



EMMAUS

CATHOLIC MAC

Premises Management Policy

Version	2
Date created/updated	January 2025
Ratified by	Compliance Committee / Full Board
Date ratified	10 th January 2025
Date issued	January 2025
Policy review date	September 2026
Post holder responsible	Estates, Compliance & Procurement Lead



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Policy has been approved and adopted by Emmaus Catholic Multi Academy Company on 10th January 2025 and will be reviewed in September 2026.

Signed by Director of Emmaus Catholic MAC: *J Griffin*

Signed by CEO for Central Team: *S Horan*

Schools to which this policy relates:

This policy relates to all Emmaus schools

Table of Changes:

Section	Change
Page 2	Amendment to list of applicable schools
Page 6	Legal Framework Roles & Responsibilities
Page 10	Accessibility
Page 12	Security
Page 13	Bomb Threat
Page 14	Invacuations, Lockdowns and Evacuations
Page 18	Gas

Introduction

Emmaus Catholic Multi Academy Company [“The MAC”] is committed to the health and safety of everybody present on a MAC premises. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe environment.

The MAC has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The MAC promotes the safety and wellbeing of everybody onsite through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work Act 1974.

The MAC will consider the following for each of its buildings:

- Condition - focussing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations.
- Suitability - focussing 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.



At St George's, in line with Keeping Children Safe in Education, we take a child centred and coordinated approach to safeguarding. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners make sure their approach is child centred. This means that they consider at all times, what is in the best interests of the child. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes.

Contents

Contents.....	4
DEFINITIONS.....	5
1. [Updated] Legal Framework.....	5
2. Roles and Responsibilities.....	6
3. Asbestos.....	8
4. Water Supply.....	9
5. Temperatures.....	9
6. Toilet and Washing Facilities.....	10
7. [Updated] Accessibility.....	11
8. [Updated] Drainage.....	11
9. Lighting.....	11
10. [Updated] Security.....	12
11. Lettings.....	13
12. Weather.....	14
13. [New] Bomb threat.....	14
14. [Updated] Lock-downs and Evacuations.....	14
15. Suitability.....	15
16. Fire Safety.....	15
17. Catering.....	16
18. Cleaning.....	16
19. Acoustics.....	16
20. Maintenance and Surveys.....	17
21. Furnishings.....	17
22. Playing Fields.....	17
23. Grounds.....	17

24.	Health and Safety Audit	18
25.	Other Equipment, Systems and Storage	18
26.	Electrical Testing and Inspection	18
27.	[New] Gas.....	18
28.	Monitoring and Review	20

DEFINITIONS

The MAC's standard set of definitions is contained at [Definition of Terms](#) – please refer to this for the latest definitions.

1. **[Updated]** Legal Framework

1.1. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Statutory Premises Management Documents
- Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Site security guidance'
- DfE (2023) 'Managing asbestos in your school'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Good estate management for school (GEMs)'
- DfE (2023) 'Good estate management for schools: estate management competency framework'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2024) 'Emergency planning and response for education, childcare, and children's social care settings'
- **[New]** DfE (2024) 'Protective security and preparedness for education settings'

1.2. This policy operates in conjunction with all other MAC policies, including:

- Asbestos Management Policy
- Asbestos Management Plan

- Lettings Policy
- Accessibility Policy
- Accessibility Plan
- School Security Policy
- Adverse Weather Policy
- Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Safety Policy
- School Cleaning Policy
- Legionella Health and Safety Policy
- [New] Bomb Threat Policy
- [New] Bomb Threat Checklist
- Data Protection Policy
- Equality and Diversity Policy Statement
- Tree Management Policy
- Asset and Disposal Policy
- Lettings Agreement (as per Archdiocese of Birmingham)
- CCTV Policy
- First Aid Policy

[Top](#)

2. Roles and Responsibilities

2. 1. The Compliance Board is responsible for:
 - The overall implementation of this policy.
 - Ensuring that schools are accessible and suitable for pupils, staff and visitors with SEND.
 - Ensuring that schools comply with relevant Health and Safety and Estate Management legislation.
- 2.2. The **Chief Finance and Operations Officer (CFOO)**, supported by the **Estates, Compliance & Procurement Lead**, is responsible for informing and updating The MAC Compliance Committee on progress against Estates Compliance and the **Good Estates Management (GEM)** guidance.
- 2.3. The **Estates, Compliance and Procurement Lead** oversees management of the estate and associated compliance across The MAC.
- 2.4. The Estates, Compliance and Procurement Lead is responsible for providing reports for submission to the Compliance Committee and as requested by the **CFOO**.
- 2.5. The **Estates, Compliance and Procurement Lead**, **Site Managers** and **Business Managers** are responsible for ensuring that all buildings/academies/schools within The MAC are maintained in line with the standards set under the Good Estates Management strategy.
- 2.6. The **Estates, Compliance and Procurement Lead** is permitted to attend any site within The MAC, unannounced, to carry out inspections.

