



Premises Management Procedures

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| Policy Title: | Premises Management Procedures |
| Academic Year: | 2021/2023 |
| Policy Reference: | G21 |
| Description: | Framework for Senior Leadership Team and Governors to ensure iCollege premises are sound, fit for purpose and appropriately maintained |
| Status: | To be approved by Finance / Management Committee |
| Category: | Statutory |
| Review frequency: | Every 2 years |
| Contact: | Unit Administrators and H&S Co Ordinator |
| Version: | This policy has been adapted from another LA areas model |
| Who was consulted: | HT, SLT & Governors |
| Other relevant policies: | See item 9 |
| Acronyms: | MC - Management Committee LA - Local Authority WBC - West Berkshire Council HT - Headteacher PM - Pastoral Managers LT - Lead Teachers SLT - Senior Leadership Team SBM - School Business Manager AO - Administration Officer |
| Date for Review: | July 2023 |



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1: Key contact list for Premises Management

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| H&S Co Ordinator | Monica Romano | 07769 224518 | mromano@iCollege.org.uk |
| Administrator Integration | Leanne Gilbert | 01189 416636 | lgilbert@iCollege.org.uk |
| Administrator Inspiration | Julie Cullinane | 01635 877114 | jcullinane@iCollege.org.uk |
| Administrator Intervention & Pod | Jade Macaulay | 01635 49397 | JMacaulay@icollege.org.uk |
| Administrator Pod Plus | Luisa Rayner | 01635 243208 | lrayner@iCollege.org.uk |
| Administrator Independence | Rachel Davies | 01635 48872 | rdavies@iCollege.org.uk |
| School Business Manager | Kaen Price | 01635 48872 | kprice@iCollege.org.uk |
| Caretaker | Barry Walker | 01635 48872 | bwalker@iCollege.org.uk |

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| <p>Other sources of information:</p> <p>Schools Health and Safety Team Schoolshealthandsafety@westberks.gov.uk</p> <p>Schools Health and Safety Web-pages – http://www.westberks.gov.uk/index.aspx?articleid=21749</p> <p>Crest Team - crest@westberks.gov.uk</p> <p>Property Services PropertyHelpdesk@westberks.gov.uk</p> <p>CYP Education Assets Team educationassets@westberks.gov.uk</p> <p>Insurance Team - Insurance@westberks.gov.uk</p> | | | |
| <p>2: Purpose</p> | <p>2.1 The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges 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.</p> <p>2.2 Provisions that are covered by these regulations include: toilet facilities, fire alarms, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.</p> <p>iCollege gives due regard to the Regulations listed above</p> | | |
| <p>3: Roles and Responsibilities</p> | <p>3.1 All iCollege premises, are monitored, by the Headteacher (HT), School Business Manager (SBM) and the Chair of Governors. Day to day, management is by the team on each site is supported by the unit Administration Officer (AO).</p> <p>iCollege appoints a H&S Governor who meets with the H&S Co Ord and visits each unit regularly.</p> <p>Observations/concerns are reported to the unit Administration Officers (AO).</p> <p>3.2 Health & Safety The HT, Management Committee, H&S Lead, Co-Ord and H&S governor and staff have a responsibility for the Health and Safety in relation to Premises Management. Roles and responsibilities are detailed in the iCollege Health and Safety Policy.</p> <p>3.3 Premises safety is everyone's business, so if any person or learner has concerns they can report them to any member of the iCollege staff or governors.</p> | | |
| <p>4: Terminology</p> | <p>ACM - Asbestos Containing Material AMP - Asbestos Management Plan COSHH - Control of Substances Hazardous to Health Crest – West Berkshire Health, Safety and Insurance Management / accident reporting platform DSE - Display Screen Equipment EHO - Environmental Health Officer FRA - Fire Risk Assessment LRA - Legionella Risk Assessment PAT - Portable Appliance Testing PPM - Planned Preventative Maintenance RA - Risk Assessment LT – Lead Teacher WAH - Working At Height</p> | | |

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| 5: Monitoring and management of iColleges sites | 5.1 All iCollege site is monitored by the HT and SBM, each unit is managed by the AO and along with the support of the H&S Co Ord. | |
| | | AO |
| | H&S Co Ord | Monica Romano mromano@iCollege.org.uk |
| | Inspiration | Julie Cullinane jcullinane@iCollege.org.uk |
| | Integration | Leanne Gilbert lgilbert@iCollege.org.uk |
| | Intervention & Pod | Jade Macaulay JMacaulay@iCollege.org.uk |
| | Pod Plus | Luisa Rayner lrayner@icollege.org.uk |
| | Independence | Rachel Davies rdavies@iCollege.org.uk |
| Particular attention is paid to the following areas: | | |
| 5.2 Water Supply | | |
| The site team ensures that the iCollege water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that: | | |
| <ul style="list-style-type: none"> • The school has a wholesome supply of water for domestic purposes including a supply of drinking water. • WCs have an adequate supply of cold water and washbasins. • Sinks and showers have an adequate supply of hot and cold water. • The temperature of hot water supplies to showers and sinks meet the requirements laid down. | | |
| 5.3 Drainage | | |
| The unit AO and H&S Co-Ord 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. | | |
| 5.4 Security Arrangements | | |
| The unit AO and H&S Co-Ord, SBM and Management Committee ensures iCollege has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and; that the school's perimeters are secure. | | |
| The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by the SLT, the unit AOs and the H&S Co Ord, explicitly taking into account: | | |
| <ul style="list-style-type: none"> • the location of the school site • the physical layout of the school site • the movements needed around the site • arrangements for receiving visitors • staff/learner training in security | | |
| 5.5 Lettings | | |
| Currently none of the units are let. | | |
| 5.6 Resistance to the weather | | |
| The unit AO and H&S Co Ord, ensure that the iCollege buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by | | |

