately to any safety concerns.
- Leading the post-incident aftercare.
- Liaising with external agencies.

The Head of Operations is responsible for:

- Managing or overseeing any lettings in line with the Lettings Policy.
- Ensuring recognised financial procedures and practices are being followed.
- Helping to keep track of spending across the estate in line with available budgets.
- Managing the Capital Plan, Budget and implementation of the Estate Strategy.
- Developing, maintaining, and updating policies and procedures that promote an effective security culture.
- Training Heads of School in relation to Business Continuity and roll-out of Business Continuity plan.

The caretaker and estate team are responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the Head of School, Executive Headteacher or Head of Operations.
- Identifying and escalating concerns about areas for improvement on the school estate.
- Providing basic information about the school estate to the Head of School as appropriate.
- Working within set processes and procedures relating to the management of the estate.
- Assisting and supporting external contractors to ensure procurement requirements are met.
- Carrying out and reporting premises walk-arounds and physical inspections on a regular basis.
- Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur.
- Reporting condition and any health and safety issues to the Head of School.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board.
- Ensuring hygiene is maintained, including that the appropriate drainage is in place.
- The security of the school, including locking and opening up.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

3. Asbestos

The Governing Body, Executive Headteacher, Head of School, Head of Operations, and the caretaker and estate team will ensure that the school meets its duty to manage asbestos in school.

The Head of Operations will be appointed as the Duty Holder to be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register, including associated remedial actions, as part of an Asbestos Management Plan. The caretaker and Head of Operations will review the school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The caretaker and estates team will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the Governing Body and Head of Operations, will arrange for any necessary repairs to the school regarding asbestos. The caretaker and Head of Operations will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded. As a Local Authority Maintained school within the Repair and Indemnity Scheme, this is the responsibility of the Local Authority Premises Team.

The Executive Headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

4. Water Supply

The caretaker / site management team will ensure that the school's water supply meets the regulatory requirements by either carrying out the necessary checks at appropriate intervals, or ensuring appointed contractors undertake relevant tasks 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.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria are managed at the Briar Way site via the Local Authority premises team as this service forms part of the repair and indemnity scheme. At the Snowdon Road site and Infant School this is the responsibility of Skanska and Barton Hill Academy's Trust. Legionella risks will be managed in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8
- The Legionella Health and Safety Policy will be adhered to at all times
- A Legionella Control Scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored
- Records will be kept of checks conducted to ensure measures in place are effective.

5. Temperature

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

Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections.

Air conditioning systems will be inspected at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

6. Toilet and washing facilities

The following toilet and washbasin facilities will be in place:

- For pupils aged **3-5**, there will be **1** toilet and washbasin for every **10** pupils.
- For pupils aged **6-10**, there will be **1** toilet and washbasin per **15** pupils,
- For pupils aged **11** or older, there will be **1** toilet and washbasin per **20** pupils,

Toilet and washing facilities will be properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

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

7. Accessibility

The Executive Headteacher and SENCO will keep the school's Accessibility Policy and Plan up to date to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Policy and Plan will include the health and safety needs of individuals with disabilities and other specific needs.

The Head of School will ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for those who require additional assistance if an emergency situation occurs in the setting. The Head of School will ensure that the PEEP is flexible to suit a range of unpredictable emergency scenarios and are kept under review.

8. Drainage

The caretaker / site management team 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.

The caretaker / site management team will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and, in severe cases, can overload roofs, contributing to structural failure.

9. Lighting

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views where possible, will be available to the outside, to ensure comfort and avoid eye strain,

and lighting controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark. Car parks will be well lit. Emergency lighting will be provided for areas which are accessible after dark. Security lighting will be provided around the perimeter of school buildings with lighting designed to eliminate potential hiding points.

Some of the adaptations the school will make may include:

- Ensuring the school has colour and contrast, to help locate 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.

The caretaker / site manager will ensure for fixed electrical systems are tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

10.Security

The Head of Operations, caretaker / site management team and Head of School 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 SBM, site manager and SLT, that explicitly considers the:

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

The School Security Policy addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The caretaker / site management team and Head of School will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

The Head of School will compile emergency grab bags for use during a response to a terrorist incident as part of Business Continuity preparations. Grab bags contain a selection of items which can prove useful in an emergency, such as communications equipment, bottled water, transport plans, first aid kit.

The Head of School will ensure that emergency grab bags are placed in strategic positions within the school, as well as consider adjusting the contents to suit the individual needs of specific learners.

