



PREMISES MANAGEMENT POLICY

The People's Learning Trust: Premises Management Policy

Policy Title:	Date Approved:	Approved by:	Review Date:
Premises Management Policy	02.10.2025	Full Board	02.10.2026

PREMISES MANAGEMENT POLICY



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PREMISES MANAGEMENT POLICY

1. POLICY STATEMENT

The People's Learning Trust (TPLT) is committed to ensuring safe, secure and well-maintained learning and working environments for its students, staff, visitors and stakeholders

An Academy's premises comprises all the land and buildings provided for the academy, including both permanent and temporary buildings and detached playing fields.

2. INTRODUCTION

TPLT comprises of 5 academies, three of which are Primary academies with one PRU and one AP. To meet curriculum or management need, some academies within our Trust require investment and such works will, where appropriate, be supported via a submission for grant funding or via an asset management plan, that includes a planned maintenance programme at each academy.

The buildings are assets that need to be maintained in order that they may function effectively and efficiently in supporting the delivery of education. Any deterioration in the physical condition of the building, due to a lack of maintenance, can adversely affect service delivery and create legal, health and safety and reputation issues for our Trust.

The maintenance of buildings is critical to the proper management of assets and the overall management of capital receipts in achieving our Trust's objectives.

3. AIMS

TPLT aims to:

- Support Academies to assess the Investment priorities through an Asset Management Plan.
- To ensure our buildings and equipment are maintained in an efficient, and legally compliant way
- Support applications for funding priorities and prioritise maintenance and repair of buildings from the annual capital & revenue available
- Ensure effective financial planning for current and future capital & revenue expenditure requirements
- Inspect and test buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promote the safety and wellbeing of our staff, pupils, parents and visitors

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- Undertake relevant staff training and development requirements
- Ensure we use the combined purchasing power of our academies to drive economies of scale.

4. LEGISLATION

This policy is based on the following statutory policies and non-statutory guidance from the Department for Education (DfE) & the Health & Safety Executive (HSE):

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005
- The Equalities Act 2010
- The Building Regulations 2010
- HSE Guidance on Managing Legionella
- The School Estate Management Standards 2025
- Good Estate Management for Schools (GEMS)
- Control of Asbestos Regulations 2012
- The Education (Independent School Standards) Regulations 2014

This Policy also complies with our Funding Agreement and Articles of Association and should also be read in conjunction with the TPLT's Health & Safety policy.

5. ROLES & RESPONSIBILITIES

The Trust Board will:

- Support Academies to assess the allocation of funding required through the Asset Management Plan
- To develop the wider Trust strategy
- Project Management of building projects from inception through to completion
- Arrange design briefs, Schedules of Accommodation and Feasibility studies
- Provide advice on the management of buildings and best practice
- Help organise a variety of building surveys and related documents
- Advice on building compliance, H&S and best practice
- Support the vetting and appointment of contractors and associated trades
- Advise and organise CPD on premises related matters
- Support in tendering for works in accordance with the Trust financial procedures
- Carry out site visits, including pre contract meetings with contractors and academies
- Obtain and provide the academy with all related documentation on completion

The Audit & Risk Committee will:

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- Maintain an oversight of TPLT's Asset planning, Investment and general maintenance funding arrangements.
- Report findings regularly and annually to the Trust Board and the Accounting Officer (CEO) as a critical element of the Trust's annual reporting requirements.

Headteachers (or their nominated person) will:

- Ensure buildings are effectively maintained, compliant and kept in good working order by carrying out regular Inspections and carrying out any required repairs and maintenance as quickly as reasonably practicable following identification.
- Conducting and keeping a record of Issues raised, risk assessments and incident logs related to the school premises within the Every system
- Budget for maintenance and repair of buildings from their annual revenue and capital budgets
- Ensure effective financial planning for current and future investment requirements
- Keep up to date with compliance regulations and maintain effective records within the Every compliance system
- Undertake and organise relevant training requirements
- Regularly review the security of the land and buildings of the academy
- Issue relevant work permits to any contractors that attend site to carry out work.

Local Governing Boards will:

- Work with the Trust leadership team to ensure plans are in place to minimise any impact on each academy and its students.

6. BUILDING MAINTENANCE

Building maintenance activities are defined as: all work on existing building assets, including utility and external infrastructure within the curtilage of the site that is undertaken to achieve the following objectives.

To ensure effective building maintenance the What, How and When must be considered. Maintenance tasks, affordability and frequency (occasional, regular or cyclical) of works must be detailed in the Asset Management Plan.

