

High Tunstall College of Science



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Premises Management Policy

Revised	- November 2023
Stakeholder Consulted	- Staffing, Staff Welfare and Finance Committee
Review Date	- November 2025
Responsibility for Review	- Headteacher/Site Manager/Operations 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. **[Updated]** Legal framework

1.1. This policy has due regard to all relevant legislation and guidance including, but not limited to:

- 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
- School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- The Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- **[Updated]** DfE (2022) 'Guidance - First aid in schools, early years and further education'
- DfE (2015) 'Advice on standards for school premises'
- **[Updated]** DfE (2022) 'Health and safety: responsibilities and duties for schools'
- **[Updated]** DfE (2023) 'Site security guidance'
- **[Updated]** DfE (2022) 'Managing asbestos in your school'
- **[Updated]** DfE (2022) 'Good estate management for schools'
- **[Updated]** DfE (2023) 'Keeping children safe in education 2023'
- **[Updated]** DfE (2022) 'Emergency planning and response for education, childcare, and children's social care settings'

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

- Cleaning Policy
- Health and Safety Policy
- First Aid Policy
- Adverse Weather Policy
- **[New]** Fire Safety Information for Employees
- Lettings Policy
- Accessibility Policy and Plan

2. **[Updated]** 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 Operations 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.
- Purchasing new equipment and resources for the college.
- Managing the relevant staff members who are responsible for the management of the premises, e.g., catering staff and the site manager.

2.3. The Site Manager is responsible for:

- In collaboration with the Headteacher and or Operations Manager, 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.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

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, Operations Manager and Governing Body as appropriate.
- Ensuring that the premises-related needs of people with SEND are met, e.g. accessibility.
- Reviewing this policy in liaison with the Site Manager and Operations Manager.

- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.
- 2.5. **[Updated]** The Assistant Headteacher Compliance is responsible for:
- Management and overseeing any lettings in line with the Lettings Policy.
 - Day to day administration is delegated to the Tunstall Active staff team.

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. A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.
- 3.3. The college will have an asbestos register (including associated remedial actions) and an Asbestos Management Plan. The Site Manager will review the college's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled.
- 3.4. The Headteacher will ensure that the stipulations in the Health and Safety Policy are adhered to at all times.
- 3.5. 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.
- 3.6. The Site Manager will ensure that all staff are informed of any asbestos located within the college.
- 3.7. The Site Manager, in collaboration with the Governing Body and Operations Manager will arrange for any necessary repairs to the college regarding asbestos.
- 3.8. The Headteacher will ensure that the stipulations in the Health and Safety Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions.

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.
 - Hot water at the point of use does not pose a scalding risk.
- 4.2. Risks relating to legionella bacteria will be managed by the college in the following ways:
 - A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.
 - Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8.
 - A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
 - Records will be kept of checks conducted to ensure measures in place are effective.
 - A legionella risk assessment and the preparation of the course of action is currently undertaken by Hartlepool Borough Council.
 - Actions from the risk assessment will be checked monthly by Hartlepool Borough Council.

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, 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 Operations 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 staff, students and visitors with SEND and other specific needs.
- 7.2. The accessibility strategy will include the health and safety needs of individuals with SEND and other specific needs.
- 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.

- 8.2. The Site Manager will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and in severe cases can overload roofs contributing to structural failure.

9. Lighting

- 9.1. Lighting will be appropriate for a learning environment. Where possible, natural lighting will be used.
- 9.2. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use.
- 9.3. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- 9.4. External lighting will be provided to ensure safe pedestrian movement after dark. The car park will be well lit.
- 9.5. Outdoor sports facilities will have floodlights if they are likely to be used out of college hours.
- 9.6. Emergency lighting will be provided for areas which are accessible after dark. Security lighting will be provided around the perimeter of the college buildings with dusk-to-dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.
- 9.7. 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.
- 9.8. The Site Manager will arrange for fixed electrical systems to be tested around the college site. This will cover all of the electrical wiring within the buildings and grounds, including:
 - External lighting and supplies.
 - Main panels.

- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

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.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/student training in security.

10.3. The Site Manager will ensure the college's security arrangements are adequate for the effective safeguarding of students and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

11. **[Updated]** Lettings

11.1. **[Updated]** The Assistant Headteacher – Compliance 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 Policy 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 schoolsassetsesacapital@education.gov.uk.

