




The LETTA Trust

Premises Management Policy

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Reviewed by:	TB Resources	Signed:	

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The LETTA Trust is a multi academy trust. This policy applies to all schools in Trust.

1. Aims



The LETTA Trust has a duty to ensure that the school buildings under its control comply with appropriate statutory, regulatory and LA standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The Trust needs to consider the building;

- **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 school in raising educational standards.

Our schools aim to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected to be legally compliant.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), good estate management for schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), This is 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 a risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.
- [The Education \(School Premises\) Regulations 1999](#) – which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.
- [Approved Codes of Practice \(ACOPs\) and Health and Safety Executive \(HSE\)](#) guidance documents and standards.
- [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’.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health



- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Trust Board & Chief Executive Officer (CEO)

The Trust Board has ultimate responsibility for health and safety matters in each school, but will delegate day-to-day responsibility to the headteacher or head of school. Headteachers are directly responsible to the CEO & to the Local Governing Board (LGB). The CEO reports to the Trust Board.

The Trust Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The academy trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Each LGB has one governor who is responsible for overseeing health & safety matters.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policies
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters



- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the most senior member of staff on site assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead for both schools is Razna Begum (chief finance officer).

The lead will;

- Assist with annual inspections and safety audits;
- Investigating and advising on hazards and precautions;
- Having a general oversight of health and safety matters;
- Making recommendations to the Head teacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation;
- Ensuring that reports on health and safety matters with respect to the School premises are prepared;

Effective management of school buildings is the responsibility of the Senior Premises Manager (Gika Conceicao) with the Premises Team and ultimately the responsibility lies with the Headteacher of each school in the Trust.

This document is reviewed annually by the chief finance officer and senior premises manager or as events or legislation change requires.

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

3.4 Senior premises manager

The senior premises manager, Gika Conceicao, is responsible to the chief finance officer, in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that hazards are removed
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced
- The premise, plant, and equipment are maintained in a serviceable condition



- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments (FRA)
- Ensuring that premises safety inspections are undertaken where necessary weekly, bi-terminly, and keeping records of any faults identified (if appropriate)
- Ensuring that all portable electrical equipment is tested on an annual basis
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem

3.5 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented
- Report all accidents and incidents in line with the reporting procedure.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the headteacher
- Report immediately to the headteacher any shortcomings in the arrangements for health and safety

3.6 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.7 Contractors



Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Duties of Senior Premises Manager and Health & Safety Lead

- Develops the Asset Management Plan
- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan
- Manage repair or improvement projects
- Prepare policies for security, fire safety, health and safety, including monitoring processes.
- Ensure that risk assessments are prepared and acted upon.
- Employ professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

5. Schedule of Activities

The school ensures that the regular maintenance is carried out in accordance with best practice and as required by legislation including the following;

Aspect	Service requirement	Frequency	Company
Access control system maintenance	Inspection	Quarterly	Denver
Air Conditioning units checks	Inspection	Annual	Clean & Tidy
Asbestos Register & Management Plan	Inspection	Annual or when change occurs	Tersus
Car parking & vehicle/ pedestrian segregation	Traffic management plan	Annual or when change occurs	Senior Premises Manager
CCTV system maintenance	Inspection	Twice a year	Denver
Contractor qualification check	Where contractors are appointed directly by the premises manager then checks are made to ensure that they have the appropriate qualifications to carry out the specified work. This is covered by various pieces of legislation, such as Electricity at Work Regulations 1989,	On appointment	Senior Premises Manager