- 2.7. The **(Executive) Principal** has the responsibility to ensure that The MAC's Estate Management Policy is properly implemented within the local environment and that compliance tests and inspections are carried out in accordance with this policy.
- 2.8. The **(Executive) Principal** and, where applicable, the **Site Manager** or **Business Partner/Manager** is responsible for ensuring relevant risk assessments are conducted. These risk assessments will be stored in an accessible place/designated system and available upon request.
- 2.9. The **(Executive) Principal** and, where applicable, the **Site Manager** or **Business Partner/Manager** is responsible for ensuring workplace inspections are carried out termly. These workplace inspections should be stored in an accessible place/designated system, such as **Every**, and available upon request.
- 2.10. The **(Executive) Principal** and, where applicable, the **Site Manager** or **Business Partner/Manager** is responsible for:
- Ensuring that the school's fixtures, fittings and furnishings are high-quality and value for money
 - Coordinating repair work, including securing any approved external contractors where necessary
 - Purchasing new equipment where necessary
 - Providing regular updates to the Estates, Compliance and Procurement Lead or designated Facilities Lead for review.
 - The school's compliance with relevant health and safety and building management legislation.
 - Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- 2.11. The **(Executive) Principal** and, where applicable, the **Site Manager** or **Business Partner/Manager** is responsible for: the planning of minor capital works or purchase of specialist equipment/machinery is approved by the **CFOO** or, where delegated, the **Estates, Compliance and Procurement Lead** for approval.
- 2.12. The **(Executive) Principal** and, where applicable, the **Site Manager** or **Business Partner/Manager** is responsible for providing applications for capital works to the **CFOO** or, where designated, the **Estates, Compliance and Procurement Lead** for approval. These applications must be made in a timely manner and relate to the school's approved budgeted capital spend.
- 2.13. The **(Executive) Principal** and, where applicable, the **Site Manager** or **Business Partner/Manager** is responsible for ensuring that premises-related needs of people with disabilities are met, e.g. accessibility plan.
- 2.14. **[New]** The **(Executive) Principal** is also responsible for: Promoting the safety and wellbeing of pupils and staff.
- 2.15. The **Site Manager** is responsible for liaising with the **(Executive) Principal** or, where applicable, the **Business Partner/Manager** on a day-to-day basis regarding the implementation and management stipulations outlined in this policy, being the first point of contact for any issues with the premises, identifying and undertaking any maintenance and repair work, ensuring that hygiene is maintained at the school and making sure that the site is secure during and after hours, as required.

- 2.16. [Updated] The **Site Manager** is responsible for:
- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the principal and/or SBM.
 - Identifying and escalating concerns about areas for improvement on the school estate.
 - Providing basic information about the school estate to senior leadership as appropriate.
 - Working within set processes and procedures relating to the management and operation of the estate.
 - Assisting and supporting external contractors on site to ensure procurement requirements are met.
 - Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis.
 - Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur.
 - Reporting condition and any health and safety issues to appropriate colleagues.
 - [New] Ensuring that any Personal Emergency Evacuation Plans (PEEPs) that are in place in the school are understood and implemented when needed, including knowing how to identify and liaise with the responsible person for implementing the PEEP.
 - Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board.
 - Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
 - The security of the school, including locking down the school after-hours and reopening the school.
 - Conducting the relevant premises risk assessments, e.g. fire safety.
 - Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.
- 2.17. Schools must not undertake any works to the fabric of the building without gaining approval via the **CFOO**. This is in line with the Diocese lease agreements and where approval should be sought from the Diocese's Head of Estates before any work is undertaken.

