



# St Joseph

Catholic Multi Academy Trust

## Premises Management Policy

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Premises Management Policy	

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For the purpose of this policy the following representatives need to sign off this document:	
Role & Responsibilities	Name
Head of Estates	Pamela Di Scala
Chair of the Trust Board	Ann Connor OBE

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## 1. Introduction

St Joseph Multi Academy Trust has a duty to ensure the buildings the Trust and its schools occupy comply with the statutory and regulatory standards. The Trust needs to consider the buildings':

- Condition, i.e. physical condition of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other noneducation centric statutory requirements.
- Suitability, i.e. focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of its schools in raising educational standards.

St Joseph Multi Academy Trust premises are monitored by the Head teacher and their nominated person(s), who are responsible for health and safety and premises management.

## 2. Legal Framework

This policy will have consideration for and be in compliance with the following legislation:

- The Control of Asbestos Regulations 2012
- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

This policy will also have due regard to the following statutory and non-statutory guidance:

- First Aid in Schools
- Asbestos Management in Schools
- Health and Safety: advice for schools
- [Separating pedestrians and vehicles](#)

## 3. Asbestos

St Joseph Multi Academy Trust, in collaboration with the headteacher, will ensure that it meets its duty to manage asbestos in the school premises.

- 3.1. The headteacher, together with their locally nominated person, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register every 12 months as a minimum.
- 3.2. The headteacher, in collaboration with their locally nominated person, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.

#### **4. Water Supply**

The headteacher's nominated person will ensure that the school's water supply meets regulatory requirements by engaging a suitable contractor to carry out the appropriate checks at appropriate intervals 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, sinks and showers have an adequate supply of hot and cold water;

#### **5. Toilet and Washing Facilities**

For pupils under 5 years of age, there will be 1 toilet and washbasin for every 10 pupils.

5.1. For pupils aged over 5 years of age, there will be 1 toilet and washbasin for every 20 pupils.

5.2. Toilet and washing facilities will be planned to ensure that:

- Hand washing facilities are provided within the vicinity of every toilet;
- The facilities are properly lit and ventilated;
- They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of the pupils.

5.3. Disabled toilets will have a toilet, washbasin and where possible, a shower or washing down fitting.

5.4. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

#### **6. Welfare**

The headteacher's nominated person will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively;
- The number of washbasins is at least two-thirds that of the toilets/urinals in senior school;
- Separate changing rooms for girls and boys are provided for pupils aged 8 years or older, and there are an adequate number of washrooms for staff and pupils;
- Changing facilities, including showers, are provided for pupils, and are accessible from the playing field where the exercise takes place.

The headteacher's nominated person will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- a room for medical / First Aid treatment

- a washbasin.

## **7. Pupils with SEND or Individual Healthcare Plan (IHP)**

To be compliant with the Equality Act 2010, an accessibility strategy will be implemented to ensure the premises are fully accessible to pupils with SEND.

The accessibility strategy will include the health and safety needs of pupils with SEND.

## **8. Drainage**

The locally nominated person will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area (using the We Are Every System)

## **9. Lighting**

Lighting will be provided which allows the faces of teachers and pupils to be visible for good communication.

- 9.1. Daylight will be given priority in all spaces.
- 9.2. Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.
- 9.3. Lighting controls will be easy to use or automated
- 9.4. Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.
- 9.5. External lighting will be provided to ensure safe pedestrian movement after dark.
- 9.6. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- 9.7. Emergency lighting will be provided for areas and checks conducted by a nominated contractor annually as a minimum.

## **10. Security**

The headteacher's nominated person will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance; and that the school's perimeters are sufficiently secure (recording of these checks will be logged using the We Are Every system)

The school's security arrangements will be based on a risk assessment, regularly reviewed by responsible person's nominated person and senior leadership team, explicitly taking into account the:

- Location of the school;
- Physical layout of the school;
- Movements needed around the site;
- Information relating to previous incidents or recorded concerns;
- Arrangements for receiving visitors;
- Staff/pupil training in security.

## **11. Lettings**

The headteacher's nominated person will ensure that school premises, used for a purpose other than conducting the school's main business, are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

Any use of the facilities by organisations or groups outside of the Trust will be subject to the latest Keeping Children Safe in Education Statutory guidance

## **12. Weather**

The headteacher's nominated person 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 recorded using the We Are Every system. Urgent issues will also be reported directly to the school business manager.

## **13. Evacuations**

The headteacher's nominated person will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

Personal Emergency Evacuation Plans (PEEP) will be drawn up and reviewed with the individual and any nominated person as required to ensure safe evacuation during any emergency and recorded on We Are Every.

## **14. Accessibility**

The headteacher's nominated person will ensure that access to the school site allows all pupils, including those with SEND, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed.

### **Separating pedestrians and vehicles**

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it.

- Roadways and footpaths should be separate whenever possible.
- You need to consider protection for people who work near vehicle routes.
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.

