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Premises Management Policy

Reviewed Yearly

Statutory

Signed:  Chair of the Trust)

Date of Last Review: November

2025 Review Date: November 2026

1. Introduction

Trustees have overall responsibility for ensuring that each of the Trust's academies, and all non-Academy premises, have specific premises management documents including planned maintenance schedules and risk assessments.

This document outlines the general principles of appropriate practice in regard to the maintenance of Trust premises and identified plant associated with estate infrastructure. In this policy, the term 'building' encompasses the physical buildings, grounds and fixed assets and resources that are part of the Trust estate that are operated and under its control. When identifying responsibility, this policy uses the term "Headteacher/Head of Provision/CEO". The CEO is responsible for RIT buildings which do not form part of an Academy.

Headteacher/Head of Provision/CEO will, within delegated budgets, ensure the maintenance of buildings under their delegated responsibility. They will communicate the need for further funds, as necessary, and, where involved, work with the Facilities Manager to maintain and develop the Trust's estate.

2. Purpose of Policy and Guiding Principles

This policy links with statutory provisions around premises management, including:-

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2012
- The Education (School Premises) Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

This list is not exhaustive and this policy will also have regard for statutory and non-statutory guidance to ensure that RIT's academies are a safe place to work and study.

This policy operates in conjunction with the following Trust/Academy documents:-

- Asbestos Management Plan
- Health and Safety Policy
- Legionella Risk Assessments
- Evacuation Procedures
- Fire Risk Assessment
- COVID Risk Assessments

This policy is underpinned by the Equality Act 2010. Staff, students and visitors should not be treated less favourably as a result of a protected characteristic. This includes gender, sexual orientation, religion, age and disability. The Trust's Equality Policy provides further information.

3. Building Condition, Suitability and Accessibility

On an on-going basis, the Headteacher/Head of Provision/CEO is responsible for ensuring that their building complies with statutory and regulatory requirements. This is in relation to:-

- **Building condition** - The physical state of the premises, ensuring that staff, students and visitors are safe, premises provide reasonable resistance to penetration by rain, snow, wind and moisture; and that the Academy can deliver quality education.
- **Building suitability** - The building and facilities are suitable to deliver the curriculum and is not a barrier in raising educational standards.
- **Accessibility** - All reasonable adjustments must be made to ensure the safe and free movement of disabled students, visitors and staff, including those who require wheelchair access. Where there are access issues these must be documented and reasonable alternative arrangements put in place.

4. Estates Safety Records and Audits

Routine Health and Safety Records and Audit documentation must be maintained at each Academy. Health and Safety Audits are carried out annually.

5. Emergency Evacuation Procedures

Academy Site Managers will ensure that all Fire Exits are operational with clear signage in place.

Each Academy will have an evacuation procedure that is practised at least three times per year, including the first one taking place early in the first half-term of the school year, with outcomes recorded. Emergency evacuations should take place at different times of day and include one during an assembly and/or lunch time. Fire alarm call out points and systems must be checked and records maintained.

The Academy's Emergency Evacuation procedures must be renewed annually and as necessary.

Fire Risk Assessments are reviewed at least annually and more frequently if material changes occur. Fire risk assessments and Fire Evacuation signs must be updated to accommodate any building alterations.

All Fire Evacuation plans will ensure that safe evacuation can be achieved by all staff, visitors and students, including those with SEND. Where personal evacuation plans are needed the Site Manager will communicate this to the Headteacher/Head of Provision/CEO.

The Premises/Site Manager is responsible for routine checking and maintenance of fire detection (and alarm), emergency lighting, fire doors and firefighting equipment and maintaining relevant records.

A Fire and Security inspection is carried out annually. The Fire Alarm system is checked at each site on a weekly basis.

6. Lockdown Procedures

Each school holds its own procedures that may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

7. Asbestos

A separate Asbestos Management Plan has been adopted by the Trust which sets out the responsibilities of its Academies.

8. Heating, Ventilation and Lighting

The Site Manager will ensure on a day-to-day basis that the Academy central heating, lighting and ventilation equipment is suitably set and maintained in good working order.