[Top](#)

3. Asbestos

- 3.1. The **(Executive) Principal** is the **Designated Person** for the school.
- 3.2. The (Executive) Principal will ensure that Asbestos Management Plan (**AMP**) is effectively implemented and monitored in the school. This may be delegated to the Site Manager or Business Partner/Manager.
- 3.3. An **AMP** must be undertaken by a qualified contractor and the outcomes recorded. This must be approved, in advance, by the Estates, Compliance and Procurement Lead or designated colleague.
- 3.4. The Site Manager or Business Partner/Manager will ensure that any asbestos removal is certified and updated against the AMP.

- 3.5. The (Executive) Principal must ensure that all staff are informed of any asbestos located within the school. This must be clearly marked with the appropriate warning stickers/signs. This may be delegated to the Site Manager or Business Partner/Manager.
- 3.6. Refurbishment and demolition surveys should be undertaken before any such work is carried out. This must be requested and coordinated via the Estates, Compliance and Procurement Lead or **CFOO**.
- 3.7. The Site Manager or Business Partner/Manager will confirm the suitability of the school's **AMP** annually with the Estates, Compliance and Procurement Lead or **CFOO**.
- 3.8. The Designated Person ((Executive) Principal) will ensure that regular monitoring will be undertaken to ensure that risks are controlled.
- 3.9. Where applicable, Asbestos Awareness training should be undertaken by (a) nominated person(s), or the (Executive) Principal as the designated person, every two years. This training must be by an approved body and either on-site or via an e learning platform.

4. **Water Supply**

- 4.1. The Site Manager, Business Partner/Manager or designated individual, in liaison with the contractor responsible for the school's Service Level Agreement, will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:
 - The school has a clean supply of water for domestic purposes, including a supply of drinking water.
 - Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers, have an adequate supply of hot and cold water.
 - Hot water at the point of use does not pose a scalding risk.
- 4.2. Risks relating to legionella bacteria will be managed by the school in the following ways:
 - A legionella risk assessment will be undertaken by an external company every two years.
 - A course of action for preventing or controlling risks will be implemented and will be monitored.
 - Records will be kept of checks conducted to ensure measures in place are effective and auditable.

[Top](#)

5. **Temperatures**

- 5.1. Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will endeavour to maintain a temperature of 21°C.
- 5.2. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will endeavour to maintain a temperature of 18°C.

- 5.3. Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will endeavour to maintain a temperature of 15°C.
- 5.4. The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.
- 5.5. The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43°C. If the temperature exceeds 43°C the area should be cordoned off and warning signs put in place.
- 5.6. Air extract systems will be employed to maintain a safe environment by removing hazardous fumes and dust. Local Exhaust Ventilation Systems (LEV) may be used in fume cupboards and in workshops. These systems will be examined and tested at least every 14 months.
- 5.7. Fan heaters will be checked and inspected periodically.
- 5.8. Air conditioning systems will be inspected by an energy assessor (TM44 - five yearly). Biannual checks and an annual maintenance schedule will also be undertaken.
- 6. Toilet and Washing Facilities**
 - 6.1. Sufficient and appropriate toilets and washbasins will be provided at each school
 - 6.2. For pupils over the age of 8, they will be segregated into male and female.
 - 6.3. No more than 2/3rds of boys' appliances will be urinals.
 - 6.4. Toilet and washing facilities will be planned to ensure that:
 - Hand washing facilities are provided within the vicinity of every toilet.
 - The facilities are properly lit and ventilated.
 - They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
 - 6.5. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
 - 6.6. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
 - 6.7. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
 - 6.8. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.
 - 6.9. Appropriate facilities are in place for pupils who are ill, including:

- A room for medical examination
- A washbasin

[Top](#)

7. **[Updated]** Accessibility

- 7.1. The principal and SENCO will keep the school's Accessibility Plan up to date to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.
- 7.2. The school will take account of its Accessibility Policy when managing and maintaining the school site.
- 7.3. **[New]** The school will ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for those who require additional assistance if an emergency occurs in the setting. The implementation of the PEEP is done by the 'responsible person' identified in the PEEP (SENCO, school nurse, principal).
- 7.4. **[New]** The school will ensure that the PEEP is flexible to suit a range of unpredictable emergency scenarios and are kept under review.

8. **[Updated]** Drainage

- 8.1. The Site Manager or Business Partner/Manager or designated person will carry out periodic visual checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water - external drainage specialists will be called in should problems arise.
- 8.2. The Site Manager or Business Partner/Manager or designated person will ensure gutters are periodically cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and, in severe cases, can overload roofs, contributing to structural failure.

