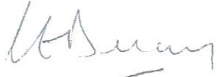




Bellevue Place

EDUCATION TRUST

BPET Premises Management Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 January 2022
Renewal:	Every three years
Review Date:	1 January 2025

1.0 Bellevue Place Education Trust – Our commitment

Learn. Enjoy. Succeed.

Every BPET child and staff member enjoys a broad (LEARN) and enriched (ENJOY) learning experience, enabling them to achieve far greater individual success (SUCCEED) than they might previously have thought possible.

Our Mission

To grow hubs of like-minded, autonomous schools with a strong support network, all of which combine academic rigour with highly enriched opportunities that deliver a personalised approach to education and exceptional outcomes for all.

Our Difference

We are leading the way in delivering high quality education through skills-based and knowledge rich curricula, applying the best of the independent and state sectors to deliver breadth of opportunity and pupil enrichment. We empower all our schools as individual entities that best meet the needs of the communities they serve and have a strong relationship with families, who are our key partners in delivering the vision.

Our Promise

Every child is an individual. Our role is to nurture pupils' potential through a personalised approach to learning. BPET children are happy, independent, confident all-rounders. Our focus is ensuring an exceptional provision for all our children with supportive, accessible learning that enables every child to make progress, including high quality inclusion for children with Special Educational Needs. We encourage a 'be interested and be interesting' attitude in children and staff alike. We don't just teach; we want our pupils to have a passion to learn.

2.0 Introduction

This is a key document which is applicable to all BPET staff. This policy is available to all parents, prospective parents, authorised Inspectors and other relevant parties. Effective management of school buildings is the responsibility of the Headteacher with the support of the Site Manager/Caretaker. The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

3.0 Purpose

Bellevue Place Education Trust has a duty to ensure that buildings under our control comply with appropriate statutory, regulatory and corporate standards. Each school will consider the building; **Condition** - with a focus on the physical order of the premises to ensure safe and continuous operation..

Suitability – with a focus on the quality of the premises to meet curriculum and operational needs.

Sufficiency – with a focus on the number of places that are available for teaching and learning (classrooms and small group spaces) for the expected maximum number of pupils at the school.

This policy is designed to ensure the safety of all staff, pupils, parents/carers, visitors and other users of BPET schools and their facilities. It should be used in conjunction with other BPET policies, particularly: Health and Safety, Fire Safety and Contractors Working in Schools.

4.0 Legislation

The following legislation is applicable to schools to ensure safe standards of work and a well-maintained estate. It is not an exhaustive list and users of this policy should always seek to ensure that the latest guidance is being applied.

- **The Education (School Premises) Regulations 2012** - which prescribe the minimum standards for school premises. The provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.
- **The Statutory Framework for the Early Years Foundation Stage** – which sets standards for pupils under the age of 5. It includes requirements for premises, such as minimum space standards and the provision of toilets and wash basins.
- **The Health and Safety at Work 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 which governs all safe practice
- **Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.**

The school premises are regularly monitored by the Caretaker or Site Manager (or equivalent), by the Headteacher, by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the Premises Staff and SLT. The school gives due regard to the regulations listed above.

The Caretaker or Site Manager in conjunction with the Operations Director and Headteacher:

- Develops the Asset Management Plan. This work is supported by the Trust's appointed building surveyors.
- Manages repair works and improvement projects.
- Ensures the implementation of policies for security, fire safety, health and safety; including monitoring processes.
- Ensures that risk assessments are prepared and implemented.

In conjunction with external statutory compliance providers, the school undertakes the following planned preventative maintenance (PPM) activity, as prescribed by legislation:

Air Conditioning units checks

Boiler maintenance

Electrical appliances checks

Fixed electrical installation testing

Emergency lighting testing

Local Extraction Ventilation

Fire alarm testing

Fire door checks

Fire extinguisher checks

Gym equipment safety checks

Gas appliances safety checks

Gas pipe soundness checks

Kiln and ceramic electrical equipment checks

Kitchen deep cleaning

Lift safety checks

Machinery tooling checks

Pressure vessel checks
Legionella - in the response of legionella risk, the school will arrange the regular testing of water systems (water storage tanks, shower systems and other systems which

potentially hold water at a temperature between 20°C and 45°C) for all premises on at least an annual basis. **Asbestos** - the school maintains an asbestos register which contains a copy of the asbestos survey; this shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals.