	Gas Safety Regulations 1998 etc		
Control of Substances Hazardous to Health (COSHH) and Chemical storage	Risk assessment	Reviewed on regular basis	Senior Premises Manager
Disability Discrimination Act	Inspection	Checks to be made whenever alteration/ changes are made to the building or the external environment	
Display Energy Advisory Report	Inspection	Every 7 years	LBTH
Display Energy Certificate	Inspection	Annual	LBTH
Electrical appliances checks (PAT)	Inspection	Annual	Action Fire Ltd
Emergency lighting	Inspection	Twice a year	Denver
Fire detection and alarm systems	Inspection	Weekly alarm tests, with a different call point tested each week. Quarterly and annual inspections and tests	Premises Team IP Fire (Bygrove) & Chubb (Stebon)
Fire doors	Inspection	Weekly	Premises Team
Fire fighting equipment	Inspection	Annual	IP Fire
Fire risk assessments	Inspection	Every 2 years or when change occurs	Workplace Fire & Safety
Fixed electrical installation testing	Inspection	5 years Inspections in swimming and hydrotherapy pools and other high-risk locations are required annually	Denver



Gas appliances safety checks including boilers	Inspection	Annual	Elite Gas Services
Glazing	Inspection	Ongoing checks	Premises Team
Health & Safety Audit	Inspection	Annual	LBTH
Hoist service	Inspection	Annual	HCL
Intruder Alarm	Inspection	Annual	Banham
Legionella checks on all water systems	Inspection	Risk assessment of each site carried out and reviewed regularly. Frequency of monitoring checks varies for different systems. Specific details found in guidance for each type from the HSE	Water Monitoring
Lift safety checks	Inspection	Annually for goods lifts Twice a year for passenger lifts	Stannah Lift Services
Extraction systems	Inspection	Annual	Denver
Physical education equipment safety checks - Indoor	Inspection	Three times a year	REJB & Safe Play
Physical education equipment safety checks - Outdoor	Inspection	Three times a year	REJB & Safe Play
Slips and Trips	Risk assessment	Annual or when change occurs	Senior Premises Manager
Swimming Pool	Risk assessment	Annual or when change occurs	Swimming Instructor & Senior Premises Manager
Tree safety	Risk assessment	Annual & following any works that could have caused damage and high winds	Premises Team & External contractor
Water temperature checks	Inspection	Various tests & checks throughout the year	Premises Team
Water Risk Assessment	Inspection	Every 2 years or when change occurs	Water Monitoring
Equipment used for working at height	Inspection Risk assessment	Inspected before use and at regular intervals Annual or when change occurs	Senior premises manager



6. Asbestos

The school maintains an asbestos management plan and asbestos register which contains a copy of the asbestos survey that shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare). If the asbestos is in good condition and is not in an area where it will be damaged by everyday activities then it is safer to leave it in place).

The asbestos survey is held in the premises office and is made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officer is the senior premises manager, refresher training is completed every 3 years.

A re-inspection on all identified asbestos/current asbestos management survey (and plan) is completed every 3 years, organised by the senior premises manager.

The senior premises manager reviews and manages all contractor/building works and ensures inductions and shared information that includes the school asbestos survey and management plan before works commences.

The headteacher / senior premises ensure that:

- The asbestos log is maintained and that any changes are notified
- All work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the premises team before any undertaking of work
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log
- A 3-year re-inspection is completed
- Will organise another survey in the event of potential building or construction works before the works begin. It is noted that the school's asbestos survey is a 'management survey' and there are other more intrusive surveys required for any building works.
- The premises manager is using the checklist that can be found at the back of the asbestos management plan along with recording contractor visits.

It is noted that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to the senior premises manager who will contact the appropriate body for advice.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the premises team.



7. Building

- The school ensure that each load bearing structure is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals
- The school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

8. Contractors

All contractors used by the school ensure compliance with relevant health & safety legislation, guidance and good practice. The school ensures;

- contractors report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos management plan/register/survey, local management arrangements and vehicle movement restrictions.
- The senior premises manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.
- That adequate arrangements are in place to select, appoint and monitor anyone undertaking work.
- 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)
- Where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- That the contractor has a current health and safety policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

9. Commissioning a large project

- The school seeks a property professional to work with the school, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:
 - Feasibility Study – checking the feasibility of the project and providing an early cost estimate
 - Specification – with the school to producing a technical specification for the work
 - Tender – going out to tender to a number of appropriate contractors
 - Evaluation of Tenders – checking the validity and accuracy of the tenders



- Site Management – regular site visits to check the progress and quality to work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations.
- Handover – accepting the finished project. Carrying out snagging and testing.
- Invoice check – checking the validity and accuracy of invoices.