[Top](#)

9. **Lighting**

- 9.1. Lighting will be appropriate for a learning environment, where possible natural lighting will be used. A minimum lux level is required in accordance with European standard EN 12464-1.
- 9.2. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 9.3. Lighting controls will be easy to use.
- 9.4. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- 9.5. Car parks will be well lit, and external lighting will be provided to ensure safe pedestrian movement after dark.
- 9.6. Outdoor sports facilities will have floodlights if they are likely to be used after dark or in restricted daylight.

- 9.7. Emergency lighting will be provided for areas which are accessible after dark.
- 9.8. Security lighting will be provided around the perimeter of school buildings, with lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.
- 9.9. The Site Manager or Business Partner/Manager will regularly review the condition of external lighting.
- 9.10. The Site Manager or Business Partner/Manager will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:
 - External lighting and supplies
 - Main panels
 - Distribution boards
 - Lighting
 - Socket outlets
 - Other fixed plants
- 9.11. As staff, pupils and visitors with SEND can have additional needs, the school will cater for these. Some of these needs may include:
 - Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
 - Avoiding glare, including high gloss paint.
 - Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
 - Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

[Top](#)

10. **[Updated]** Security

- 10.1. **[Updated]** The Site Manager, Business Partner/Manager or designated person will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:
 - Each building is securely locked and alarmed each night.
 - Each building has a secure entrance.
 - The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the SBM, site manager and SLT, that explicitly considers the:

- Location of the school.
 - Physical layout of the school.
 - Movements needed around the site.
 - Arrangements for receiving visitors.
 - Staff and pupil training in security.
- 10.2. A full set of keys and open/closing instructions will be held, securely, at a separate location. Access to the keys will be primarily controlled by Estates, Compliance and Procurement lead, the CFOO

and the senior IT Technician, to enable access out of school hours or in the event of an emergency. The (Executive) Principal will ensure that nominated key holders are in place for emergency attention on site/alarm activation. These details should be detailed within the school's Disaster Recovery Plan.

- 10.3. **[Updated]** The School Security Policy addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The site manager and security lead for the school will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.
- 10.4. **[New]** The school will compile emergency grab bags for use during a response to a terrorist incident. Grab bags contain a selection of items which can prove useful in an emergency, such as communications equipment, bottled water, and plasters and/or cotton wool for treatment of injuries.
- 10.5. **[New]** The school will ensure that emergency grab bags are placed in strategic positions within the setting, as well as consider adjusting the contents to suit the individual needs of specific learners.

[Top](#)

11. Lettings

- 11.1. Any lettings of school premises will strictly follow the Lettings Agreement of the Birmingham Diocesan Education Service .
- 11.2. Anyone carrying out lettings in any of The MAC's schools must comply with The MAC's **Safeguarding and Child Protection Policy**.
- 11.3. When letting to commercial businesses, the school will first seek authorisation from the (Executive) Principal, then follow the process as per point 11.1.
- 11.4. Hirers will make an application for hire to the school.
- 11.5. The MAC '*Reserves the Right*' to cancel lettings at short notice for Health and Safety reasons or in an emergency.
- 11.6. When determining whether to approve an application; the following will be taken into account:
 - The type of activity
 - Possible interference with school activities
 - The availability of facilities
 - The availability of staff
 - Health and safety considerations including a designated first aider.
 - The school's duties with regards to the prevention of terrorism and radicalisation
 - The school's duties with regards to Keeping Children Safe in Education
 - Whether or not the letting is deemed compatible with the ethos of The MAC

- 11.7. An application will not be approved if the hirer's purpose:
- Is aimed at promoting extremist views.
 - Involves the dissemination of inappropriate materials.
 - Contravenes the statutory Prevent duty.
 - Is likely to cause offence to public taste and decency (except where this is, in the opinion of The MAC, balanced or outweighed by freedom of expression of artistic merit).

[Top](#)

12. Weather

- 12.1. The Site Manager or Business Partner/Manager or designated person will conduct periodic visual checks to ensure that the building is kept at a reasonable resistance to penetration by rain, snow, wind and moisture from the ground.
- 12.2. Any issues identified by staff, pupils or visitors will be relayed to the Site Manager or Business Partner/Manager or designated person.
- 12.3. The school's Adverse Weather Policy will be adhered to at all times.
- 12.4. School closure, due to weather conditions, must be approved by the CSEL in advance.