### **Pedestrians and cyclists**

A driver, pedestrian or cyclist needs enough time to react successfully if they meet one another (for example, where there is limited visibility or where other noise might mask the approach of a vehicle).

Wherever it is reasonable to do so, you should provide separate routes or pavements for pedestrians to keep them away from vehicles. The most effective way to do this is to separate pedestrian from vehicle activity, by making routes entirely separate. Where possible, pedestrian traffic routes should represent the paths people would naturally follow (often known as 'desire lines'), to encourage people to stay on them.

### **Barriers and markings**

Effective ways to keep vehicles away from pedestrian areas include:

- protective barriers, including from the roads surrounding the academy.
- clear markings to set apart vehicle and pedestrians routes; and
- raised kerbs to mark vehicle and pedestrian areas.

Where needed, provide suitable barriers or guard rails:

- at entrances and exits to buildings;
- at the corners of buildings; and
- to prevent pedestrians from walking straight on to roads.

### **Crossing points**

Where pedestrian and vehicle routes cross, provide appropriate crossing points for people to use. Pedestrians, cyclists and drivers should be able to see clearly in all directions. Crossing points should be suitably marked and signposted, and should include dropped kerbs where the walkway is raised from the driving surface.

Where necessary, provide barriers or rails to prevent pedestrians from crossing at dangerous points and to direct them to the crossing places. Similarly, you can use deterrent paving to guide pedestrians to the crossing points.

At busy crossing places, consider traffic lights, zebra crossings (or other types of crossing).

Where vehicle roadways are particularly wide, you may need to consider 'island' refuges to allow pedestrians and cyclists to cross the road in stages.

Where the number of vehicles, pedestrians or cyclists using a route is likely to change at regular times, consider preventing pedestrians or vehicles from using the routes at these times, to keep them apart. An example might be limiting the use of vehicles on a roadway during the start or end of the day, when many pedestrians are likely to be crossing.

Accessibility Plans will be created, logged and monitored on the We Are Every system



## **15. Suitability**

The headteacher's nominated person will ensure, as much as is reasonably possible, that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

The headteacher's nominated person will further ensure that, in terms of the design and structure of buildings, no areas of the premises compromise health or safety.

## **16. Fire Safety**

Fire risk assessments will be undertaken, by suitably qualified persons in order to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.

- 16.1. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 16.2. Staff and pupils will be familiarised with emergency evacuation procedures and refreshed each year
- 16.3. Risk assessments will be reviewed every 12 months and updated if there are any significant changes to the premises, or people responsible.
- 16.4. Fire fighting equipment such as Fire blankets or extinguishers will be monitored by the headteacher's nominated person weekly and serviced as and when required by a competent company.

## **17. Catering**

The headteacher's nominated person in consultation with associated staff, will ensure that where food is served, there are adequate facilities in place for its, storage, hygienic preparation, serving and consumption.

## **18. Cleaning**

The headteacher's nominated person will ensure that classrooms and other parts of the premises are maintained in a tidy, clean and hygienic state by monitoring standards.

## **19. Acoustics**

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

There will be minimal disturbance from unwanted noise.

## **20. Mechanical Services**

The headteacher's nominated person will ensure that the lighting, heating and ventilation in classrooms and other parts of the premises are satisfactory in that:

- Each room or space has lighting appropriate to its normal use;
- Each room or space has a system of heating appropriate to its normal use
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

This will be done through a programme of monitoring and systematic feedback from staff.

## **21. Maintenance**

The headteacher's nominated person will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks

Most maintenance work will take place during the school holiday periods, but tasks that do not disturb or hinder teaching may be completed during term time.

## **22. Furnishings**

The headteacher's nominated person, in consultation with the headteacher and other relevant staff, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the school.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the responsible person's nominated person.

## **23. Grounds**

The headteacher's nominated person, in consultation with the headteacher and other relevant staff, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

The condition of all playground, informal play spaces, sports pitches and grassed areas will be monitored by the headteacher's nominated person and deficiencies recorded and addressed, using the We Are Every system.

## **24. Health and Safety Audit**

The headteacher's nominated person will ensure that premises are subject to a regular health and safety audit, annually as a minimum

The headteacher's nominated person will monitor that risk assessments are completed annually for each department.

## **25. Financial Planning and Control**

The headteacher and their nominated person and members of the Trust will review requirements coming out of premises management procedures and will integrate as required into the normal

budget review process.

## 26. Monitoring - Across the Trust Estate

This policy will be reviewed by the Head of Estates annually.


At every review, the policy will be approved by the Trust Board.

## 27. Links with other policies

This premises management policy links to the following policies and documents:

- XXX

## 28. Sign off

Presented & Approved by Trust Board	26.09.23
Signed by Chair of Trust Board	
Name of Chair of Trust Board	Ann Connor
Date	26.09.23
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