

Premises management (non-PFI) policy

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1 Policy statement

Vision, mission, and values

By the effective and timely management of our academy buildings and estate we aim to ensure that our facilities are safe and well maintained for the use of our students, staff and community as a whole.

The estates use is maximised, that our investments are assessed and planned to ensure they correspond with the Trust's mission and vision, always valuing the impact this has on the educational outcomes for our students.

Purpose and intent

The purpose of this statement is to confirm our commitment to the effective estate management of our academies and facilities to support and enable the achievement of our strategic objectives, protect staff, our business assets, and to ensure financial sustainability.

To facilitate this, we have developed a robust planning process, follow all statutory obligations and best practice to ensure we maximise the use of resources through effective asset management to provide value for money to our stakeholders, in line with the government's guidance for academy trusts.

In doing this we will not only fulfil our statutory obligations, it will further assist in educating and engaging our organisation in the conversation around proactive estate management ensuring it becomes embedded within the planning cycle to deliver school improvement and organisational performance.

Roles and responsibilities

Premises management is an integral part of our governance and leadership arrangements. The government's academy trust handbook sets out the expectations of specific roles, such as trustees, accounting officer and chief finance officer.

Trust Board

Trust Board (trustees) with guidance set our capital investment and asset management strategy

Trustees are responsible for agreeing the Trust's approach to capital and asset planning and ensuring the objectives are realised and that they deliver the required performance outcomes

Accounting officer and chief finance officer

The accounting officer and chief finance officer are accountable for the capital planning strategy and ensuring that our obligations in respect of health and safety/compliance are robust. That the financial validity and performance in respect its implementation and delivery is thorough.

Executive leadership team and principals

The executive leadership team and principals are key to ensuring that the plans work with and deliver on the objectives set within academy improvements plans, enabling them to improve the outcomes for our students

Head of estates and facilities management

The head of estates and facilities management (HEFM), working in concert with those noted here, alongside his own team, will develop and produce the strategic framework for the management of the estates, for the agreement of the Trust Board

Once approved this will be translated into specific academy projects to be developed, costed and managed in lines with are agreed financial constraints and audit requirements.

Benefits

Following a robust premises management practice will ensure that:

- a) each site is compliant with current statutory legislation;
- b) asset management plans are implemented to deal with planned maintenance and manage reactive repairs;
- c) assist with the formulation and review of academy development plans, assessing and priorities medium/long term maintenance and development objective in line academy curriculum requirements and Trust objectives;
- d) procedures for security, fire management, health and safety, including appropriate monitoring and control systems are in place;
- e) projects are undertaken to the approved standard and compliant with relevant legislation and regulations; and

- f) financial controls are implemented in accordance Trust approvals and our statutory obligations.

Alongside this each academy working with the HEFM, business managers and senior leadership team (SLT) will create an academy development plan, this will identify planned maintenance and development work, set out by priority.

This policy is available to all parents, prospective parents, local academy committees, authorised inspectors and other stakeholders as appropriate.

The responsibility for the management of premises for each of the Trust's academies lies with the board and the head of estates and facilities management (HEFM), with the support of academy business managers (BMs), site teams and senior leadership at each location.

This document is reviewed every two years by the HEFM.

The Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equality Act (2010).

2 Policy

Introduction

Diverse Academies has a duty to ensure that buildings under our management comply with appropriate statutory, regulatory, and corporate standards. Whilst undertaking this duty the Trust needs to consider amongst other things two fundamental areas in respect of the buildings and establishment:

- a) condition – focus on the physical state of the premises to ensure safe and continuous operation, alongside issues involving building regulations and other non-education statutory requirements; and
- b) suitability – focus on the quality of the premises to meet curriculum requirements and Trust objectives, especially in regard to ensuring we are raising educational standards and creating positive outcomes for our students community.

