

The Learning Village Academy Trust

Premises Management Policy



Version 1.0	Version 2.0		
12.3.2019	18.07.2020		
Review cycle: annual	Review 2021		

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1. Policy Statement: Aims

The Learning Village Academy Trust aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes 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 etc. Act 1974](#)
- Complies with the requirements of the [Education \(Independent School Standards\) \(England\) Regulations 2010](#), as [amended](#)
- Complies with the requirements of the [statutory framework for the EYFS](#)

2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Education and Skills Funding Agency's [Good Estate Management for Schools](#) guidance April 2018 and updated May 2018 (Strategic Estate Management).

This policy complies with our funding agreement and articles of association and the PFI Schools Agreement.

3. Roles and responsibilities

The Board of Trustees is ultimately responsible for the implementation of the Premises Management Policy.

<https://www.gov.uk/government/publications/good-estate-management-for-schools-tools/top-10-estate-checks-for-boards>

The Board delegates operational responsibility and management to the Executive Headteacher and Executive Business Manager.

The Head of School, School Business Officer and site staff of each academy are responsible for ensuring that the Premises Management Policy is properly implemented day to day, that relevant risk assessments are conducted and for reporting back to the Executive Headteacher, as required.

The site staff are responsible for:

- Inspecting and maintaining the school premises in line with the PFI Agreement
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises

- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the Executive Headteacher / Head of School / Executive Business Manager / School Business Officer about what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive

4. Compliance Measures relating to educational premises (inspection and testing)

The Trust's academies are in a PFI arrangement until 2025.

The academies maintain accurate records and details of all statutory tests which are undertaken. This includes relevant paperwork and certificates. All PPMs are carried out. All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary. This is monitored by the PFI provider.

The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency /Service Requirement	Person responsible
Asbestos register	Record the presence of asbestos, assess the risks, monitor the condition, keep a register identifying the type and location of any asbestos. The asbestos register is updated annually.	Updated and supplied by the PFI Premises Officer Site staff / office staff ensure each contractor reads & signs the Asbestos Register. Targeted asbestos surveys commissioned for specific work
Asbestos Management Policy	Issued July 2020	A template was provided by the LA Premises Officer and the plan has been completed by the EBM
Asbestos Management Survey		Completed by HBE on behalf of the PFI provider in 2018, results awaited (Milton). Results received (Greenways).
Car Parking & Vehicle / Pedestrian Segregation	Risk Assessment to show traffic movement on site, pedestrian / vehicular segregation, car parking and signage at key times such as pupil arrival / departure. Separate RA required for events.	EBM / Academy staff. Site Risk Assessments updated September 2020.

Compulsory Display of Notices	Up to date HSE poster displayed CCTV monitoring poster for GDPR & H&S	School Business Officer / site staff
COSHH	Annual Risk Assessments and new assessments if changing / adding substances	Cleaning Contractor Catering Contractor School Business Officer & site staff
Electrical testing and inspection	A PAT exercise 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. Testing of all distribution boards in mobile accommodation is conducted on an annual basis (when applicable)	Engie
Extraction system (kitchens)	Extraction equipment is tested and inspected on an annual basis. Cleaning	Engie Academy arranges duct cleaning every summer holidays
Fire safety	Fire risk assessment is updated when any changes are made that might impact fire safety. Fire detection and alarm systems are tested weekly and all call points are tested in rotation. Formal quarterly and annual inspections are completed by Engie Fire doors are inspected monthly. Fire extinguishers are inspected & replaced on an annual basis, SWR / invoice sent following the inspections. Site Staff visually inspect and report issues. There are no sprinkler or dry riser systems in the estate.	FRA – via the H&S SLA Weekly: site staff Quarterly / Annual: Engie PPM – site staff Engie (Chubb) / site staff. Chubb will also advise the school during their visit of their findings, including any extinguishers that have been replaced and of any Health & Safety issues. SRAs will be raised for any other issues identified such as the requirement for additional extinguishers.

	<p>Fire blankets are inspected annually and replaced as required.</p> <p>Facilities for the fire service, including access for emergency vehicles, and emergency switches for installations, are maintained and tested regularly.</p> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	<p>Site staff</p> <p>Site staff</p> <p>Engie</p>
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Staff to report / School Business Officer to order supplies
Fuel oil storage	<p>The plan of primary pipework and main isolation points is updated annually.</p> <p>All tanks, bunds and pipework are checked on a weekly basis.</p> <p>A detailed inspection and service is carried out by qualified inspectors on an annual basis.</p>	Engie
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.</p> <p>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.</p>	PFI & Brelmayne for the kitchen equipment.
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.	Site staff. Lifecycle & repair works - Engie
Lighting - emergency	Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour	PFI & PPM: Site staff

	battery test by a competent person. A full duration test takes place annually.	
Lighting - generally	Checked weekly by site staff to ensure all maintenance is carried out and additional lighting added as necessary to ensure safety internally and externally	Site staff Teachers to report maintenance required in classrooms
Playground	Checked and swept regularly. Also subject to the Gritting Policy.	Site staff
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	SOTCC Playground Inspection Mercury Sports Equipment PE equipment, site staff
Playing Fields	Checked prior to every use and maintained by Croppers.	Croppers Grounds Maintenance (contract). Site staff.
Security	Academy sites are monitored by CCTV. Key holders are limited to SLT and site staff.	SLT / site / office staff
Slips & trips	Risk Assessment as required	Head of Academy / Executive Business Manager / School Business Officer
Tree Safety	Risk Assessment or immediate remedy	Site staff & Croppers Grounds Maintenance (contractors)
Water hygiene and safety	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. Weekly running of low use outlets. Holiday water flushing in place. 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	Duty Holder: Executive Headteacher Engie PPM site staff Engie Water Log kept in the academy office

	determined by our water safety risk assessment.	
Workstation assessments	Staff workstations are analysed to assess any health and safety risks annually. When a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made, a workstation assessment should be undertaken	School Business Officer, assessments kept in academy offices
Working at heights	Equipment used for working at height is inspected and tested on an annual basis. Risk Assessment (updated annually)	Site staff

5. Monitoring arrangements

The application of this policy is monitored by the Executive Headteacher, Executive Business manager and the Head of School through, amongst other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the academy office.

This Policy will be reviewed annually. At every review, the Policy will be shared with the Board of Trustees.

6. Links with other policies

This premises management policy is linked to:

- Health and Safety policy
- Asbestos Management Policy
- Gritting Policy
- Wellbeing Policy
- Lettings Policy
- Accessibility Policy