



Three Towers

An Alternative Provision Academy

Expanding Horizons

Premises Management Policy

Adopted: June 2020

Review: as required by statutory guidance

1. Introduction

Three Towers (TTAPA) has a duty to ensure that the buildings under our control comply with appropriate statutory, regulatory and corporate standards. For each site (Leyland Park House, Hindley and Heiland Road, Whelley) we must consider:

- 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 Academy in raising educational standards.

2. Responsibilities

Each site is monitored daily by the Site Manager and their team. The Site Manager with guidance from the Headteacher, School Business Manager (SBM) and Core Leadership Team (CLT) ensures that the site is compliant with statutory regulations and the advice provided in the Good Estate Management for Schools manual.

3. Risk Assessment

TTAPA ensures that relevant Risk Assessments are completed by a trained and competent person and put in place and reviewed annually or upon a change in circumstances or following an incident. The Risk Assessments should take into account, but not limited to, factors such as:

- location;
- environment;
- use of facility and equipment;
- arrangements in place e.g. safe systems of work;
- training needs.

4. General design

We ensure that:

4.1 buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

4.2 there is sufficient access so that emergency evacuations can be accomplished safely for all learners, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

4.3 the lighting, heating and ventilation in classrooms and other areas of the building are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

4.4 classrooms are appropriate in size to allow effective teaching by carefully monitoring the number, age and needs of learners who will be using the classrooms and making any necessary adjustments in provision and arrangements.

4.5 the furniture and fittings are appropriately designed for the age and needs of all learners registered there, by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual programme of works.

4.6 external lighting provides adequate illumination to ensure people can safely enter and exit both sites.

4.7 there are appropriate facilities for learners who are ill. These areas are near to the Pastoral Managers office to ensure appropriate supervision of the learners and are reasonably close to WC and cloak room facilities.

4.8 there are sufficient washrooms for staff and learners, including facilities for learners with Special Educational Needs and/or Disability (SEND).

5. Maintenance

We ensure that:

5.1 regular maintenance is carried out in accordance with best practice and as required by legislation. Each site must hold operating information and test certification for all of the systems within their buildings; this includes but is not limited to the following:

- (PAT) electrical appliances checks
- Air conditioning systems
- Asbestos
- Boiler (and other gas installations)
- Electrical Fixed wiring
- Emergency lighting testing
- Fire Escape and Safety fire risk assessments
- Fire safety and evacuation plans
- Fire safety equipment, drills and training
- Gas appliances safety checks
- Gas pipe soundness checks
- Kitchen Equipment checks and deep cleaning
- Local Extraction Ventilation
- PE/Gym equipment safety checks
- Outdoor/Playground equipment checks
- Pressure vessel checks
- Water systems

5.2 there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works. Smaller decorative tasks may be completed during the academic year.

5.3 flooring is in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

5.4 class-rooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the site team and cleaners and monitoring standards of cleaning.

5.5 a site wide condition survey is conducted by external experts every five years in line with Rowan Learning Trust requirements, and an action plan is produced within three months to tackle any issues raised.

6. Cleaning

Classrooms, corridors and other areas of the building are maintained in a clean, tidy and hygienic state and each area undergoes a deep clean annually. When necessary, such as after outbreaks of contagious illnesses, affected areas will undergo specialist cleaning. This may necessitate the temporary closure of parts or the whole of the site.

7. Catering

Areas where food is served are equipped with adequate facilities for the hygienic preparation, serving and consumption of food. Catering providers are required to provide regular reports on the suitability of the catering facilities.

8. Water Supply (Legionella)

Regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water) are undertaken. As per current legislation this would include:

- hot water stored at 60°C and delivered at 50°;
- cold water stored and distributed below 20°C;
- the building has a water supply for domestic purposes including a supply of drinking water, which is clearly marked;
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water;
- the temperature of hot water supplies to showers do not exceed 41°C.

9. Asbestos Management

9.1 TTAPA maintains an asbestos register which contains a copy of the asbestos survey, showing the locations where asbestos has been identified or is suspected on site. The register must be made available to all contractors.

9.2 Approved registered contractors are employed to deal with any removals.

9.3 All site staff, the SBM and Headteacher have all undertaken training for the designated person in asbestos awareness. This is updated three-yearly.

9.4 If the asbestos is in good condition and is not in an area where it will be disturbed, then it is safe to leave it in place.