10. Cleaning of the environment

Cleaning is provided by an external company and the premises team ensure they provide a comprehensive cleaning programme.

Cleaning schedules are in place that describe the activities, the frequency of cleaning and who will carry it out. Cleaning standards are monitored by the school and cleaning staff are trained by the company and provided with access to personal protective equipment (PPE). Essential elements include:

- Daily, weekly, and periodic cleaning schedules
- Colour coded system (and equipment) to minimise potential for cross-contamination and support ease of cleaning
- Cleaning solutions are stored in accordance with Control of Substances Hazardous to Health (COSHH)
- Consideration for increased cleaning or enhanced cleaning during an infection outbreak
- Consideration for the cleaning of toys and equipment which can become contaminated
- Clear instructions for the immediate clean-up of blood and body fluid spills
- Access to appropriate PPE for the activities

11. Drainage

The school ensures 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 problems arise.

12. Electricity

Contractors who carry out electrical works within the school are checked to ensure they are registered with the NICEIC (National Inspection Council for Electrical Installation Contracting).

The school's fixed electrical installation is inspected periodically in line with the current IET (The Institute of Engineering and Technology) Wiring Regulations requirements. A full inspection and report are carried out at least every five years, however, some areas of the school may be subject to more frequent testing and advice will be sought from the Contractor on the appropriate frequency where required. The Swimming pool environment requires annual inspection and report as a minimum.



Staff are required to monitor the condition of electrical appliances they use by carrying out a quick visual inspection prior to use. The visual inspection includes checking the condition of the plug, cable, and the appliance. All portable electrical appliances are inspected (PAT Testing) annually as standard. PAT Testing is carried out by a suitably trained and competent contractor

The senior premises manager is responsible for the management of all statutory compliance inspections (which includes electrical), records of these inspections and if required remedials can be found in the premises office and shared premises folders.

Personal items of equipment (electrical or mechanical) are not to be brought into the school without prior authorisation and subjected to the same tests as school equipment.

13. Fire

A full fire risk assessment will be arranged to be carried out at least once every two years and a review is to be carried out at least annually, following any minor alterations, or concerns regarding fire safety.

Should any major changes of the building or its use occur a new full fire risk assessment may need to be carried out.

The Senior premises manager is responsible for ensuring that all appropriate actions are completed following recommendations made in the fire risk assessment.

The fire risk assessment and annual reviews are in the fire logbook which is in the premises office at each school site. The fire logbook also contains all relevant fire related documentation and checks including the below:

Checks	Frequency	Completed by
Fire alarm break glass call point	Weekly	Premises Manager
Emergency lighting	Monthly	Premises Manager
Fire doors/ shutters	Monthly	Premises Manager
Manual fire fighting appliances	Monthly	Premises Manager
Fire Drills	Termly	Premises Manager
Servicing/Inspection	Frequency	Completed by
Fire Alarm Service	6 Monthly (Major/Minor)	See section 5
Emergency lights	Annually	See section 5
Fire doors/ shutters	Per manufacturer's guidance	See section 5
Manual fire fighting appliances	Annually	See section 5



Automated fire extinguishing systems	Per manufacturer's guidance	See section 5
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Should any defects be identified during weekly and monthly checks, these are to be escalated to the appropriate contractor for remedial works to be carried out.

14. Gas

Contractors who manage or carry out any work on gas appliances including gas boilers and heating are checked to ensure they are on the Gas Safe Register.

The school ensures that all gas appliances, gas installation and flues are inspected at least annually by a Competent Gas Safe Engineer. This includes but is not limited to:

- Gas Boilers
- Gas water heaters
- Catering appliances

The senior premises manager is responsible for arranging and managing/monitoring the statutory compliance gas requirements and records of all inspections/maintenance can be found in the premises office at each school site.