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| | <p>carrying out regular visual checks. Any Issues will be reported to the SBM and reported to the relevant committee and addressed according to need.</p> <p>5.7 Accessibility, Suitability and Maintenance Responsibilities</p> <p>5.7.1 The unit AOs, LTs and the H&S Co-Ord ensure there is sufficient access to premises 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. Concerns are reported to the SBM and Management Committee.</p> <p>5.7.2 The unit AOs, LTs and the H&S Co-Ord ensure that access to all iCollege sites allows all learners, including those with special needs, to enter and leave in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users and lifts are kept empty. Concerns are reported to the SBM and Management Committee.</p> <p>5.7.3 The HT and SBM can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.</p> <p>5.7.4 The HT, SBM and SLT, will ensure that each unit has classrooms that are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of learners by carefully monitoring the number, age and needs of learner who will be using the classrooms and making any necessary adjustments in provision and arrangements.</p> <p>Particular regard will be given to ensuring that the teacher is able to reach each learner in a classroom in Order to provide individual help and guidance.</p> <p>5.7.5 The SBM, H&S lead, H&S Co Ord and each unit AO ensures 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; an asbestos management programme is in place.</p> <p>5.7.6 Each unit AOs, LTs and the H&S Co Ord and the SBM have ensured that there are sufficient washrooms for staff and learners, including facilities for learners with special needs, taking account of the Education (School Premises) Regulations 1999 in that:</p> <p>5.7.7 Staff responsible for overseeing catering requirements, ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by making regular reports on the kitchen facilities on each site.</p> <p>5.7.8 Unit AOs and staff ensure that classrooms and other parts of iCollege sites are maintained in a tidy, clean and hygienic state by meeting with the cleaning contractor and monitoring standards of cleaning.</p> <p>5.7.9 The unit LT ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform them if problems arise as a results of deficiencies in this area.</p> <p>5.7.10 The unit AO and H&S Co Ord ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:</p> <ul style="list-style-type: none"> • Each room or other space in the school has lighting appropriate to its normal use |
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| | <ul style="list-style-type: none"> • Each room or other space has a system of heating appropriate to its normal use • Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms <p>This is done through a programme of monitoring and through systematic feedback from staff. If staff have concerns they inform the unit AO.</p> <p>5.7.11 The unit AO, co Ordinate on-going maintenance work with iCollege caretaker and organises any programme of redecoration after submitting requests to the SBM for approval. Most of this work takes place when there are no learners at the units or during the school holiday periods.</p> <p>5.7.12 Consultation between the HT and with the SLT and SBM ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all learners attending iCollege by responding to specific requests for appropriate furniture and fittings which are generated when they are required.</p> <p>5.7.13 The unit AO ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.</p> <p>5.7.14 The unit AO, in consultation with the SBM, HT and unit LT ensure that there are appropriate arrangements for providing outside space for learners. The condition of all, outside areas are monitored and deficiencies addressed.</p> <p>5.7.15 The unit AO, in collaboration with the PE Subject Lead and staff, ensure through regular checks that any equipment used by staff outside on playing spaces is maintained in a safe condition to enable effective and appropriate use. This equipment will be maintained and checked by an external contractor by an annual visit and when need arises dependent on the need of the equipment. Any concerns are reported to the SLT.</p> <p>5.8 Cleaning and Maintenance</p> <p>Relyon is contracted to do the cleaning at Inspiration, Intervention, Independence and Pod, Pod Plus. Heart is contracted to do the cleaning at Integration with plans for Relyon to take cleaning contract on all units.</p> <p>Window cleaning is contracted out and this is carried out twice a year at each unit.</p> <p>iCollege employ a caretaker who works across all units which includes some grounds maintenance, tasks that the caretaker doesn't do are contracted out. This may include a contractor attending the sites to maintain external areas if necessary.</p> |
| <p>6. Training</p> | <p>The HT, SBM and SLT will ensure that all staff receive relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained electronically on SIMS</p> |
| <p>7. Records/Log Books</p> | <p>The SBM, SLT, AO and H&S Co Ord will ensure that records of all checks that take place for the safe and affective operation of the site are maintained in each site in the Fire Logbook and Crest Compliance. These will be open to checking by the Management Committee as requested.</p> |
| <p>8. Associated policies</p> | <p>Accessibility Plan Critical Incidence Plan Health and Safety Policy Lockdown Procedures Medical Conditions Policies</p> |

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| | Visitors/Contractors Information |
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| 9. Change RecOrd | | | | |
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| Version Number | Date Approved | Management Committee Minute Reference | Description of Amendments | Date |
| 1.0 | 20.3.18 | H&SPIT | New Policy | Jan 2018 |
| | 26/01/21 | MC | | |
| | | | MR updated headed paper and contact details and KCSIE statement | 07/11/23 |

Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes protecting children from maltreatment; preventing 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 best outcomes

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| Approved by: | Full MC |
| Date: | 26/04/22 |
| Review due date: | July 2023 |