- This policy applies to the maintenance of all academies within our Trust's owned assets, and, for clarity, a building asset is defined as: 'any roofed structure enclosing space and intended for use as a shelter or for recreation or educational functions'.
- Building maintenance activities include all work on existing building assets, including utility services and external infrastructures within the area of the site that is undertaken to achieve the following objectives:

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- To retain the asset in a condition in which it can perform its intended function
- To prevent deterioration and failure or extend the life of the asset to restore to correct operation within the agreed specification
- To restore physical condition to an agreed specification
- To recover from structural and service failure
- To obtain accurate and objective knowledge of physical and operating condition, including risk and financial impact for the purpose of maintenance
- Improvements and upgrading to meet new service capacity or function
- Optimising capital receipts on disposal of building assets where additional income exceeds expenditure

The key outcomes to be achieved from undertaking maintenance are:

- Accurate records and details of all statutory tests undertaken at our premises. This includes relevant paperwork and certificates stored on Every
- Functional and operational requirements of the working environment
- The physical condition and efficient operation of assets is kept to a standard appropriate to their service function and value to the community i.e. The Academy
- All statutory and technical requirements e.g. health, safety, security and reliability

7. INSPECTION & TESTING - STATUTORY COMPLIANCE

7.1 Asbestos

TPLT, in collaboration with the headteacher, will ensure that it meets its duty to manage asbestos in the Academy premises and will ensure:

- That an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register every 12 months as a minimum.
- Will put together an asbestos management plan to manage and monitor the risks to academy staff, students and visitors regarding exposure to asbestos.
- Will arrange an asbestos survey before any proposed refurbishment and/or demolition work is carried out.

7.2. Water Supply

TPLT, in collaboration with the headteacher or their nominated person will ensure that the Academy's water supply meets regulatory requirements by engaging a suitable contractor to carry out an annual legionella risk assessment and plan checks at appropriate intervals so that:

- The academy has a clean supply of water for domestic purposes, including a supply of drinking water.

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- Toilet facilities have an adequate supply of cold water and washbasins; sinks and showers have an adequate supply of hot and cold water.
- Cold water supplies that are suitable for drinking are clearly marked as such
- The temperature of hot water at the point of use does not pose a scalding risk to users.

7.3 Toilet and Washing Facilities

- For children under 5 years of age, there will be a minimum of 1 toilet and 1 washbasin for every 10 children.
- For children aged over 5 years of age, there will be a minimum of 1 toilet and 1 washbasin for every 20 children.
- 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 students, and allow for supervision by members of staff, without compromising the privacy of the students.
- Disabled toilets will have a toilet, washbasin and where possible, a shower or washing down fitting.
- Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

7.4 Welfare

TPLT, in collaboration with the headteacher or their nominated person will ensure that there are sufficient washrooms for staff and students, including facilities for students with special educational needs, taking into account that:

- Enough toilets and washbasins are available for those expected to use them
- The number of washbasins is at least two-thirds that of the toilets/urinals in a senior academy
- Separate changing rooms for girls and boys are provided for students aged 8 years or older, and there are an adequate number of washrooms for staff and students.
- Changing facilities, including showers, are provided for students, and are accessible from the playing field or sports hall where the exercise takes place.

Students who are ill, require:

- A room for the medical examination and treatment of students
- A room for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility

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7.5 Students with SEND or Individual Healthcare Plan (IHP)

The Equalities Act 2010 requires all schools to prepare and implement an accessibility strategy to improve the physical environment of the school for pupils with disabilities and special educational needs (SEN). This should include consideration of their particular health and safety needs on the school premises and how these can be met.

7.6 Drainage

The locally nominated person will ensure that there is adequate drainage for hygienic purposes and for the disposal of wastewater and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

7.7 Lighting

For lighting to be suitable, attention needs to be paid to:

- achieving adequate light levels, including the lighting of teachers' and pupils' faces for good visual communication.
- giving priority to daylight in all teaching spaces, circulation, staff offices and social areas.
- providing adequate views to the outside or into the distance to ensure visual comfort and help avoid eye strain
- providing lighting controls that are easy to use.
- providing means to control daylight and sunlight, to avoid glare, excessive internal illuminance and summertime overheating.
- providing external lighting to ensure safe pedestrian movement after dark.
- floodlighting outdoor sports areas
- providing emergency lighting in areas accessible after dark.
- Security lighting should be provided around the perimeter of school buildings with dusk to dawn lighting on all elevations where there is an entrance door.
- Lighting should be designed to eliminate potential hiding points

Further guidance on lighting in schools can be found in Lighting Guide 5, "Lighting for Education" (LG5), and British Standard BS EN 12464-1.

