

High Tunstall College of Science



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Premises Management Policy

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Stakeholder Consulted	- Finance and Staffing Committee
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Responsibility for Review	- Headteacher/Site Manager/Finance Manager

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Statement of intent

High Tunstall College of Science has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The college 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 college in raising educational standards.

1. Legal framework

1.1. This policy will have consideration for and comply with the following legislation:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- The Equality Act 2010

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

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'

1.3. This policy operates in conjunction with the following college policies:

- Cleaning Policy
- Health and Safety Policy
- First Aid Policy
- Adverse Weather Policy
- Fire Safety Procedure

2. Roles and responsibilities

2.1. The governing body is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the college.
- Ensuring asbestos is managed in line with the Health and Safety Policy.
- Ensuring the college is accessible and suitable for students, staff and visitors with SEND.
- Ensuring that the college complies with the relevant health and safety and premises management legislation.

2.2. The Finance Manager is responsible for:

- Ensuring that the college's fixtures, fitting and furnishings are high-quality and value for money.

- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Managing any lettings.
- Purchasing new equipment and resources for the college.

2.3. The Site Manager is responsible for:

- In collaboration with the Headteacher, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- Conducting the Health and Safety Audit.
- Ensuring an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.
- Checking the college's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Governing body.
- Ensuring that hygiene is maintained at the college, including that the appropriate drainage is in place.
- The security of the college, including locking down the college after-hours and reopening the college.
- Conducting the relevant premises risk assessments, e.g. fire safety.

2.4. The Headteacher is responsible for:

- Ensuring the safety of the college's staff and students.
- Reporting any issues with the premises to the Site Manager, Finance Manager and Governing Body as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and Site Manager.
- Reviewing this policy in liaison with the Site Manager.

3. Asbestos

- 3.1. The Governing Body, Headteacher and Site Manager will ensure that the college meets its duty to manage asbestos in college.
- 3.2. The Headteacher will ensure that the stipulations in the Health and Safety Policy are adhered to at all times.
- 3.3. The Site Manager and Headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

- 3.4. The Headteacher, Site Manager and Governing Body will establish an Asbestos Management Plan (AMP).
- 3.5. The Site Manager will ensure that all staff are informed of any asbestos located within the college.
- 3.6. The Site Manager, Governing Body and Finance Manager will arrange for any necessary repairs to the college regarding asbestos.
- 3.7. The Site Manager will review the college's AMP annually.

4. Water supply

- 4.1. The Site Manager will ensure that the college's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:
 - The college 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.

5. Temperatures

- 5.1. Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C.
- 5.2. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.
- 5.3. Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.
- 5.4. The college's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.

6. Toilet and washing facilities

- 6.1. Student toilets and washbasin will be segregated into male and female.
- 6.2. 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 students, and allow for supervision by members of staff, without compromising the privacy of students.
- 6.3. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
- 6.4. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 6.5. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
- 6.6. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.
- 6.7. The Site Manager will ensure that there are appropriate facilities in place for students who are ill, including:
- A room for medical or dental examination.
 - A washbasin.

7. Accessibility

- 7.1. To be compliant with the Equality Act 2010, the Headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to students with SEND.
- 7.2. The accessibility strategy will include the health and safety needs of students with SEND.
- 7.3. The college will take account of its Accessibility Policy when managing and maintaining the college site.

8. Drainage

- 8.1. The Site Manager 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.

9. Lighting

- 9.1. Lighting will be appropriate for a learning environment.
- 9.2. Where possible, natural lighting will be used.

- 9.3. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 9.4. Lighting controls will be easy to use.
- 9.5. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- 9.6. External lighting will be provided to ensure safe pedestrian movement after dark.
- 9.7. Outdoor sports facilities will have floodlights if they are likely to be used out of college hours.
- 9.8. Emergency lighting will be provided for areas which are accessible after dark.
- 9.9. As students with SEND can have additional needs, the college will cater for these. Some of these needs may include:
 - Ensuring the college has colour and contrast, which helps in locating 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.

