



Kingstone Academy Trust

Premises Management Policy	
Schools	Kingstone Academy Trust: - Kingstone & Thruxton Primary School - Kingstone High School
Policy Officer	Academy Operations Manager
Distribution	Public

Review	Annually
Date of Review	September 2026

Premises Management Policy

Introduction

Kingstone Academy Trust has a duty to ensure that buildings under their control comply with statutory and regulatory and health and safety standards. The Trust needs to consider the building's:

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

Kingstone Academy Trust premises are monitored by the Estates Team and Heads of Schools.

Aims

The aims of Kingstone Academy Trust's Premises Management Policy are as follows:

- Set out the premises management objectives for the school.
- Detail the structure for the management of premises and responsibilities for senior managers and employees.

Context

Kingstone Academy Trust operates within guidance and procedures set out by the Department for Education.

This policy will be evaluated annually by the Trustee Board to ensure it is still fit for purpose; circumstances may require frequent modifications.

Responsibilities

Responsibility for the individual School premises is delegated to the CEO and Heads of School, who manage this function through the Estates Team.

The condition of the premises and the management of the grounds and premises will be constantly monitored by the Academy Operations Manager and Estates Team to ensure that the site is compliant with statutory regulations and the advice provided in the DFE's Good Estate Management for Schools manual.

General Maintenance

It is the responsibility of the Estates Team, monitored by the CEO to ensure that the school is fully legally compliant following recommended/best practice where possible. Appendix 1 sets out a schedule of activities with current relevant laws and standards.

As well as periodic inspections and checks for faults and problems, each school operates a system of fault reporting whereby issues are reported to the Estates Team. The Estates Team will assess the priority of such requests and act on them as required. Urgent faults will be acted upon immediately to ensure the safety of all site users. Each school site strongly supports a programme of planned preventative maintenance, to prevent faults and problems arising.

The Estates Team, acting under authority from the CEO, will prepare, keep, and monitor a site plan. This includes a schedule of inspections, surveys, checks and improvement works relating to all aspects of the management of the school site and its buildings.

General Design

Kingstone Academy Trust will make following considerations:

- Furniture and fittings are appropriate for the age and need
- There are appropriate facilities for students who are ill
- Appropriate facilities for students with Special Educational Needs and /or Disabilities (SEND)
- There are sufficient washrooms for staff and students
- Classrooms are appropriate in size to allow effective teaching
- Sufficient access so that emergency evacuations can be carried out for all students
- Lighting, heating, and ventilation are appropriate for room usage

Water supply (Legionella)

Kingstone Academy Trust arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) for all premises to ensure that:

- Each School site has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water.
- The temperature of hot water supplies to showers shall not exceed 43°C.

Asbestos Management

Individual School sites hold an Asbestos Register and Asbestos Management Guidance, which is annually reviewed. It is held in the Reception Office of each site and shows the locations where asbestos has been identified or is suspected on site. The register is made available to all contractors.

Each School applies the below principles:

- Approved registered contractors must be employed to deal with any removals.
- Each site must have a trained designated person in asbestos awareness.
- If the asbestos is in good condition and is not in an area where it will be disturbed, then it is safe to leave it in place.

Drainage

Kingstone Academy Trust ensures that there are adequate drainage systems for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should any drainage issue arise.

Waste Management

Kingstone Academy Trust are committed to reducing its waste and to recycle as much as it can. This includes the waste management of cardboard, paper, plastic, ICT and Waste Electrical Equipment (WEE).

Kingstone Academy Trust follows all legal waste obligations, including management of confidential waste, to ensure the correct licensing of their waste and maintain such records.

Contractors

Kingstone Academy Trust contracts an organisation to carry out all legislative works to ensure that we are fully compliant, whilst ensuring that:

- Adequate arrangements are in place to select, appoint and monitor any contractor undertaking work.
- It is the responsibility of the Estates Team to ensure that all works have been quality assured to the best of their ability.
- The competence of contractors (competence can be judged from experience, recommendation, pre-selection evaluation or a combination that takes into consideration the nature and scale of the works required).
- The appropriate qualifications/accreditations are held by the contractor, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- Where required, a permit to work system is used.
- That the contractor has a current health and safety policy, has current suitable insurances.
- Risk assessments and method statements are examined to check that contractors and others have correctly interpreted any site-specific conditions.