7.8 Security

TPLT, in collaboration with the headteacher or their nominated person will ensure that the Academy has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night

That each building has a secure entrance; and that the academy's perimeters are always sufficiently secure (recording of these checks will be logged using the Every system
On a daily basis)

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The academy's security arrangements will be based on various risk assessments, regularly reviewed by the responsible person and senior leadership team, explicitly considering the:

- Location of the academy
- Physical layout of the academy
- Movements needed around the site
- Information relating to previous incidents or recorded concerns
- Arrangements for receiving visitors
- Staff/Student training in security.
- Martyn's Law & Lockdown procedures

The academy will ensure that:

- Where the main gate is not visible from the main office, access systems are installed to allow visible identity of visitors prior to granting them access.
- All staff wear ID badges and anyone not wearing a badge should be challenged.
- Appropriately worded signs are displayed indicating opening times and directing visitors to the academy office or reception
- Visitors to the academy are not allowed to wander about the academy unaccompanied

7.9 Lettings

TPLT, in collaboration with the headteacher or their nominated person will ensure that academy premises, used for a purpose other than conducting the academy's main business, are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users.

Any use of the facilities by organisations or groups outside of the Trust will be subject to the latest Keeping Children Safe in Education Statutory guidance 12 and any subletting conditions contained in the lease.

Formal written contracts will be signed to record the letting arrangements including any fees or rental payments that are paid to the academy.

7.10 Weather

TPLT, in collaboration with the headteacher or their nominated person will ensure that the academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks.

Any issues identified will be recorded using the Every system. Urgent issues will also be reported directly to the academy business manager.

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The nominated person will check weather conditions each day and make the necessary preparations in the event of adverse weather warnings and do as much as reasonably practicable to ensure the academy stays open.

7.11 Evacuations

TPLT, in collaboration with the headteacher or their nominated person will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

Personal Emergency Evacuation Plans (PEEP) will be drawn up and reviewed with the individual and any nominated person as required to ensure safe evacuation during any emergency and recorded on Every.

7.12 Electricity

TPLT, in collaboration with the headteacher or their nominated person will ensure that the fixed electrical system testing is carried out on the electrical installations and systems that conduct electricity around the building to comply with the current electrical safety regulations

Similarly, portable electrical appliances will need a portable appliance test (often called a PAT test). In some cases, however, a simple user check and visual inspection is enough, please refer to the H&SE "maintaining portable electrical equipment" for guidance.

7.12 Gas appliances and fittings

TPLT, in collaboration with the headteacher or their nominated person will ensure all gas appliances across the premises including boiler houses and kitchens are tested in accordance with the Gas Safety (Installation and Use) Regulations 1998

A "gas appliance" means an appliance designed for use by a consumer of gas for heating, lighting, cooking or other purposes for which gas can be used, testing should include:

- In accordance with manufacturer recommendations (or other professional advice if unavailable) to ensure there are no leaks or significant deterioration in the equipment
- Gas tightness of fittings at joints and junction points
- That all work is carried out by a Gas Safe Registered engineer.

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7.13 Lifts

Lifts provided for use by workers in workplaces are subject to the Lifting Operations and Lifting Equipment Regulations (LOLER) and should be tested at least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts)

Testing should always be carried out by a competent person who should have enough appropriate practical and theoretical knowledge and experience of the lifting equipment so that they can detect defects or weaknesses and assess how important they are in relation to the safety and continued use of the equipment.

If in doubt appoint a qualified contractor.

7.14 Pressure systems

- The Pressure Systems Safety Regulations 2000 (PSSR) cover the safe design and use of pressure systems
- Ensure that those parts of the pressure system included in the scheme of examination are examined by a competent person at least every 12 months.

8 ACCESSIBILITY

TPLT, in collaboration with the headteacher or their nominated person will ensure that access to the academy site allows all students, including those with SEND, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed.

8.1 Separating pedestrians and vehicles

By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.

By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it

Roadways and footpaths should be separate whenever possible

8.2 Pedestrians and cyclists

A driver, pedestrian or cyclist needs enough time to react successfully if they meet one another (for example, where there is limited visibility or where other noise might mask the approach of a vehicle).

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Wherever it is reasonable to do so, you should provide separate routes or pavements for pedestrians to keep them away from vehicles. The most effective way to do this is to separate pedestrian from vehicle activity, by making routes entirely separate. Where possible, pedestrian traffic routes should represent the paths people would naturally follow (often known as 'desire lines'), to encourage people to stay on them.

8.3 Barriers and markings

Effective ways to keep vehicles away from pedestrian areas include:

- Protective barriers, including from the roads surrounding the academy.
- Where protective barriers are not practical, clear markings to set apart vehicle and pedestrian's routes
- Raised kerbs to mark vehicle and pedestrian areas.