5.0 Other premises details:

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.

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.

Accommodation – the school ensures:

- 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, and smaller tasks may be completed during the year.
- That there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- That the 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 which are generated as a result of the annual adaptation and summer programme of works.
- That the school is maintained in a tidy, clean and hygienic state by overseeing the work of a team of Site Team and Cleaners.
- That 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.
- That there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs.
- That 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 hand rails on stairs above an open stair well.
- That there are sufficient classrooms to accommodate all pupils when the school reaches maximum capacity and that sufficient areas have been identified to facilitate small group work.
- That the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- That there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.
- That 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.
- That where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- That the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

Building – the school ensures:

- That each load bearing structure complies with current legislation and 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.

- That the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

Contractors – the school ensures:

- That adequate arrangements are in place to select, appoint and monitor anyone undertaking works. Please refer to the BPET Contractors Working in Schools policy for further guidance.
- 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).
- That where necessary contractors, have the appropriate qualifications, for example GAS SAFE or NICEIC 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.

Large Projects and Capital Works (including DfE Condition Improvement Fund bids):

The Trust Central Team will ensure the provision of 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 – working with the Trust Central Team 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 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.

Waste Management:

- The school is committed to reducing its waste and recycling as much as possible through the principle of reduce, reuse and recycle; this includes cardboard, paper, electrical equipment, ICT equipment and food waste. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

Vehicle Segregation:

- The school ensures that appropriate traffic management systems are in place on site; pedestrians and vehicles can circulate in a safe manner in line with the Vehicle movement on site policy.

Letting of School Premises:

- 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. Detailed policies and procedures are covered in the Hire of Buildings policy and procedure.

Trees:

- The school ensures that a tree survey takes place each year for which a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist.

Fire Safety (to be read in conjunction with the BPET Fire Safety Policy):

- The school ensures that it undertakes risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. These will include ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and pupils with emergency evacuation procedures. These risk assessments will need updating if any significant changes to the premises or their use takes place.

Pupils with Special Educational Needs (to be read in conjunction with the BPET SEN and Equality policies):

- The Equalities Act 2010 requires all schools to prepare and implement an accessibility strategy to improve the physical environment of the school for pupils with disabilities and special educational needs (SEN). This should be detailed in the schools Accessibility policy.

Security:

- Each BPET School will ensure that it has adequate security arrangements for the grounds and buildings by ensuring that the building is securely locked and alarmed each night and has a secure entrance and perimeter with appropriate security arrangements.
- Each BPET School's security arrangements are based on a risk assessment for the school are regularly reviewed by Senior Management, taking into account:
 - The location of the school
 - The physical layout of the school
 - The movements needed around the site
 - Arrangements for receiving visitors
 - Staff/pupil training in security

Play and PE Equipment:

- Each BPET School will ensure that there are appropriate arrangements for providing outside space for pupils to play safely. The condition of all playground areas and play equipment is monitored and deficiencies addressed.
- Each BPET School will ensure that there is an annual check of all fixed PE equipment undertaken by a registered external contractor.

The school's premises are subject to a fortnightly regular Health and Safety checks. These checks are discussed every term by the Health & Safety Committee, which are chaired by the Headteacher. This group consists of the Senior Leadership Team, the Premises Manager/Caretaker, Office Manager,

Lead First Aider and departmental representatives. The minutes of these meeting are kept and actions required shared with the Operations Director where appropriate.

6.0 Review

This policy will be reviewed every 3 years by the Trust.

7.0 Approval by the Bellevue Place Education Trust Board

This policy has been formally approved and adopted by the BPET Board.

Monitoring and Evaluation

The Headteacher and Trust will review this policy statement every three years and update it in consultation with key staff, in line with current best practice as s/he considers necessary.