The Trust will ensure that all contractors working on site comply with safeguarding requirements. Where appropriate, contractors will provide evidence of DBS checks, safeguarding assurance letters and identification prior to commencing work. Contractors will be supervised where required in accordance with safeguarding procedures.

Glazing

Kingstone Academy Trust ensures that any damaged glass is made safe as soon as possible before being replaced and that glass installed in the building is a safety material (e.g. laminated, or toughened glass).

The use of fire rated glass is an important component in building safety and building regulations specify where it must be used.

Traffic Management

Kingstone Academy Trust has the following arrangements in place to manage traffic on our premises to minimise the risk of a vehicle hitting a pedestrian or collision between vehicles:

- The main school car park and driveway has a speed limit of 5 mph imposed.
- Pedestrian entrances are separate from the vehicle access point to segregate pedestrians and vehicles.
- Parking areas are allocated for visitors, staff and school vehicles and pedestrian access and egress routes are maintained.
- Deliveries to school during term time are, wherever possible, coordinated for arrival during lesson times to minimise the risk of a vehicle hitting a pedestrian while they are accessing or leaving the school.

Grounds Maintenance

Kingstone Academy Trust ensures that the grounds are reasonably maintained, including provision for grass cutting, tree pruning, weeding and sports pitch markings etc.

Statutory Duties – Trees

In law anyone responsible for trees has a 'Duty of Care' to protect people and property from harm caused by their failure. Where trees are present on school sites the school has a responsibility for establishing an appropriate system for their management. In the unfortunate event of a tree failure, the investigating authority will ask for records to show that a system of inspection and management is in place. This will include routine inspections, formal tree surveys and risk assessments and details of remedial action taken. To demonstrate good practice our school will implement an appropriate inspection system which includes;

- A good knowledge of the site and the trees and shrubs present on it, including quantifying the risk level trees present
- Routine visual inspection of the ongoing condition of trees
- A proactive system of inspection of each tree by a competent and qualified person/contractor as a minimum every two years
- A clear recording system that identifies those trees that require work and when it is required
- A system of documentation to show that work requirements are fulfilled and completed

Evacuation

Kingstone Academy Trust will ensure that there is sufficient access throughout the site 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 and unencumbered; and by carrying out regular checks of the same.

The school will ensure that the Fire and Emergency Evacuation Plans are updated periodically and circulated to all staff.

Accessibility

The school must ensure that access to the grounds and building(s) allow for all staff and students, including those with SEND, to access the school establishment and curriculum safely and comfortably by ensuring that entrances are well maintained and unencumbered and by arranging ramp access for wheelchair users.

The school must ensure that there is appropriate access for wheelchair users, including Emergency Evacuation Chairs and suitably qualified operators.

First Aid Provision

The Trust will ensure suitable facilities are available for the safe storage and administration of medication, including emergency medication such as adrenaline auto-injectors, inhalers and other prescribed medicines. Arrangements will be operated in accordance with the Trust's First Aid Policy and Allergy Management Safety Policy.

Housekeeping and Tidiness

It is accepted that untidy workplaces are hazardous and give rise to many accidents which could otherwise be avoided. The Academy therefore places great importance on the need to maintain clean and tidy conditions to prevent accidents, reduce fire hazards and providing better working and learning conditions.

All members of staff, regardless of status, are required to keep their own work areas tidy.

Pupils are expected to keep their classrooms tidy, storing belongings in bags, not on the floor or in corridors. Teaching staff are to monitor this.

The Site team are to be informed of any non- COSHH spillages that require cleaning up (COSHH spillages are to be dealt with in accordance with the COSHH assessment for the substance). Where the spillage or subsequent cleaning creates a slip hazard, warning signage will be placed at all approaches to the area.

Security

The Trust operates site security measures which include controlled access systems, visitor signing-in procedures, identification badges, perimeter security, alarm systems and CCTV.

The Estates Team and Heads of School ensure that the school sites have 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 that the perimeter fence is secure.

Links with other policies

This Premises management policy is linked to the Health and Safety Policy.

