



# The GORSE Academies Trust Premises Management Policy

**Responsible Person:** Principal  
**Reviewed by:** Governors Policy Committee  
**Date:** December 2022  
**Version:** 1.1

## 1 Introduction

1.1 The GORSE Academies Trust (TGAT) has a duty to ensure that Trust establishment buildings under the control of the Trust comply with appropriate statutory, regulatory and corporate standards. The Trust needs to consider each Trust establishment building's:

- Condition – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements
- Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the Trust establishment in raising educational standards

## 2 Responsibilities

2.1 Each Trust establishment is monitored daily by the Site Manager/Site Team. The Site Manager with guidance from the Principal, SLT and with support from the Trust Central Team will ensure that the site is compliant with statutory regulations and the advice provided in the Good Estate Management for Schools manual.

## 3 General Maintenance

3.1 Each Trust establishment should ensure that regular maintenance is carried out in accordance with best practice and as required by legislation. Each Trust establishment must hold operating information and test certification for all of the systems they have within their buildings; this includes the following:

- (PAT) electrical appliances
- Air conditioning and air handling systems
- Asbestos Containing Materials
- Building Management Systems
- Boilers (and other gas installations)
- CCTV
- Design and Technology machinery
- Dry and Wet risers
- Doors (automated)
- Electrical fixed wiring
- Electrical stage lighting
- Emergency lighting
- Fire Alarm system
- Fire evacuation, fire safety risk assessment and fire safety management plans
- Fire safety equipment (including fire doors, fire shutters, dampers, suppression, and sprinkler systems)
- Flood Lighting
- Gas pipe soundness checks
- Gates (automated)
- Hydrotherapy pools

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- Intruder Alarm system
- Kiln and ceramic electrical equipment checks
- Kitchen Equipment checks and deep cleaning
- Outdoor Play Equipment
- Passenger and goods carrying lifts
- Lift equipment
- Lightning conductors
- Local Extraction Ventilation (fixed and portable)
- PE/Gym equipment
- Playground equipment
- Pressure vessel
- Retractable Walls
- Photovoltaic Panels
- Water systems

**3.2** Each Trust establishment must ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works. Smaller decorative tasks may be completed during the academic year.

**3.3** Each Trust establishment must ensure that the flooring is in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

**3.4** Each Trust establishment must ensure that classrooms and other parts of the Trust establishment are maintained in a tidy, clean and hygienic state by overseeing the work of the site team and cleaners and monitoring standards of cleaning.

**3.5** Each Trust establishment will have in place a Display Energy Certificate (DEC), in line with statutory regulations.

## **4 General Design**

**4.1** Each Trust establishment must ensure that the furniture and fittings are appropriately designed for the age and needs of all students registered there, by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual summer programme of works. This will include any sports or gym equipment, playground equipment and equipment used in practical subjects (e.g., Resistant Materials).

**4.2** Each Trust establishment must ensure that:

- There are appropriate facilities for students who are ill; Education (School Premises) Regulations 2012
- A room is provided for medical examination and contains a washbasin and is reasonably near a WC
- There are sufficient washrooms for staff and students, including facilities for students with Special Educational Needs and/or Disability (SEND). Education (School Premises) Regulations 2012

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- 4.3** Each Trust establishment must ensure that classrooms are appropriate in size to allow effective teaching by carefully monitoring the number, age and needs of students who will be using the classrooms and making any necessary adjustments in provision and arrangements.
- 4.4** Each Trust establishment must ensure that their buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks and timely repairs.
- 4.5** Each Trust establishment must ensure that there is sufficient access so that emergency evacuations can be accomplished safely for all students, staff and visitors including those with additional needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.
- 4.6** Each Trust establishment must ensure that the lighting, heating and ventilation in classrooms and other areas of the building are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

## **5 Water Supply (Legionella)**

- 5.1** Each Trust establishment arranges for regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water). As per current legislation this would include:
- Hot water stored at 60°C or higher and delivered at 50°C or higher
  - Cold water stored and distributed below 20°C
  - The building has a water supply 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 do not exceed 43°C

## **6 Asbestos Management**

- 6.1** Each Trust<sup>1</sup> establishment (where there are Asbestos Containing Materials) maintains an asbestos register which contains a copy of the asbestos survey, this shows the locations where asbestos has been identified or is suspected on site. The register must be made available to all contractors and the contractor/s should sign to say that they have received and read the report prior to commencing work in an area where ACM's are present or suspected. Staff should be informed of the location, management plan and management procedures of ACM's annually.
- 6.2** The encapsulation or removal of asbestos must be completed in accordance with ACoP L143 <https://www.hse.gov.uk/pubns/priced/l143.pdf>
- 6.3** The Principal is responsible for the management of Asbestos within their Trust establishment but can delegate the daily management responsibilities to a trained individual within the Trust establishment.