11. Bomb threat

The school will ensure that all bomb threats, however received (phone call, social media message, face-to-face), are treated seriously, however implausible they may initially seem.

If a bomb threat is received, the school will remain calm and record as much information as possible from the person making the threat. The school will use the DfE Bomb Threat Template and Checklist to understand and document what details to record. <https://www.gov.uk/government/publications/school-and-college-security>

When considering the actions to take following a bomb threat, the Head of School as Business Continuity Lead should consider the following options:

- Which exit and evacuation routes are the safest to use?
- Are there any pre-existing details of suspicious behaviour in or around the school setting that could be linked to the bomb threat?
- Is there any available recent CCTV footage which may be of help in identifying the person making the threat?

The school will ensure that any bomb threats are reported to the police.

12. Lettings

The Head of Operations 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.

Hirers will make an application for hire to the Executive Headteacher. When determining whether to approve an application; the Executive Headteacher 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 regard 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 school, balanced or outweighed by freedom of expression or artistic merit).

The Executive Headteacher will ensure that appropriate arrangements are in place to keep pupils safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the Executive Headteacher under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the Executive Headteacher will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with requirements will lead to termination of the contract.

13. Weather

The caretaker / site management team 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 Head of School. The school's Adverse Weather Procedure will be adhered to at all times.

14. Lockdown and Evacuation Procedures

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

When assessing the safety of the school, the lockdown and evacuation procedures will be considered, and reviewed by the Head of School and will be amended where necessary. If a security incident occurs, the Head of School acting as the security lead manages the initial response to the incident within the school.

15.Suitability

The Local Authority and the School will maintain and will ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, and the school's Health, Safety & Wellbeing Policy is followed.

16.Fire safety

School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to 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. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and 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 Procedures.

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The caretaker / site management team will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

17.Catering

The catering provision at all sites are managed by external catering contractors. No contracts are procured or managed directly by the school. The Head of School will liaise with the relevant contractor should there be an issue with any catering facilities.

18.Cleaning

The cleaning provision at all sites are managed by external contractors. No contracts are procured or managed directly by the school. The Head of School will liaise with the relevant contractor should there be an issue with the cleaning service.

19.Acoustics

Learning spaces will be designed to enable people to hear clearly, and there will be minimal disturbance from unwanted noise.

20. Maintenance

The Head of Operations and Head of School will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned property maintenance programme. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

Statutory and good practice checks will be arranged and undertaken by the caretaking / site management team. A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work. The caretaker / site management team will ensure these documents are stored and updated as necessary and will arrange for relevant checks to be undertaken.

21. Furnishings

The Head of School will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils attending the school.

22. Grounds

The Head of School, in consultation with the Executive Headteacher will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas will be monitored by the caretaker / site management team and deficiencies will be addressed. The Head of School will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The Head of School will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

23. Health and safety audit

The Head of Operations will ensure that the school premises are subject to a regular health and safety audit. The Head of School will monitor that health and safety risk assessments are completed annually for their department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up to date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

24. Electrical testing and inspection

A PAT exercise will take place annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use.

25. Other equipment, systems and storage

In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the school will ensure that lifts and hoists used by employees for work are safe to use.

The school will ensure equipment used for physical education, outdoor play equipment and wooden structures are safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

26. Gas

Appropriate signage, e.g. clearly visible hazard warning posters, will also be placed on storage room doors which are used for electrical and gas equipment.

All staff members working in areas with gas equipment will be made aware of the location of isolation valves, which are accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.

All gas equipment will be installed by a suitability trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes. The engineer's suitability to install or repair gas equipment will be confirmed, e.g. by showing their Gas Safe identification card.

The physical environment where gas equipment is installed will be assessed to ensure its suitability, e.g. that it is dry, clean and ventilated. All gas equipment will be kept clear of combustible materials, heat sources and naked flames and stored appropriately.

All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.

Gas pipes and flues will be made a suitable rigid material, e.g. metal. All gas appliances will have the ability to be isolated from the gas supply.

Carbon monoxide detectors will be installed by the caretaker / site management team and inspected regularly.

Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. No more than 15kg of flammable gases will be stored on the school premises at any time.

Any isolation valve defects will be reported immediately to the caretaker / site management team so that appropriate repairs can be arranged, and the equipment is not used. Damaged or leaking gas equipment will not be used and will be immediately reported for repair or safe disposal.

Repairs to gas appliances and fixtures will be carried about by a Gas Safe registered engineer. Engineers carrying out repairs on gas equipment will be given sufficient space, access, ventilation and illumination to allow them to carry out the work safely.