



"Excellent Learning, Teaching and Leadership for All"

Premises Management Policy

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This is a key policy of Windsor Learning Partnership Multi Academy Trust (hereafter known as the MAT) which applies to all members of the school communities including those in the nursery and childcare facilities. It should be read with reference to the MATS's health and safety and risk management policies and the accessibility plan.

Background

The Education (School Premises) Regulations 1999 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.

Policy Statement

The MAT's premises are constantly monitored by the facilities managers or other authorised person and overseen by the Business Manager (s) with reports taken to the resources committee of the governing bodies each term if applicable.

There are three overarching priorities that underpin the premises management in the schools:

- keeping the buildings in good order, safe, clean and attractive is critical so that high quality learning environments are maintained at all times;
- ensuring the grounds are well maintained, secure and attractive and serve as a first class outdoor learning environment;
- ensuring there is full access to the building and the grounds for those with disabilities.

The strategic responsibility for these priorities sits with the Trust and is delegated to the governing bodies and principals. The operational responsibility is delegated to the facilities managers overseen by the Business Manager(s).

Legislative duties

In line with the relevant legislation particular attention is paid to the following areas.

Water Supply

The facilities managers or other authorised person, ensure that the water supply in the schools meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- the schools have a wholesome supply of water for domestic purposes including a supply of drinking water.
- toilets 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 does not exceed 43°C.

Drainage

The facilities managers or other authorised person ensures that there are adequate drainage systems for hygiene purposes and for the disposal of waste water and surface water. This is achieved by carrying out regular visual checks and calling in drainage specialists should problems arise.

Security arrangements

The facilities managers or other authorised person ensure the school has adequate security arrangements for the grounds and buildings by ensuring that:

- each building is securely locked and alarmed each night;
- each building has a secure entrance with security arrangements as appropriate;
- the school's perimeters are secure.

Windsor Learning Partnership's security arrangements are based on a risk assessment for the schools and are regularly reviewed by the school senior leaders, explicitly taking into account:

- the location of the school;
- the physical layout of the school;
- the movements needed around the site;
- arrangements for receiving visitors;
- training in security for staff and children.

Appearance

The Headteacher or other authorised person must ensure that the condition and external appearance of the school is acceptable. This includes but is not limited to ensuring:

- External security and fencing is maintained and in good condition.
- Surfaces within the grounds of the school eg pavements are in good condition.

Any marketing materials displayed externally by a school within the Trust must be authorised by the Headteacher. This includes but is not limited to banners, signage and advertising.

Lettings

The facilities managers or other authorised person ensure that school premises used for a purpose other than conducting the school business are organised to ensure that the health, safety and welfare of children are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the Business Managers, so that arrangements may be discussed and considered carefully before implementation.

Resistance to the weather

The facility managers or other authorised person ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks. There is also a reporting system in place, whereby the Business Manager has responsibility for reporting building faults to the Leadership Team and also to the Trust and the Resources Committee of the Governing body.

Access

The facilities managers or other authorised person, ensure 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 on these.

The facility managers or other authorised person, ensure that access to the schools allows all children, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

Teaching space

In consultation with the Headteachers the facilities managers or other authorised person, ensure that classrooms are laid out appropriately to allow effective teaching, having regard to the number, age and needs, including any special needs, of the students. Particular regard is given to ensuring that:

- the teacher is able to reach each child in a classroom in order to provide individual help and guidance;
- that in the nursery and childcare accommodation and reception classrooms the floor space provided is in keeping with the requirements of registered provision.

Health and safety

The facilities managers or other authorised person ensure that no areas of the schools compromises health or safety.

Washrooms

Taking account of the Education (School Premises) Regulations 1999 the facilities managers or other authorised person, ensure that there are sufficient washrooms for staff and children, including facilities for children with special needs.

In the design and erection of the buildings it has been ensured that there are appropriate facilities for children who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- there is a room for medical or dental examination;
- the room contains a washbasin;
- the room is reasonably near to a WC.

Areas where food is served

In consultation with the catering providers, when appointed, the facilities managers or other authorised person, will ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the cooks to make regular reports on the kitchen facilities to the Business Manager.

Cleaning

The facilities managers or other authorised person, ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the cleaning staff and monitoring standards of cleaning.

Sound insulation and acoustics

The facilities managers or other authorised person, ensure that the sound insulation and acoustics allow effective teaching and communication by inviting teachers, other staff and children to report any problems and acting upon them.

Lighting, heating and ventilation

The facilities managers or other authorised person, ensure that the lighting, heating and ventilation in classrooms and other parts of the schools are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- each room or other space in the schools have lighting appropriate to its normal use;
- each room or other space has a system of heating appropriate to its normal use;
- the surface temperature of any radiator or exposed pipework does not

exceed 43°C;

- controllable ventilation is at the specified rates in: all occupied areas; teaching accommodation; the medical rooms; the washrooms;
- adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

Redecoration

The facilities managers or other authorised person, will ensure that over time there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration, mainly during school holiday periods.

Furniture, fittings and flooring

In consultation with the Headteachers and other relevant staff the facilities managers or other authorised person, ensure that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all children registered at the schools and that there is appropriate flooring which is in good condition.

Outdoor areas

In consultation with the principals and other relevant staff the facilities managers or other authorised person ensure that there are appropriate arrangements for providing outside space for children to play safely. The condition of all playground areas and play equipment is monitored on a regular basis with any serious deficiencies urgently addressed and any areas for improvement fed into the school improvement planning process.

Signed: _____ Date: 06 October 2016

Chair of the Board of Trustees

<i>Policy Approved by Trustees</i>	06 October 2016
<i>Reviewed on</i>	
<i>New Review Date</i>	October 2017