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<sup>1</sup> Where there is ACM's, all others do not have a register. Known ACMs at: TMA, TFA, BA, BSA, HA, RA – changed as per above

**6.4** If the asbestos is in good condition and is not in an area where it will be disturbed, then it is safe to leave it in place, with regular checks being conducted.

## **7 Drainage**

**7.1** Each Trust establishment must ensure 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 any drainage issue arise.

## **8 Waste Management**

**8.1** The Trust is committed to reducing its waste and to recycle as much as it can. This includes the waste management of cardboard, paper, food waste, ICT and Waste Electrical Equipment (WEE).

**8.2** Each Trust establishment follows all legal waste obligations, including management of confidential waste, to ensure the correct licensing of their waste and maintain such records.

**8.3** Each Trust establishment will have a secure area for the storage of large waste receptacles. Where a secure facility is not available, procedures must be taken to ensure that waste receptacles cannot be moved to close proximity of the building to reduce arson risk. Our insurers recommend that small general waste bins should be placed no less than 5m away from the building and transportable waste bins no less than 10m away from the building.

## **9 Management of Contractors**

**9.1** The Trust and each Trust establishment must ensure:

- That adequate arrangements are in place to select, appoint and monitor any contractor undertaking works
- Where a Trust establishment appoints a contractor directly, it is the responsibility of the site manager to ensure that all works have been quality assured
- The competence of contractors (competence can be judged from past experience, recommendation, pre-selection evaluation or a combination that takes into consideration the nature and scale of the works required)
- The appropriate qualifications/accreditations are held by the contractor, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively
- Where required a permit to work system is used (PG112)
- That the contractor has a current health and safety policy, has current suitable insurances (£5 million Public Liability Insurance as a minimum)
- Risk assessments and method statements are examined to check that contractors and others have correctly interpreted any site-specific conditions

**9.2** The Trust employs a property consultant to work with each Trust establishment when undertaking Capital Projects. Working alongside the Trust Director of Projects and Director of Health & Safety, the property consultant would be commissioned to carry out the following:

- Feasibility study – checking the feasibility of a project and providing early costs estimates
- Specification – producing a technical specification for the works
- Tender – going out to tender to agreed contractors
- Evaluation of tenders – checking the validity and accuracy of the tenders
- Site management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations
- Handover – accepting the finished project, ensuring O&M files are provided at the appropriate time
- Carrying out snagging
- Ensuring that the appropriate commissioning certificates are received
- Invoice check – checking the validity and accuracy of invoices.

## **10 Glazing**

- 10.1** Each Trust establishment must ensure that any damaged glass is made safe as soon as possible before being replaced.
- 10.2** Each Trust establishment must ensure that glass installed in the building is a safety material (e.g., laminated or toughened glass).
- 10.3** Each Trust establishment must ensure fire rated glass is installed in line with Fire Safety Design for Schools (BB100) and other relevant safety legislation.
- 10.4** Each Trust establishment is required to conduct a glazing safety audit, also known as a Regulation 14 survey, to assess all areas of glazing and identify any non-compliant areas to reduce the risk of injury from broken glazing. If non-compliant glazing issues are found, safety window film should be applied, or the glazing should be replaced to make it compliant with regulations.

## **11 Traffic Management**

- 11.1** Each Trust establishment must ensure that appropriate traffic management systems are in place on site to enable pedestrians and vehicles to circulate in a safe manner. This includes the management of signage, appropriate segregations and road markings.

## **12 Lettings**

- 12.1** The Trust has in place a Charging and Remissions Policy.
- 12.2** Each Trust establishment must ensure that the facilities which are used for a purpose outside of the Trust establishment curriculum (the Hall, Gym, Sports Hall or other area) are organised to ensure that the health, safety and welfare of students are safeguarded, and their education is not interrupted by external users.

## **13 Grounds Maintenance**

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**13.1** Each Trust establishment will ensure that the grounds are reasonably maintained including provision for grass cutting, tree pruning, weeding and sports pitch markings etc.

**13.2** Each Trust establishment must ensure that a tree survey takes place every three years for which a prioritised report is produced (unless the Trust establishment has concerns about a particular tree/trees in which case an immediate inspection should take place). All arboriculture work is carried out by a competent arboriculturist.

## **14 Risk Assessment**

**14.1** Each Trust establishment will ensure that relevant Risk Assessments are completed by trained and competent people and put in place and reviewed annually or upon a change in circumstances or following an incident. The risk assessments should be loaded on to Every with an annual review date set, one year from the date the risk assessment was written or last reviewed. The Risk Assessments should consider, but not limited to, factors such as:

- Who might be harmed and how
- What you're already doing to control the risks
- What further action you need to take to control the risks
- Who needs to carry out the action
- When the action is needed by

## **15 Evacuation**

**15.1** Each Trust establishment will ensure that there is sufficient access throughout the site so that emergency evacuations can be accomplished safely for all students, staff and visitors (including those with additional needs) by ensuring that all exits are kept clear and unencumbered; and by carrying out regular checks of the same.