Guidance and legislation

- a) Advice on Standards for School Premises (March 2015). This replaces the previous legislation for maintained schools; however, it is appropriate when considering these to look at both sets of guidance. These include a general requirement that every part of an academy's premises must be kept to a standard to reasonably assure the health, safety and welfare of the occupants and provides specific guidance to the relevant statutory legislation.
- b) As a Trust we are adopting the DfE guidance, Good Estate Management in Schools (GEMS). This sets out general principal to assist with effective and efficient management of school buildings and resources.
- c) The Health and Safety at Work etc. Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to 'ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees' and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.
- d) The Workplace (Health, Safety and Welfare) Regulations 1992 – which outline provisions that must be made in relation to the work environment.
- e) Managements of Health and Safety at Work Regulations 1999 (MHSWR). Which places duties on employers and employees.
- f) Approved Codes of Practice (ACOPs).
- g) Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'approved documents'.

Non-PFI academy premises are constantly monitored by the estates and facilities team in conjunction with the business managers, leadership teams and academy committees.

Any observations/concerns are reported to the to the business manager/site manager initially who will deal with or escalate as appropriate.

Health and safety/compliance

The Trust ensures that regular maintenance is carried out in accordance with statutory requirements and best practice, this also aligns to our health and safety policy and standard

operating practice – statutory compliance inspections and testing document within the following areas:

- a. air conditioning system checks
- b. boiler maintenance (gas and wood pellet)
- c. electrical appliances check (PAT)
- d. fixed electrical installation testing
- e. emergency lighting testing
- f. local extraction ventilation
- g. fire risk assessments
- h. fire alarm testing
- i. fire door checks
- j. fire extinguisher checks
- k. gym equipment safety checks
- l. gas appliances safety and soundness checks
- m. kiln and ceramic electrical equipment checks
- n. catering equipment safety checks and kitchen deep cleaning
- o. lift safety inspection and checks
- p. machinery tooling checks
- q. pressure vessel checks
- r. outside play equipment checks
- s. water supply (legionella)
- t. asbestos management

Drainage

Ensure that there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

Glazing

All glazing will be to current standards, toughened or laminated in the required locations.

The academies will ensure that any glass that becomes damaged is either replaced or made safe as appropriate.

Accommodation

- a) 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 tasks may be completed during the year.

- b) Ensure that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- c) Ensure that the furniture and fittings are appropriately designed for the age and needs of all students.
- d) Ensure that classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by monitoring standards of cleaning.
- e) Ensure that there are appropriate facilities for students who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
- f) Ensure that there are sufficient washrooms for staff and students, including accessible facilities.
- g) Ensure that, in terms of the design and structure of the accommodation, no areas of the site compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level handrails on stairs above open stair wells.
- h) Ensure that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs of all students, monitoring this on a regular basis. Making reasonable adjustments in provision and arrangements if appropriate.
- i) Ensure that the facilities are fit for purpose and sound in their construction. Undertaking regular visual inspections.
- j) Ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks.
- k) Ensure that access to the academy allows all students, including those with special needs, to enter and leave the academy in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
- l) Ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption
- m) Ensure that the lighting, heating and ventilation in classrooms and other parts of the academy are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.
- n) That the site and premises have in place adequate security arrangements to ensure:
 - i. that access to site is controlled at all times
 - ii. that the perimeters are sufficiently secure
 - iii. buildings are locked and alarmed at night.

Contractors

All contractor working on our sites will be pre-qualified to ensure they have in place the correct professional qualifications for the tasks they are appointed to undertake, appropriate insurance and background checks (DBS, etc.).

They will be required to provide method statements/risk assessments for the work to be undertaken, along with any other paperwork, Construction (Design and Management) Regulations 2015, HSE F10's, etc.

Commissioning of capital projects

For capital projects, the head of estates and facilities management (HEFM) may determine that it would be appropriate to seek the appointment of a building surveyor or similar property professional to assist in the development of this type of scheme, normally based on the following steps:

- a) feasibility Study – checking the feasibility of the project and providing s budget estimate of cost;
- b) specification – work with the HEFM and academy to producing a technical specification for the work;
- c) tender – obtaining quotes/tender via appropriate contractors as required within our financial standards;
- d) evaluation of tenders – checking the validity, accuracy and value for money of each;
- e) site management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with health and safety requirements and relevant legislation;
- f) handover – accepting the finished project, carrying out snagging and testing; and
- g) invoice check – checking the validity and accuracy of invoices.

3 Policy review

This policy will be reviewed biennially.