Under The Education (School Premises) Regulations 1999 heating systems shall be capable of maintaining air temperature set out below when the external air temperature is -1°C .

Location	Minimum Temperature
Areas where there is the normal level of physical activity associated with teaching, private study or examinations	18°C
Areas where there is a lower than normal level of physical activity because of sickness or physical disability including sick rooms and isolation rooms but not other sleeping accommodation	21°C
Areas where there is a higher than normal level of physical activity (for example arising out of physical education) and washrooms, sleeping accommodation and circulation spaces.	15°C

(NB: all air temperatures should be measured at a height of 0.5 m above floor level.)

9. Water Supply and Drainage

The Site Manager will ensure that the Academy's water supply and storage meets regulatory requirements, and undertake audits and actions consistent with Legionella Risk Assessments and protocols to maintain relevant supply and storage temperatures and water hygiene.

There should be adequate drainage for disposing waste water.

Legionella tests are carried out at all sites at least monthly.

10. Sanitation and Welfare

Sufficient sanitation facilities should be available for staff, students and visitors and should reflect the needs of the Academy, including SEND students and those with intimate care or medical needs.

Sanitation facilities should comply with the statutory minimum set out in The Education (Independent School Standards) (England) Regulations 2010. Sanitation requirements should review feminine hygiene facilities, staff room/common areas, washrooms, toilet areas, shower facilities (PE and staff changing areas).

Clearly identified changing areas should be provided. These should reflect the needs of the Academy and the curriculum. Advice should be sought where a student's needs, under the Equality Act, need to be adjusted to suit their requirements.

Wherever possible a medical room should be available for examination and storage of medical supplies (including medication), this should include a wash basin. Where it is not possible to provide a medical room, suitable storage facilities should be available.

11. Cleanliness and Maintenance

The Site Manager must monitor the standard of cleanliness, including that maintained by contract cleaning organisations.

Electrical and mechanical systems must be maintained. Further requirements are set out in the Appendix to this policy.

Each Academy will have a system for staff to report faults and day-to-day maintenance issues. The Premises/Site Manager will need to assess and prioritise issues based on urgency, threat to student/staff safety and the cost of repair.

12. Furniture, Fittings and Equipment

Furniture and fittings in the Academy should be appropriate to meet the needs of students.

The Site Manager will, as part of the premises' inspection programme, review the condition and suitability of classroom and office furniture.

The Site Manager is responsible for ensuring that any equipment owned by the Academy for cleaning, repairs or general maintenance is in a good state of repair and fit for purpose.

The Site Manager will ensure that details of all assets are included in the Trust Asset Register.

13. Safety, Security and Safeguarding

Each Academy's premises team has overall responsibility for opening the Academy at the start of the day and for securing it at the end of business.

Buildings and grounds must provide for safe and secure circulation. Public areas must be free from obstruction, all entrances maintained and appropriate signage in place.

The Site Manager will ensure that all intruder alarms and other provided security measures are functional.

The Site Manager and Facilities Manager are responsible for any visiting estates contractors. They must ensure such contractors follow procedures in the asbestos register, observe health and safety essentials and safeguarding requirements.

14. Lettings

All lettings are handled by Rivermead Solutions.

15. Grounds

The condition of grounds and external areas must be monitored by Site Manager and deficiencies addressed.

Where a grounds contract is in place for an Academy, the Site Manager shall assist with day-to-day liaison and communication between the Academy and contractor to secure required standards.

16. Poor Weather and other Emergency Situations

The Site Manager will liaise with the Headteacher/Head of Provision to make a decision if, based on a risk assessment, the Academy should open/remain open. The decision to open or close remains with the Headteacher/Head of Provision/CEO, taking account information provided by the estates team.

17. Roles and Responsibilities



The Board of Trustees shall provide systems to monitor Academies' compliance with premises obligations.

The Headteacher/Head of Provision/CEO will have a staffing structure which makes it clear where the responsibilities are for Premises Management, consistent with this document and the RIT Health and Safety Policy.