10. Drainage

TTAPA 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 any drainage issue arise.

11. Waste Management

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

11.2 TTAPA follows all legal waste obligations, including management of confidential waste, to ensure the correct licensing of their waste and maintain such records.

11.3 Both sites have a secure area for the storage of large waste receptacles. Waste receptacles are not situated in close proximity of the building to reduce arson risk. Small general waste bins should be placed no less than 5m away from the building and transportable waste bins no less than 10m away from the building.

12. Glazing

TTAPA ensures that:

- any damaged glass is made safe as soon as possible before being replaced;
- glass installed in lower panes is obscured for safeguarding and privacy reasons;
- glass installed in the building is a safety material (e.g. laminated or toughened glass);
- the use of fire rated glass is an important component in building safety and building regulations specify where it must be used.

13. Grounds Maintenance

13.1 The grounds of each site are reasonably maintained including grass cutting, tree pruning, weeding and playground marking etc.

13.2 A tree survey takes place every ten years for which a prioritised report is produced (unless there are concerns about a particular tree/trees in which case an immediate inspection should take place). All arboriculture work is carried out by a competent arboriculturist.

14. Traffic Management

TTAPA ensures that appropriate traffic management systems are in place on each site to enable pedestrians and vehicles to circulate in a safe manner. This includes the management of signage, appropriate segregations and road markings.

15. Evacuation

15.1 TTAPA ensures that there is sufficient access throughout the both sites so that emergency evacuations can be accomplished safely for all learners and staff (including those with special needs) by ensuring that all exits are kept clear and unencumbered; and by carrying out regular checks of the same.

15.2 TTAPA ensures that the Fire and Emergency Evacuation Plans are updated periodically and is circulated to all staff, including those of the Music Service on the Hindley site.

16. Accessibility

16.1 TTAPA endeavours to ensure that access to sites allow access for all staff and learners, including those with special needs. The Whelley site is single storey and fully accessible; The Hindley site is mainly double storey with several different levels on the first floor. Reasonable adjustments are made as appropriate to facilitate access.

16.2 Each site has appropriate access for wheelchair users and those with mobility issues to access ground floor rooms.

16.3 TTAPA has an Accessibility Policy and plan that is reviewed regularly in line with statutory requirements.

17. Security

17.1 Keyholders

The key holders for each site (Site staff, SBM, Headteacher and Director of Primary) ensure that each site has adequate security arrangements in place for the grounds and building. This is achieved by ensuring that the building is securely locked and alarmed each night, that the building has a secure entrance and that the perimeter fence is secure.

17.2 CCTV

Both sites have extensive CCTV coverage internally and externally. The footage is accessible by the SBM, site manager and Headteacher and footage will be used to establish the causes/reasons of any damage to either site.

18. Lock Down

The school has established lockdown procedures across both sites which are regularly tested, but these are not published for security reasons.

19. Management of Contractors

19.1 TTAPA ensures that:

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

19.2 When required, TTAPA works alongside the Rowan Learning Trust's Director of Operations and may work with externally commissioned consultants to carry out the following:

- feasibility study – checking the feasibility of a project and providing early costs estimates;
- specification – producing a technical specification for the works;
- tender – going out to tender to 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 of 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.

20. Audit

Both sites are subject to an annual Health and Safety audit. Any concerns are discussed and actioned with the Headteacher, site manager and SBM and governors are made aware at the next meeting of the LGB.

RELATED DOCUMENTS

- The Health and Safety at Work Act 1974 (HSWA)
- The Education (Academy Premises) Regulations 2012
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Good Estate Management for Schools (April 2018)
- TTAPA Accessibility Plan
- TTAPA CCTV Policy
- TTAPA Health & Safety Policy
- Risk Assessments
- The Control of Asbestos Regulations 2012
- The Management of Health and Safety at Work Regulations 1999
- DfE (2000) Guidance on First Aid for Schools
- DfE (2014) Health and Safety: Advice on Legal Powers and Duties
- DfE (2017) Managing Asbestos in your School