15. Glazing

The school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

16. Grounds Maintenance

The school ensures that the seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

The senior premises manager is responsible (in consultation with the Senior Leadership Team to):

- select a competent arboriculturist to manage the individual trees, shrub, and perennial/annual plants
- to undertake a tree risk assessment to determine the health and safety of the trees; and
- production of risk assessments and safe systems of work, to include working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.



Requests for dealing with any outbreaks of infestation should be reported to the premises team.

17. Industrial Kitchen

Schools have LBTH Contract Services, their food provider.

Kitchen are briefed on first aid, any presence of asbestos in their work areas, fire safety arrangements by the senior premises manager. All reports of accidents and near misses in the kitchen are to be provided to the school administration, this may include the contractor completing the school's accident report as well as their own company accident report.

18. Lettings

The school ensures that the premises which are used for a purpose other than conducting the school curriculum (the Hall, Gym or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

19. Play and Physical education equipment

The senior premises manager ensures that all play and physical education (PE) equipment is in good working order, maintained and subject to annual inspection.

The use of play and PE equipment will only be used after a suitable and sufficient risk assessment has been completed.

The senior premises manager is responsible for ensuring all inspections are completed, and remedial works are completed within the timescales

Outdoor play equipment

Play equipment will be checked / inspected:

Outdoor Annual (annual inspection)	Undertaken by a qualified RPII inspector*
Outdoor Operational (quarterly or monthly inspections)	Undertaken by a qualified RPII inspector*
Outdoor Routine (visual daily/weekly inspections)	Visually inspected by the premises team for any damage; this is recorded, with detailed action as appropriate

Equipment is checked daily before use for any apparent defects. The premises team conduct a weekly visual inspection of the equipment

Indoor play equipment and PE equipment



Equipment will be checked before use for any apparent defects. The premises team will conduct a weekly visual inspection of the equipment.

20. Premises and Welfare

The school has thoroughly reviewed and implemented measures to meet its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.

Measures implemented include but are not limited to:

- Adequate lighting
- Appropriate working temperatures
- Adequate ventilation
- Sufficient toilets and appropriate washing facilities for the setting
- Staff rest facilities with drinking water
- Appropriate flooring for the environment
- Facilities available for nursing mothers
- Safe traffic routes
- Regular cleaning of the workplace
- Monitoring of the premises condition
- Where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- Access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
- School buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks
- There is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaption and summer programme of works, but smaller tasks may be completed during the year.
- Classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by carefully monitoring the number, age and needs of pupils who will be using the classrooms and making any necessary adjustments in provision and arrangements.
- Furniture and fittings are appropriately designed for the age and needs of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings
- There are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.



- In terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level handrails on stairs above an open stairwell.

The senior premises manager is responsible for the management of the building, including general day to day building issues, statutory compliance, condition surveys, housekeeping, and the cleanliness of the site. All staff with any building concerns/welfare, should report these to the senior premises manager who will arrange for remedial works to be carried out within an appropriate time scale.

21. Roof work

The senior premises manager in consultation with the contractor is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- A Permit to Work (PTW) must be put in place
- A suitable and sufficient risk assessment and method statement (RAMS) must be Produced and approved by the [Premises Manager or Business Manager]
- Anyone going onto the roof must be competent and given sufficient information, instruction, and training, and be supervised; and
- Prohibition on lone working.

Anchorage points, eyebolts, and fixing points;

- The eye bolts / fixings are tested annually by a contractor in accord with the WAH and the Provision and Use of Work Equipment 1998.
- The senior premises manager is responsible for making available the maintenance records either in paper copy or electronically.

22. Swimming Pool

It is the school's policy to ensure the pool is operated in a safe manner and therefore all HSE and Industry practice is followed. The headteacher has overall responsibility for the safe operation of the pool, however they have delegated the management of the pool to the senior premises manager who is responsible for managing all aspects of the pool including but not limited to, pool water quality, supervision, risk assessment and other documentation, qualifications, and checks.

