

# Woodside Academy



## Premises Management Policy

### 1. Introduction

1.1 The Education (Academy Premises) Regulations 1999 stipulate minimum standards for academy premises. Schools and Academies are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment. Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

1.2 The Education (Academy Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

1.3 The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding academies.

1.4 Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Maintained schools: Complies with the requirements of [The School Premises \(England\) Regulations 2012](#)
- Academies, including free schools: Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- Complies with the requirements of the [statutory framework for the EYFS](#)

## **2. Key Staff**

The premises of Woodside Academy are constantly monitored by the Site Manager in liaison with the Health and Safety Officer and Business Manager.

## **3. Key Areas**

### **3.1 Water Supply**

The Site Manager ensures that the Academy's water supply meets the requirements of the Education (Academy Premises) Regulations 1999, The Health and Safety at Work etc Act 1974 (the HSW Act)<sup>1</sup> and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) for Legionella by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that: -

- the Academy has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs have an adequate supply of cold water and wash basins; sinks and showers have an adequate supply of hot and cold water;
- the temperature of hot water supplies to taps and showers shall not exceed 43°C.

### **3.2 Drainage**

The Site Manager ensures 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.

### **3.3 Load Bearing Structures**

The Site Manager will carry out regular visual checks on all cross-laminate timber walls and steel columns.

### **3.4 Security Arrangements**

The Site Manager ensures that the Academy has adequate security arrangements for the grounds and buildings by ensuring that the building is securely locked and alarmed each night; that the building has a secure entrance and the Academy perimeter fence is secure. Site Staff are required to complete a perimeter walk every morning and evening to ensure that the site is secure and no breaches have occurred or could occur.

## **4. Risk Assessment**

The Academy's security arrangements are based on a risk assessment which is reviewed annually. The Site Manager is responsible for ensuring that all risk assessments are completed and reviewed as necessary.

## **5. Lettings**

The premises are used outside of the standard academy working day, and the management and administration of this is set out in the Academy's Lettings Policy.

## **6. Resistance to the weather**

The Site Manager ensures that the Academy building provides reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks, and arranging for any remedial action in consultation with senior leadership.

## **7. Evacuations**

The Site Manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students and staff, including those with special needs, by ensuring that all exits are kept clear, as detailed in the fire policy, and unencumbered, and by carrying out regular checks of the same.

## **8. Accessibility**

The Site Manager ensures 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.

## **9. Asbestos Register**

The Site Manager ensures that an up to date Asbestos Register is held on site. The asbestos register must be available on reception and shown (before work commences) to staff and to all other persons likely to carry out building works on site. This is in the interests of their safety and the safety of anyone else at the property. The asbestos register log sheets are filled out each time someone inspects the register and are retained for future reference.

## **10. Catering**

The Site Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. Catering staff provide regular verbal reports on the suitability of the kitchen facilities, paying specific attention to allergies and intolerances as detailed in the food safety policy.

## **11. Cleaning**

The Site Manager ensures that a competitive cleaning contract is in place to ensure that the Academy is maintained in a tidy, clean and hygienic state, ensuring COSH guidelines are adhered to at all times.

## **12. Mechanical Services**

The Site Manager ensures that the lighting, heating and ventilation in classrooms and other parts of the Academy are satisfactory in accordance with the Education (Academy Premises) Regulations 1999 and The Workplace (Health, Safety and

Welfare) Regulations 1992, by monitoring the Service Level Agreement in place with Property Services.

### **13. Gas Safety**

The Site Manager to ensure that an annual service/testing of all gas equipment is scheduled through the Service Level Agreement with Property Services.

### **14. Fire/Emergency Lighting and Intruder Alarms**

The Site Manager ensures that weekly checks are carried out on the fire alarm and that there is a site programme in place for both the fire/emergency lighting and intruder alarm by monitoring the Service Level Agreement in place with Property Services.

### **15. PAT Testing**

The Site Manager and Health and Safety Officer ensures that all equipment is PAT tested on an annual basis.

### **16. Electrical – Fixed Electrical Installations**

The Site Manager ensures that testing of all fixed wiring and distribution boards is carried out 5 yearly (or more frequently as determined by a competent person).

### **17. General Site**

The Site Manager ensures that there is a site programme in place. Where possible most of this work takes place during the Academy holiday periods. Smaller tasks may be completed during term time. All information on fault-reporting and emergency repairs are contained in the site policy.

### **18. Health and Safety**

18.1 The Academy has a comprehensive Health and Safety Policy in place.

18.2 The Academy's premises are subject to a yearly Governor health and safety check. Any matters of concern are discussed and actioned at the next meeting of the Senior Leadership Team/Governing body.

Approved by Jen Ryder, Acting Principal: January 2025