Schedule of Activities

Topic	Service Requirement Practice	Statutory/ Recommended/ Best	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Clinical waste	KTPS - 6 KHS – 33 units These are refreshed on a monthly basis.	Statutory	Monthly refresh by an external company.		The Hazardous Waste Regulations 2012
Compulsory display of notices	Checks made to ensure correct and up to date information is displayed	Statutory	Regular checks to ensure information is still on display and is current		Health and Safety Act Work Act 1974
Contractor qualification check	KAT contracts an external company to carry out legislative checks and works; a part of this process is they checks contractors' qualifications i.e., NICEIC, ECA as well as DBS details.	Best practice	On appointment of contractor	See also sections on Gas Safety Regulations and Electricity at Work Regulations	
Control of substances hazardous to health (COSHH) risk assessment	Check on storage and use of hazardous materials	Statutory	Annual (best practice)	<u>COSHH A Brief Guide to the Regulations</u> <u>COSHH Approved Code of Practice</u> (NB this is a priced publication)	The Control of Substance Hazardous to Health Regulations 2002 (as amended)
Duct hygiene (air conditioning, heating)	Inspection and testing		Annual inspection and testing – thorough cleaning routine determined from testing/ inspection results		Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing

Electrical - PAT	Portable appliance inspection and testing	Best practice	Annual	<u>The Provision and Use of Work Equipment Regulations 1998</u>	The Provision and Use of Work Equipment Regulations 1998 (PUWER)
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Topic	Service Requirement	Statutory/ Recommend d/ Best Practice	Frequency/Regularity Documents	Links to Other Information/	Relevant Legislation/British Standard/Approved Code of Practice
Electrical – fixed electrical installations	Schematic of supply route and primary distribution	Best practice	Annual	<u>Simple precautions – Work on electrical equipment machinery or installations</u>	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Inspection of fixed wiring and all distribution boards and safety devices	Best practice	Annual	<u>The Electricity at Work Regulations 1989</u> <u>Electrical Safety Council's Best Practice Guide on Periodic Inspection Reporting</u>	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Testing of all fixed wiring and all distribution boards	Statutory	Five yearly (or more frequently as determined by competent person)		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
Electrical – stage lighting	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads	Statutory	Annually inspection and test by competent person		Electricity at Work Regulations 1989

Emergency lighting	Inspection and testing of system – These works are carried out by an external qualified contractor	Statutory	Variable but recommend monthly checks by Site Team to check functionality and stop button functional test. Every six months – one hour duration test. Annual full duration test		Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005
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Equalities Act 2010 – Accessibility	Inspection	Statutory	Checks to be made whenever alteration/changes are made to the building or the external environment	<u>Disability Discrimination Act 1995</u> <u>Disability Discrimination Act 2005</u> <u>BS8300</u>	Equality Act 2010 see also Disability Discrimination Act 1995 and 2005 and BS8300 for background. Building Regulations 2010
Extraction systems including fume cupboards	Inspection and testing of dust extraction equipment	Best practice	Annual		Control of Substances Hazardous to Health 2002 (as amended)
	Local exhaust ventilation	Statutory	Annual	<u>Controlling Airborne Contaminants at Work: A Guide to Local Exhaust Ventilation</u>	Control of Substance Hazardous to Health 2002 (as amended) Building Bulletin 88 Fume Cupboards, DfE applies to installation and maintenance of school. fume cupboards There is a British Standard that applies to other fume cupboards

Fire risk assessment and emergency plan	Fire risk assessment	Statutory	Annual Review; Whenever any changes are made that will impact on the original assessment	<u>The Regulatory Reform (Fire Safety) Order 2005</u>	Regulatory Reform (Fire Safety) Order 2005
Fire detection and alarm systems	Inspection and testing of system	Best practice	Weekly testing Annual inspections by competent person		Regulatory Reform (Fire Safety) Order 2005
Fire doors	Inspection	Best practice	Termly		Regulatory Reform (Fire Safety) Order 2005

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Firefighting equipment	Inspection and maintenance extinguishers	Best practice	Annual inspection (termly visual checks)		Regulatory Reform (Fire Safety) Order 2005
First aid equipm ent	Inspection		Regular checks to ensure no equipment is outside of expiry date	<u>HSE – first aid at work: legislation</u>	Health and Safety (First Aid) Regulations 1981 as amended by the <u>Health and Safety (Miscellaneous Amendment) Regulations 2002</u>