The school has carried out a risk assessment for the swimming pool in line with the HSE Guidance Document Health and safety in swimming pools, HSG179. The risk assessment has considered the supervision arrangements and as this pool is only used for structured swimming lessons by swim teachers who hold a valid swim teaching qualification (e.g., *IoS SEQ Level 2 Teaching Swimming*) and rescue qualification (e.g., *IQLs National Rescue Award for Swim Teachers and Coaches*) can supervise the pool in addition to teaching.

A Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) have been produced and all relevant staff have been trained in this procedure. This is made available to all hirers.



The senior premises manager is responsible for the pool plant operation, and ensures pool water testing and arranging microbiological testing of pool water by an external contractor. They ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG) and it is the school's policy for them to hold the relevant qualification (*E.g., IQL Pool Plant Operators Qualification or equivalent*).

23. Vehicle Segregation

The schools ensure that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner where reasonably practicable and plan towards finding resolutions if not.

24. Waste

The schools are committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this. The schools have ECO groups which steer some of this element.

The schools follow any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

25. Water management (Legionella)

The school arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45oc which is arranged to ensure that:

- The school has a wholesome supply of water for domestic purposes including a supply of drinking water
- WCs and urinals have an adequate supply of cold water and washbasins and sinks (including deep sinks) and showers have an adequate supply of hot and cold water
- the temperature of hot water supplies to showers shall not exceed 43oc
- The school has a programme of installing TMV at hand basins.

The senior premises manager will;

- Organise a Legionella water risk assessment (WRA) to be completed every 2 years, by a company registered with The Legionella Control Association
- Complete all recommendations from the WRA within the specified timescales
- Complete a detailed specification of water management to ensure compliance to L8, with details of roles and responsibilities that includes both contractor and local school management



- Ensure the relevant staff complete Legionella awareness training
- Maintain a high standard of monitoring of all logbooks, and take appropriate action when needed, such as responding to identified legionella bacteria within the school water system

A water risk assessment of the school has been completed by Water Monitoring Ltd and the senior premises manager is responsible for ensuring that operational controls are being conducted and recorded in the water logbook. The premises team will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by the named company.

This will include, with reference to the risk assessment:

- All remedial action identified in reports is undertaken within the timescale identified
- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods
- Conducting necessary water temperature checks (monthly)
- Disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)
- Thermostatic mixing valves (TMV) to form part of the regular test and inspection process and procedure
- Microbiological testing of the system, in accord with the risk assessment e.g., every six months
- Annual chlorination of the water system; and
- The Legionella risk assessment to be reviewed at least every two years by a competent person.

26. . RAAC

The Senior Premises manager/CFO are delegated the responsibility by the CEO for identifying and reporting RAAC in the schools. Each school to have a thorough inspection following the latest DfE guidance on identifying RAAC. This includes checking for RAAC 'hidden' behind ceiling panels or plasterboard.

If there's any suspicion that school buildings contain RAAC, or if there's any uncertainty, an appropriately qualified building surveyor or structural engineer with experience of RAAC will be appointed. Whilst waiting for confirmation, a contingency plan will be created in case RAAC is confirmed.

If the surveyor or engineer suspects or confirms that RAAC is present in the schools:

- **The DfE will be immediately informed via capital portal**
- **There will be no drilling, cutting or disturbing anything that might be RAAC**

For any concerns or issues with the process the DfE can be contacted directly using the email raac.awareness@education.gov.uk.

27. . Monitoring



This policy will be reviewed & proposed by the school business manager/CFO annually. At every review, the policy will be approved by the Trust Board Resources Committee.

28. Links with other policies

This Premises Management policy links to the following policies and documents:

- Health and Safety Policy incl security procedures
- Risk assessments
- Medical needs policy incl asthma & intimate care
- Accessibility plan
- Lettings policy