11.4. Hirers will make an application for hire to the Tunstall Active Manager.

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. Invacuation and evacuations

- 13.1. The Site Manager will ensure there is sufficient access so that emergency invacuation 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 Operations Manager will maintain the college by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.
- 14.2. The Operations 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. College premises and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of student and staff, including in relation to fire safety.
- 15.2. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.
- 15.3. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

- 15.4. Staff and students will be familiarised with emergency evacuation procedures.
- 15.5. Risk assessments will be updated if there are any significant changes to the premises.
- 15.6. All college procedures and provisions relating to fire safety are outlined in the college's Fire Safety Information for Employees.
- 15.7. Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The Site Manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

16. Catering

- 16.1. The Operations 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 Operations Manager, in consultation with the Cleaning Supervisor will ensure that classrooms and other parts of the college are maintained in a tidy, clean and hygienic state by monitoring standards.
- 17.2. 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.
- 19.3. A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

20. Furnishings

- 20.1. The Operations 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 Operations Manager.

21. Grounds

- 21.1. The Headteacher, will ensure that there are appropriate arrangements for providing outside space for students to play and exercise safely.
- 21.2. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.
- 21.3. The condition of all playground areas will be monitored by the Site Manager and deficiencies addressed. The college will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the college.
- 21.4. The college will ensure risks associated with individuals entering or leaving the college estate are assessed and the college perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

22. Health and safety audit

- 22.1. The Site Manager will ensure that the college's premises are subject to a regular Health and Safety Audit.
- 22.2. Faculty Leaders are responsible for completing and maintaining health and safety risk assessments for their faculty. The Site Manager is responsible for completing and maintaining health and safety risk assessments for facility maintenance. Any risks identified will be formally

recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed annually and kept up-to-date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

- 22.3. The Site Manager will keep a central record of all risk assessment.
- 22.4. As well as formal risk assessments undertaken by competent persons, staff and students will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.
- 22.5. Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

23. Electrical testing and inspection

- 23.1. A PAT exercise will take place on annual rolling basis. The schematic of the supply route and primary distribution will be updated annually. All fixed wiring and all distribution boards will be tested at least once every five years by Hartlepool Borough Council.
- 23.2. All electrical testing and inspection will be carried out by a competent person.
- 23.3. It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

24. Other equipment, systems and storage

- 24.1. In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the college will ensure that lifts used by employees for work are safe to use. Plans will be implemented to ensure the safety of users in the event of the lift breakdown or stopping between floors.
- 24.2. The college will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

25. [New] Gas

- 25.1. Gas and electrical safety posters will be displayed around the college, including classrooms. Appropriate signage, e.g., clearly visible hazard warning posters, will also be placed on storage room doors which are used for electrical and gas equipment.

- 25.2. All staff members working in areas with gas equipment will be made aware of the location of isolation valves, which are kept accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.
- 25.3. Gas equipment and appliances will be purchased from reputable suppliers, and equipment that is hired or borrowed will be suitable for use before using it and maintained as necessary. The Site Manager will maintain an accurate inventory of all gas equipment purchased by the college.
- 25.4. All gas equipment will be installed by a suitability trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes. The engineer's suitability to install or repair gas equipment will be confirmed, e.g., by showing their Gas Safe identification card.
- 25.5. The physical environment where gas equipment is installed will be assessed by the site manager to ensure its suitability, e.g., that it is dry, clean and ventilated. All gas equipment will be kept clear of combustible materials, heat sources and naked flames and stored appropriately, in line with the college's COSHH Policy.
- 25.6. Liquefied petroleum gas (LPG) tanks will be inspected and maintained by a competent person on an annual basis.
- 25.7. All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by the Site Manager. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.
- 25.8. Gas pipes and flues will be made a suitable rigid material, e.g., metal, and these will be checked for any damage on a daily basis by the site manager. All gas appliances will have the ability to be isolated from the gas supply.
- 25.9. Carbon monoxide detectors will be installed by the Site Manager or site team member and inspected on a monthly basis.
- 25.10. Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. No more than 15kg of flammable gases will be stored on the college premises at any time.
- 25.11. Any isolation valve defects will be reported immediately to the Site Manager so that appropriate repairs can be arranged, and the equipment is not used. Damaged or leaking gas equipment will not be

used and will be immediately reported to the Site Manager for repair or safe disposal.

- 25.12. Repairs to gas appliances and fixtures will be carried about by a Gas Safe registered engineer. Engineers carrying out repairs on gas equipment will be given sufficient space, access, ventilation and illumination to allow them to carry out the work safely.

26. Monitoring and review

- 26.1. This policy is reviewed biennially by the Headteacher, Operations Manager and Site Manager.
- 26.2. The next scheduled review date for this policy is November 2025.
- 26.3. Any changes to this policy will be communicated to all relevant staff members.