Food safety	Inspection	Statutory	Annual EHA Annual inspections of electrical and gas in kitchen/ catering equipment.	http://ratings.food.gov.uk/	The Food Hygiene (England) (Amendment) Regulations 2010 Came into force 13 April 2010. These regulations amend the Food Hygiene (England) Regulations 2006 by: updating the definitions of certain EU instruments that are referred to. to in the Food Hygiene (England) Regulations 2006, and substituting a revised Schedule 1 (definitions of EU legislation) for the existing Schedule 1 (definitions of Community legislation) providing that when certain requirements are complied with, a person will be considered. not to have contravened or failed to comply with specified provisions of Regulation (EC) No. 853/2004 laying down specific hygiene rules. for food of animal origin.
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Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity Documents	Links to Other Information/	Relevant Legislation/British Standard/Approved Code of Practice
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Gas safety	Gas safety inspections and certificates	Statutory	Annual inspections (6 monthly interim checks)	www.hse.gov.uk/publications/books/l56.htm	The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Gas appliance	Identification and location	Statutory	Annual updating		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
	Servicing for efficient operation, combustion	Recommended for all premises. Statutory duty on Landlords	Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Gas pipe work	Visual condition inspection and testing if required	Recommended	Annual		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Glazing	Checks	Statutory	Initial survey of building to identify areas where safety glazing should be in place, ongoing checks that any glazing replacements are with safety glass as required.		Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation, Part K

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Kilns	Inspection	Statutory	Annual	Electrical	To BS Standard 7671. BS7671:2008 Requirements for Electrical Installations (IEE Wiring Regulations 17th Edition)
Lifts and hoists	Thorough examination, full maintenance, and Inspection	Statutory	Every six months minimum for passenger lifts Every 12 months for goods lifts After substantial and significant changes have been made	<u>The Liftin g Operations and Lifting Equipment Regulations 1998</u>	Lift operations and Lifting Equipment Regulations 1998
Playground and gymnasium equipment – fixed	Inspection and testing	Best practice	Annual		BS 5696, BS 7188, BS7044, BS 1892 Part 1 2003

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Rolling doors (vertically opening powered	Inspection	Statutory	Annual	www.hse.gov.uk/work-equipment-machinery/power-gates/	Workplace (Health, Safety and Welfare) Regulations 1992.

rolling doors)				responsibilities.htm	
Slips and trips	Risk assessment		As required	www.hse.gov.uk/slips / index.htm	The Workplace (Health and Safety and Welfare) Regulations 1992
Sports field lighting	Risk assessment	Statutory electrical check		BS EN 12193:2007	

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity Documents	Links to Other Information/	Relevant Legislation/British Standard/Approved Code of Practice
Tree safety	Risk assessment		Annual and following any works that could have caused damage and high winds		Health and Safety at Work etc Act 1974 Occupiers Liability Act 1957 and 1984
Water coolers and fountains	Inspection and servicing	Best practice	Annual	http://bwca.org.uk/about-bwca/codes-of-practice/ .	The Water Supply (Water Fittings) Regulations 1999
Water hygiene and safety Legionnaires' disease Water systems Cold water systems	Water hygiene risk assessment; prepare a written control scheme	Statutory	Regular reviews when deemed necessary	<u>Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems</u> ACOP L8 HSG 274	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) Notification of Cooling Towers and Evaporative Condensers Regulations 1992
	Flush through little used outlets		Weekly	www.legionellacontrol.org.uk	The Control of Legionella Bacteria in Water Systems

					ACOP L8 HSG 274
	Temperature testing		Monthly		The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
	Water quality check and routine maintenance		Annual		The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
Water Hygiene and Safety Legionnaires' Disease Water Systems – Low pressure hot water systems	Visual condition inspection	Recommended	Annual		
	Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc	Best practice	Annual updating		

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Water hygiene and safety Legionnaires' disease	Heat emitters and exposed surfaces of pipe work not to exceed regulation temperatures.	Statutory	Annual		Education (School Premises Regulations) 2012 The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274

Water systems – Water and surface temperature					
Workstation assessment	Analysis of workstation to assess any health and safety risks		Change of employee or relocation of workstation	<u>The Health and Safety (Display Screen Equipment) Regulations 1992</u>	Health and Safety (Display Screen Equipment) Regulations 1992
Working at height	Risk assessment, Inspection	Statutory	Termly	<u>The Work at Height Regulations 2005</u> <u>HSE Guide to Working at Height Regulations 2005</u>	Working at Height Regulations 2005