13. **[New]** Bomb threat

- 13.1. The school will ensure that all bomb threats, however received (phone call, social media message, face-to-face), are treated seriously, however implausible they may initially seem.
- 13.2. If a bomb threat is received, the school will remain calm and record as much information as possible from the person making the threat. The school will use its Bomb Threat Checklist to understand and document what details to record.
- 13.3. When considering the actions to take following a bomb threat, the incident lead should consider the following options:
- Which exit and evacuation routes are the safest to use?
 - Are there any pre-existing details of suspicious behaviour in or around the school setting that could be linked to the bomb threat?
 - Is there any available recent CCTV footage which may be of help in identifying the person making the threat?
- 13.4. The school's nominated incident lead will ensure that any bomb threats are reported to the police

[Top](#)

14. **[Updated]** Lock-downs and Evacuations

- 14.1. The school will provide sufficient access so that emergency lock-downs and/or evacuations can be completed safely for all pupils, staff, and visitors, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

- 13.2. To ensure the safety of pupils with SEND, the Site Manager or Business Partner/Manager or designated person will liaise with the SENCO to establish the needs of pupils.
- 13.3. Any issues will be reported to the SENCO, where appropriate.
- 13.4. When assessing the safety of the school, The MAC's School Disaster Recovery Policy will be considered, and reviews will be undertaken annually or in the event of a significant change/issue, whichever is soonest.
- 13.5. **[New]** The site manager will also liaise with the school's security lead to determine the effectiveness of the school's emergency evacuation and/or evacuation procedures.
- 13.6. **[New]** If a security incident occurs, the security lead adopts the role of the incident lead to direct the school's initial response to the incident within the setting. The incident lead must be aware of which pupils and staff in the school have additional needs and who therefore may require additional help when evacuating or evacuating.

15. Suitability

- 15.1. The SBM will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The SBM and site manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

16. Fire Safety

- 16.1. School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to fire safety.
- 16.2. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire; FRAs will be updated if there are any significant changes to the premises or reviewed annually. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 16.3. Staff will be familiarised with emergency evacuation procedures upon induction. School evacuations will be carried out each term and recorded by the Site team.
- 16.4. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Plan.
- 16.5. Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time.
- 16.6. The Site Manager or Business Partner/Manager will ensure that Fire Safety Awareness/Fire Warden training will be carried out annually, via the Local Authority Health and Safety Service Level Agreement.

- 16.7 The Site Manager or Business Partner/Manager or designated person will ensure all fire doors remain in efficient working order and should be regularly checked and maintained. Fire doors must not be obstructed at any time.
- 16.8 A Personal Emergency Evacuation Plan (PEEP) is a plan for a person who may need assistance, for instance, a person with impaired mobility, to evacuate a building or reach a place of safety in the event of an emergency such as Fire. PEEP's must be put in place prior to the use of the site i.e. student with a broken leg must have a PEEP in place prior to returning to school.

[Top](#)

17. Catering

- 17.1 The catering team/contractor, in consultation with the school, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption. All concerns will be escalated via the Estates, Compliance and Procurement Lead.
- 17.2 The catering team/contractor's food safety standards should meet the requirements of the Food Standards Agency: [Food Safety](#).
- 17.3 The catering team/contractor's food hygiene standards should meet the requirements of a 4 or above rating: [Food Hygiene Rating Scheme](#).

18. Cleaning

- 18.1 The cleaning team/contractor will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.
- 18.2 High cleaning standards will be adhered to at all times.
- 18.3 COSHH datasheets must be available for all cleaning products used within the environment. These must be placed at several locations throughout the school site.
- 18.4 All cleaning products must be stored in a lockable cupboard/room. These must be kept locked at all times. All cleaning products must be safely locked away after use, and should never be accessible to school pupils.
- 18.5 Gloves and aprons must be worn as a minimum standard. Personal Protective Equipment must be worn, where applicable.
- 18.6 Cleaning products must be supplied by the school only. Bleach is not permitted on school premises.

19. Acoustics

- 19.1 Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

- 19.2. There will be minimal disturbance from unwanted noise.
- 19.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

[Top](#)

20. Maintenance and Surveys

- 20.1 The Site Manager or Business Partner/Manager or designated person will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the **Health and Safety Audit**.
- 20.2 Wherever possible, the majority of work, or surveys, will take place during holiday periods, but smaller tasks may be completed during term time.
- 20.3 A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

21. Furnishings

- 21.1. Furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the school.
- 21.2. Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings

22. Playing Fields

- 22.1. Under Section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.
- 22.2. Any playing fields which have been in use as playing fields for over 10 years are protected.