**15.2** Each Trust establishment will ensure that the Fire and Emergency Evacuation Plans are updated periodically and is circulated to all staff and that this is made available to new staff during their induction programme. Visitors are to be provided with details of what to do in case of a fire alarm activation, on arrival at the site.

**15.3** Each Trust establishment will have an evacuation procedure that is practised at least three times per year, with outcomes recorded.

**15.4** Fire Risk Assessments are reviewed at least annually and more frequently if material changes occur. Fire Risk Assessments and Fire Evacuation signs are amended and included within any building alteration or decoration.

**15.5** The Operations Manager, Business Manager or Site Manager is responsible for ensuring that routine checking and maintenance of fire detection (and alarm), fire doors and firefighting equipment is completed.

**15.6** Fire action notices are to be displayed in every classroom, office, meeting room, reception, staff room and work rooms.

## **16 Accessibility**



**16.1** Each Trust establishment must ensure that access to the grounds and building/s allow for all staff, students and visitors, including those with additional needs, to access the Trust establishment and curriculum safely and comfortably by ensuring that entrances are well maintained and unencumbered and by arranging ramp access for wheelchair users.

**16.2** Each Trust establishment must ensure that there is appropriate access for wheelchair users including Emergency Evacuation Chairs and suitably qualified operators.

**16.3** Each Trust establishment will have an Accessibility Plan in place.

## **17 Welfare**

**17.1** Each Trust establishment will ensure that there are sufficient washroom and dining facilities for staff and students, including facilities for students with additional needs, taking account of the Education (School Premises) Regulations 2012 in that:

- Staff washrooms are adequate for the number of staff at the Trust establishment
- In our 11 – 16 academies and Post 16 college, changing accommodation including showers are provided for students and staff (separate facilities) and are accessible from the playing field
- There are appropriate facilities for students who are ill, in that there is a room for medical examination which contains a washbasin and is located reasonably close to a WC

## **18 Catering**

**18.1** Each Trust establishment will ensure that where food is prepared and served, there are adequate facilities for its hygienic preparation, serving and consumption. The catering provider will provide regular reports on the suitability of the kitchen facilities.

## **19 Cleaning**

**19.1** Each Trust establishment will ensure that classrooms, corridors and other areas of the building are maintained in a clean, tidy and hygienic state by liaison with the cleaning team who are employed or contracted to clean the building.

**19.2** Each Trust establishment is also responsible for ensuring that any equipment used for cleaning, repairs or general maintenance is in a good state of repair and fit for purpose. All staff are to be suitably trained in equipment use and COSHH.

## **20 Audit**

**20.1** Each Trust establishment's premises are subject to regular Health and Safety audits. Any matters of concern are discussed and actioned with the Principal, Operations, Business or Site Manager. A formal report is written and shared with the Principal, Business or Operations Manager and the Health and Safety Lead Governor. The report details will be discussed at the next Local Governing Body meeting.



## 21 Security

**21.1** The Site Manager/Key Holder in each Trust establishment ensures that the school has adequate security arrangements for the grounds and buildings. The buildings must be securely locked and alarmed each night. The building should have a secure entrance and a secure perimeter fence.

## 22 Health and Safety at Work

**22.1** The Trust establishment Business Manager or Operations Manager will ensure that training for themselves/their team is up to date. They will ensure, where required, suitable risk assessments are in place and shared for reading, PPE is worn where the risk assessment dictates and that individuals are suitably qualified to carry out tasks allocated to them.

**22.2** The site team are expected to work closely with the Trust H & S team, ensuring that they stay up to date on their professional knowledge and any local changes in policy or procedure.

## RELATED DOCUMENTS

- *The Health and Safety at Work Act 1974 (HSWA)*
- The Education (Academy Premises) Regulations 2012
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Good Estate Management for Schools (April 2018)
- TGAT H&S Policy
- Risk Assessments
- The Control of Asbestos Regulations 2012
- The Management of Health and Safety at Work Regulations 1999
- DfE (2000) Guidance on First Aid for Schools
- DfE (2014) Health and Safety: Advice on Legal Powers and Duties
- DfE (2017) Managing Asbestos in your School
- TGAT Charging and Remissions Policy
- Fire Safety Design for Schols – Building Bulletin 100
- The Education (School Premises) Regulations 1999 ([legislation.gov.uk](http://legislation.gov.uk))

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