10. Security

- 10.1. The Headteacher and Site Manager 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 college's perimeters are sufficiently secure.
- 10.2. The college's security arrangements are based on a risk assessment, which is regularly reviewed by the Headteacher and Site Manager, that explicitly considers the:
 - Location of the college.
 - Physical layout of the college.
 - Boarding accommodation.
 - Movements needed around the site.
 - Arrangements for receiving visitors.
 - Staff/student training in security.

11. Lettings

- 11.1. The Finance Manager will be responsible for lettings and will ensure that the health, safety and welfare of students are safeguarded, and their education is not interrupted by others.
- 11.2. The college's Lettings procedures will be adhered to at all times.
- 11.3. When letting to commercial businesses, the college will first seek the permission of the LA and the DfE; to contact the DfE, the college will email the details of the proposed letting to schoolsassetscapital@education.gov.uk.
- 11.4. Hirers will make an application for hire to the Governing body.
- 11.5. When determining whether to approve an application; the Governing body will consider the following factors:
 - The type of activity
 - Possible interference with college activities
 - The availability of facilities
 - The availability of staff
 - Health and safety considerations
 - The college's duties with regards to the prevention of terrorism and radicalisation
 - Whether the letting is deemed compatible with the ethos of the college
- 11.6. 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 trust, balanced or outweighed by freedom of expression of artistic merit).

12. Weather

- 12.1. The Site Manager will ensure that the college buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks.
- 12.2. Any issues identified will be relayed to the Headteacher.
- 12.3. The college's Adverse Weather Policy will be adhered to at all times.

13. Invacuations and evacuations

- 13.1. The Site Manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all students, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.
- 13.2. To ensure the safety of students with SEND, the Site Manager will liaise with the SENCO to establish the needs of students.
- 13.3. Any issues will be reported to the Headteacher and SENCO, where appropriate.

14. Suitability

- 14.1. The Finance Manager will maintain the college by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.
- 14.2. The Finance Manager and Site Manager will further ensure that, in terms of the design and structure of college buildings, no areas of the college compromise health or safety.

15. Fire safety

- 15.1. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.
- 15.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 15.3. Staff and students will be familiarised with emergency evacuation procedures.
- 15.4. Risk assessments will be updated if there are any significant changes to the premises.
- 15.5. All college procedures and provisions relating to fire safety are outlined in the college's Fire Evacuation Procedure.

16. Catering

- 16.1. The Finance Manager, in consultation with the Catering Manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

17. Cleaning

- 17.1. The Finance Manager will be responsible for cleaning staff and will ensure that classrooms and other parts of the college are maintained in a tidy, clean and hygienic state by monitoring standards.
- 17.2. The college's Cleaning Policy will be adhered to at all times.
- 17.3. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

18. Acoustics

- 18.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- 18.2. There will be minimal disturbance from unwanted noise.
- 18.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

19. Maintenance

- 19.1. The Site Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the college's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit.
- 19.2. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

20. Furnishings

- 20.1. The Finance Manager, in consultation with the Headteacher and relevant Faculty Leaders, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all students registered at the college.
- 20.2. 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 Finance Manager.

21. Playing fields

- 21.1. Under section 77 of The College Standards and Framework Act 1998, playing fields are protected from development.

22. Grounds

- 22.1. The Headteacher, will ensure that there are appropriate arrangements for providing outside space for students to play and exercise safely.
- 22.2. The condition of all playground areas will be monitored by the Site Manager and deficiencies addressed.

23. Health and safety audit

- 23.1. The Site Manager will ensure that the college's premises are subject to a regular Health and Safety Audit.
- 23.2. The Site Manager will monitor that health and safety risk assessments are completed annually for each department.

24. Monitoring and review

- 24.1. This policy is reviewed bienially by the Headteacher, Site Manager and Finance Manager
- 24.2. The next scheduled review date for this policy is September 2022.
- 24.3. Any changes to this policy will be communicated to all relevant staff members.