23. Grounds

- 23.1. The (Executive) Principal or designated Site Manager or Business Partner/Manager will ensure that there are appropriate arrangements for providing outside space for pupils to use safely.
- 23.2. The school will ensure, as far as reasonably practicable, the premises are safe and without risks to health. This includes external areas and means of access to and from the school.
- 23.3. The school perimeter will be secured and controlled accordingly.
- 23.4. The condition of all playground areas will be monitored by the (Executive) Principal or designated Site Manager and deficiencies addressed.
- 23.5. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

[Top](#)

24. Health and Safety Audit

- 24.1. The (Executive) Principal or designated Site Manager or Business Partner/Manager will ensure that the school premises is subject to an in-house Health and Safety Audit, as well as any Local Authority Health and Safety Audit which will be fed back to the MAC's Compliance Board.
- 24.2. The (Executive) Principal or designated Site Manager or Business Partner/Manager will ensure that health and safety risk assessments are completed annually for each department/curriculum area.
- 24.3. Risk assessments will be reviewed regularly and kept up to date.

25. Other Equipment, Systems and Storage

- 25.1. In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the school will ensure that lifts used by employees for work are safe to use. Plans will be implemented to ensure the safety of users in the event of the lift breakdown or stopping between floors.
- 25.2. The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.
- 25.3. Where applicable, a risk assessment should be put in place should pupils need to use the lift. This will be based on controlled access only and supervised by a member of staff.

26. Electrical Testing and Inspection

- 26.1. A PAT exercise will take place annually by an approved external provider. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years
- 26.2. All fixed wiring and distribution boards will be tested at least once every five years.
- 26.3. For portacabins, the time interval between periodic inspection and testing of is a matter of engineering judgement and will depend on a variety of factors, including the level of supervision of the unit previously, the frequency of use and the severity of the external influences to which it is exposed, e.g. the weather
- 26.4. It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided. Testing of all distribution boards in mobile accommodation will be conducted on an annual basis.

[Top](#)

27. [New] Gas

- 27.1. Gas and electrical safety posters will be displayed around the school, including classrooms. Appropriate signage, e.g. clearly visible hazard warning posters, will also be placed on storage room doors which are used for electrical and gas equipment.

- 27.2 All staff members working in areas with gas equipment will be made aware of the location of isolation valves, which are kept accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.
- 27.3 Gas equipment and appliances will be purchased from reputable suppliers, and equipment that is hired or borrowed will be suitable for use before using it and maintained as necessary. The site manager will maintain an accurate inventory of all gas equipment purchased by the school.
- 27.4 All gas equipment will be installed by a suitability trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes. The engineer's suitability to install or repair gas equipment will be confirmed, e.g. by showing their Gas Safe identification card.
- 27.5 The physical environment where gas equipment is installed will be assessed by the site manager to ensure its suitability, e.g. that it is dry, clean and ventilated. All gas equipment will be kept clear of combustible materials, heat sources and naked flames and stored appropriately, in line with the school's COSHH Policy.
- 27.6 Liquefied petroleum gas (LPG) tanks will be inspected and maintained by a competent person on an annual basis.
- 27.7 All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by the site manager. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.
- 27.8 Gas pipes and flues will be made a suitable rigid material, e.g. metal, and these will be checked for any damage on a daily basis by the site manager. All gas appliances will have the ability to be isolated from the gas supply.
- 27.9 Carbon monoxide detectors will be installed by the site manager and inspected on a monthly basis.
- 27.10 Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. No more than 15kg of flammable gases will be stored on the school premises at any time.
- 27.11 Any isolation valve defects will be reported immediately to the site manager so that appropriate repairs can be arranged, and the equipment is not used. Damaged or leaking gas equipment will not be used and will be immediately reported to the site manager for repair or safe disposal.
- 27.12 Repairs to gas appliances and fixtures will be carried about by a Gas Safe registered engineer. Engineers carrying out repairs on gas equipment will be given sufficient space, access, ventilation and illumination to allow them to carry out the work safely.

28. Monitoring and Review

- 28.1. This policy is reviewed regularly by the Compliance Committee and recommendations for amendment taken forward to the Board of directors; any changes will be communicated to all relevant staff members.
- 28.2. The next scheduled review date for this policy is recorded on the cover page.

[Top](#)