Appendix 1: Site Management Checks - DAILY

Week Commencing: _____

TASK	MON	TUE	WED	THU	FRI	COMMENTS/ACTIONS
Briefly check rooms, corridors, toilets and kitchen for cleanliness, repair and safety						
Check firefighting equipment visually and report any damage						
Check that all safety signs and notices are legible						
Ensure toilets are well stocked with toilet paper, soap and towels at the start of the day and after breaks and lunchtime						
Check sanitary disposal units are available and in good order						
Check buildings for slip, trip or fall hazards and obstructions						
Ensure disabled access routes & fire exits, escape routes & assembly points are clear of obstructions and relevant doors are unlocked						
Check no flammable materials have been placed or stored underneath stairways						
Ensure access for emergency services is clear and unobstructed						
In icy weather, ensure paths and walkways are treated with salt and grit						
Check for damage to outside facilities vulnerable to vandalism						
Ensure wastepaper baskets and bins in classrooms have been emptied into external recycling and waste bins						
Ensure cleaning products have been stored safely and securely, out of the reach of pupils						
Check undertaken by: (initials)						

End of Day

Week Commencing: _____

TASK	MON	TUE	WED	THU	FRI	COMMENTS/ACTIONS
Lock and secure windows						
Check blinds in ground floor rooms						
Lock and secure external doors and ensure doors to potentially hazardous areas, such as the kitchen, labs and workshops, are locked						
Set intruder alarm						
Ensure paper and other combustible material is stored safely or disposed of						
Ensure all non-essential electrical equipment is switched off						
Ensure no one is left on the site						
Check undertaken by: (initials)						

Appendix 2: Site Management Checks - WEEKLY

Week Commencing: _____

TASK	WK1	WK2	WK3	WK4	WK5	COMMENTS/ACTIONS
Check intruder alarm and report faults						
Check internal and external lighting and report faults						
Check CCTV system and report faults						
Run any infrequently used taps and showers to reduce legionella risk						
Test full fire alarm system before or after school						
Inspect firefighting equipment including fire extinguishers and sprinkler systems						
Competent person to inspect fire doors						
Check any highly combustible materials are correctly stored and secured						
Check all windows, including window locks and glazing, for damage						
Conduct a maintenance check of grounds, fences, boundary walls and gates						
Check undertaken by: (initials)						

Appendix 3: Site Management Checks - MONTHLY

Month: _____

TASK	COMPLETE?	COMMENTS/ACTIONS
Inspect boiler pipes, valves, insulation and general surfaces in boiler house		
Check flow and return water temperature for hot water calorifiers (flow temperature should be at least 60°C ; return temperature should be at least 50°C)		
Check water temperatures at point of use (POU) and combined water heaters are between 50-60°C		
Check water temperature in cold water storage tanks and cold water sentinel outlets (and a selection of other points on a rotational basis) to ensure a temperature below 20°C within two minutes		
Inspect and repair waste disposal system, including sewerage pumps and chambers		
Ensure safety and hazard signs are visible		
Test emergency lighting		
Safety-check electronic powered gates and doors		
Check and clean kitchen ventilation systems		
Check radon sump is working (extract fan should be audible)		

Signed: _____

Date: _____

Appendix 4: Site Management Checks - TERMLY

Term: _____

TASK	COMPLETE?	COMMENTS/ACTIONS
Check and replenish contents of first aid boxes and replace out-of-date items		
Health and safety inspection to be conducted by governor with responsibility for health and safety, site manager, business manager, and, if customary, a union representative responsible for health and safety; report to be made to relevant governing body committee		
Check names and contact details of keyholders are up to date		
Heads of department to review department health and safety arrangements		
Check for and record any outstanding maintenance issues		
Conduct and record whole-school fire drill; check that issues identified are resolved		
Check that fire risk assessment and procedures are up to date		
Test fire alarm call points (a different call point to be tested each week on a rotational basis)		
Check that regular tests of fire alarms and emergency lighting have been conducted and recorded		
Ensure new members of staff have received fire precaution briefing		
Check that personal emergency evacuation plans (PEEPs) are up to date		
Clean out kitchen grease traps		
Clean and de-scale taps, shower heads and hoses		

Flush through and purge expansion tanks		
Conduct detailed inspection of floors, stairs and corridors		
Inspect and repair roof coverings		
Contractor to inspect and repair external walls, ceilings, partitions and cladding		
Check that any removal or treatment of asbestos has been reported to asbestos managers and recorded on the asbestos management plan; removal and treatment of asbestos should only be carried out by a licensed contractor		
Specialist contractor to inspect trees surrounding school for disease, weakness etc. and to ensure they do not present a danger		

