



Trinity Multi Academy Trust

Policy:	Premises Management Policy
Date or review:	January 2017
Date of next review:	January 2020
Lead professional:	CEO
Status:	Statutory

1. Purpose of policy and guiding principles

The Directors of the Academy Trust have overall responsibility for ensuring that each academy within the Trust has its own specific premises management policy, this document outlines the general principles that will apply to each site.

- 1.1 Each site will have a designated leader and/or manager for all issues relating to their site. This person is responsible to the Principal, or a senior leader as delegated by the Principal. Ultimately the Premises (or Site) Manager will work as directed by the Principal or designated colleague.
- 1.2 The Premises team will undertake any task as reasonably directed by the Principal.
- 1.3 The member of staff who has lead responsibility for site issues has overall responsibility for health and safety, cleanliness and security. This person must inform the Principal, or Line Manager, of any issues that may compromise health and safety, cleanliness or security.
- 1.4 The premises team of each academy will ensure that all Fire Exits are operational with clear signage in place.
- 1.5 Each academy will have an evacuation procedure that is practised each term, with outcomes recorded. Fire alarm call out points and systems checks are also recorded.
- 1.6 Fire Risk Assessments are reviewed at least annually and more frequently if material changes occur. Fire risk assessments and Fire Evacuation signs are amended and included within any building alteration or decoration.
- 1.7 The premises team will abide by all policies relating to staff working in an academy.
- 1.8 The premises team will ensure that all training is up-to-date, protective clothing is worn when required and that they are suitably qualified to carry out particular tasks. Premises staff will be trained in Asbestos Awareness, First Aid, Moving and Handling, Working at Height, Fire Regulations and Health and Safety and any other relevant area, specific to the needs of the academy at which they work.
- 1.9 Each academy's premises team has overall responsibility for opening the academy at the start of the day and for locking it up securely at the end of business.
- 1.10 The premises team will ensure that the academy is suitably heated for staff and students and will inform the Principal of any major concerns.
- 1.11 The academy's premises team must take overall responsibility for any visiting contractor to the academy site, making sure that they work safely and adhere to the academy's safeguarding policies.
- 1.12 It is the site team's responsibility to ensure that the academy is kept as clean and tidy as possible.
- 1.13 Each academy will have a system for reporting faults and day-to-day maintenance issues. The site team will need to decide on necessary action based on urgency, threat to student/staff safety and cost of repair.
- 1.14 Each academy will have an up-to-date condition survey which informs the resultant action plan.
- 1.15 Each academy will ensure that risk assessments are current and relevant and impact on a safe environment.
- 1.16 The academy's premises leader will ensure that all subsequent health and safety checks are carried out as per schedule, including PAT testing, Fire Alarm and Extinguisher checks and Legionella checks, heating, gas, electricity, pests - and will inform the Principal of any concerns.
- 1.17 The Premises Manager will ensure that all alarms and other security measures are fit for purpose and in working order, this is likely to involve an external contractor.
- 1.18 The Premises Manager will ensure the safe, and secure where appropriate, storage of all materials.
- 1.19 Each Premises Manager will have a budget to work within. Any additional expenditure must be agreed in accordance with the Trust's Financial Policy.

- 1.20 The Premises Manager and site team are responsible for ensuring that everything that can be done is undertaken to keep an academy open during poor weather or other emergency situations. This is done with an overarching commitment to staff and student safety. Each Principal makes a decision on whether to open their academy.
- 1.21 The Premises Manager will arrange for grounds maintenance work to be carried out, to ensure that all PE or other outdoor facilities meet high education and overall appearance standards. This may involve working closely with the LA's Grounds Maintenance teams to ensure a co-ordinated approach to a whole academy site.
- 1.22 The Premises Manager is expected to work closely with the LA's Health and Safety teams, ensuring they stay up-to-date on their professional knowledge and local change in policy or procedure.
- 1.23 At all times the Trust expects that premises staff give high regard for their own personal safety and welfare when dealing with any premises matters.

2. Roles and responsibilities

2.1. The role of the Directors and Governing Body's

- 2.1.1. The Directors of the Trust have delegated a number of responsibilities to Governing Bodies within each academy and expect each Governing Body to review and agree individual Premises Management policies, as relevant to their site.

2.2. The role of SLG

- 2.2.1. Each Principal is responsible for the safety and security of their students, staff and premises.