Signed: _____

Date: _____

Appendix 5: Site Management Checks – SIX - MONTHLY

Date: _____

TASK	COMPLETE?	COMMENTS/ACTIONS
Inspect and repair gutters, roof outlets, rain pipes etc.		
Contractor to check and service security system		
Contractor to test and service emergency lighting		
Contractor to service oil boilers, including pumps, pipes, etc.		
Safety-check hot water blending valves		
Inspect air conditioning systems and duct hygiene		
Service all lifts and hoists used to move or carry people		
Check waste pipes and above ground drainage for blockages		
Clear debris and silt from traps below drain covers; this to be done more frequently if puddles are forming around the covers or if heavy rain is expected		
Test and service workshop machinery; use specialist contractors as appropriate		
Conduct a visual inspection of frequently-used portable electrical appliances		

Signed: _____

Date: _____

Appendix 6: Site Management Checks – ANNUALLY

Date: _____

TASK	COMPLETE?	COMMENTS/ACTIONS
Review log of maintenance issues and check whether issues have been resolved		
Inspect and repair outdoor play equipment		
Contractor to inspect fixed sports and gym equipment		
Check driving licenses of any staff operating school vehicles for any penalties that might affect insurance		
Send all school vehicles for MOT and servicing		
Service lightning conductors (including electrically tested by a competent person)		
A full duration test is carried out for lighting systems		
Inspect and repair all internal and external finishes, including tiling, masonry and paintwork		
Competent person to test any items of frequently used or high-risk portable electrical equipment (PAT testing)		
Competent person to service electronic powered gates and doors		
Inspect fixed wiring and all distribution boards and safety devices		
Inspect ladders (and other equipment used for working at height) and review ladder register and checklist		
Contractor to inspect and safety test all gas appliances, including gas boilers		
Clean and service boiler flues and chimneys		

Contractor to pressure-test gas pipework		
Contractor to test gas appliances and gas soundness for gas safety certificate		
Contractor to inspect pressure vessels, such as gas cylinders		
Inspect and repair cold water distribution pipework, pumps, cold water storage tanks and insulation		
Check pipework is adequately insulated to prevent freezing		
Check water temperature in cold water storage tanks and incoming mains supply		
Drain and clean water storage tanks and cylinders		
Inspect and service hot water blending valves and inspect hot water calorifiers internally for damage		
Check waste pipes, surface water drainage and above-ground drainage systems for damage and blockages		
Review water risk assessment and ensure previous actions have been carried out		
Carry out fire risk assessment or assessment review and check that actions have been carried out		
Competent person to inspect and maintain firefighting equipment (including fire extinguishers, sprinkler system, fire blankets, hose reels)		
Contractor to service fire alarm system		
Facilities for the fire service maintained and tested (including dry risers, access for emergency vehicles, emergency switches for installations)		
Check school evacuation plan is up to date		
Conduct accessibility audit and update access management plan		

Audit risk assessments to ensure they are fit for purpose; create, update or replace as necessary		
Review care plans for individuals with complex medical needs		
Deliver a general health and safety briefing to all staff		
Ensure that first aiders' training is up to date and ensure refresher courses have been completed by those that require them		
Service oil- and gas-powered heaters		
Service powered ventilation		
Service local exhaust ventilation such as fume cupboards and wood dust extraction systems		
Inspect air conditioning for 'certification inspection'		
Service catering equipment and check safety valves		
Review inventory of chemicals		
Asbestos surveyor to re-inspect school site and carry out risk assessment		
Ensure asbestos management plan is up to date		
Service goods lifts and hoists		
Inspect and repair outbuildings		
Inspect any residential accommodation, including caretaker's housing		
Check all relevant commissioning, testing and inspection certificates are stored safely and are up to date		
Review tree safety survey report for outstanding actions		
Review all storage arrangements, including those of gas bottles and highly flammable materials		

Conduct general health and safety audit and ensure actions from previous year's audit and governors' termly health and safety check have been completed		
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Signed: _____

Date: _____

Appendix 7: Site Management Checks – EVERY 2 YEARS

Date: _____

TASK	COMPLETE?	COMMENTS/ACTIONS
Review health and safety policy (to be signed by headteacher and chair of governors)		
Review lettings policy		
Asbestos authorised officers to attend refresher training courses		

Signed: _____

Date: _____