Where needed, provide suitable barriers or guard rails

- At entrances and exits to buildings
- At the corners of buildings
- To prevent pedestrians from walking straight on to roads.

8.4 Crossing points

Where pedestrian and vehicle routes cross, provide appropriate crossing points for people to use. Pedestrians, cyclists and drivers should be able to see clearly in all directions. Crossing points should be suitably marked and signposted and should include dropped kerbs where the walkway is raised from the driving surface.

Where necessary, provide barriers or rails to prevent pedestrians from crossing at dangerous points and to direct them to the crossing places. Similarly, you can use deterrent paving to guide pedestrians to the crossing points.

At busy crossing places, consider traffic lights, zebra crossings (or other types of crossing).

Where vehicle roadways are particularly wide, you may need to consider 'island' refuges to allow pedestrians and cyclists to cross the road in stages.

Where the number of vehicles, pedestrians or cyclists using a route is likely to change at regular times, consider preventing pedestrians or vehicles from using the routes at these times, to keep them apart. An example might be limiting the use of vehicles on a roadway during the start or end of the day, when many pedestrians are likely to be crossing.

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9. SUITABILITY

TPLT, in collaboration with the headteacher or their nominated person will ensure, as much as is reasonably possible, that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation and ensure that, in terms of the design and structure of buildings, no areas of the premises compromise health or safety.

10. FIRE SAFETY

TPLT, in collaboration with the headteacher or their nominated person will ensure that the premises and the associated activities required are compliant with the Regulatory Reform (Fire Safety) Order 2005 (RRO) and any updates to legislation.

- Fire risk assessments will be undertaken by suitably qualified persons to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.
- Procedures will be in place for reducing the likelihood of fire including Staff being vigilant to risks of fire, and fire detection and alarm systems.
- Staff and students will be familiarised with emergency evacuation procedures and refreshed at least three times a year
- Fire risk assessments will be reviewed every 12 months and updated if there are any significant changes to the premises, or people responsible.
- Firefighting equipment such as fire blankets or extinguishers will be monitored by the nominated person weekly and serviced as and when required by a competent company.
- Fire Alarm testing will be carried out on a weekly basis with a record kept in the fire logbook/Every, different alarm call points should be activated to ensure the system is working throughout the building.
- All testing will be recorded in Every

11. CATERING

TPLT, in collaboration with the headteacher or their nominated person in consultation with associated staff, will ensure that where food is served, there are adequate facilities in place for its, storage, hygienic preparation, serving and consumption.

12. CLEANING

TPLT, in collaboration with the headteacher or their nominated person will ensure that classrooms and other parts of the premises are maintained in a tidy, clean and hygienic state by monitoring standards on a frequent basis.

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- Establish safe methods of cleaning, including high-level cleaning.
- Pay particular attention to the safe use of cleaning chemicals and materials.
- Train and supervise staff.
- Clean spills up immediately. If a liquid is greasy, make sure a suitable cleaning agent is used. Rinse detergent off floors. After cleaning, the floor can be wet for some time – dry it where possible. Use appropriate barriers to tell people the floor is still wet and arrange alternative bypass routes.
- Chemical storage: Inventories are kept up-to-date.

Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).

Extraction systems: Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.

Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 12 months by a competent person.

More routine checks also set out in the Every system or in the manufacturer's instructions.

13. ACOUSTICS

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate. There will be minimal disturbance from unwanted noise.

14. SUSTAINABILITY

TPLT, in collaboration with the headteacher or their nominated person will ensure that:

- Each academy takes a whole-school approach to climate change and will have a climate action plan
- Identify and Implement actions that support carbon reduction and nature recovery.
- Improving sustainability by managing energy and water use
- Help engage young people in climate adaptation and mitigation

15. MECHANICAL SERVICES

TPLT, in collaboration with the headteacher or their nominated person will ensure that the lighting, heating and ventilation in classrooms and other parts of the premises are satisfactory in that:

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- Each room or space has lighting appropriate to its normal use.
- Each room or 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.
- An annual inspection is carried out to assess the condition of any associated plant
- An asset register is kept updated in the Every system

This will be done through a programme of monitoring and systematic feedback from staff.

16. MAINTENANCE

TPLT, in collaboration with the headteacher or their nominated person will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the academy's planned maintenance programme, including the statutory and best practice checks

Most maintenance work will take place during the academy holiday periods, but tasks that do not disturb or hinder teaching may be completed during term time.

Materials specified for replacement or provision of new works will comply with the specifications provided in the generic design brief issued and updated by the DfE i.e.:

- Sanitaryware
- External spaces
- Doors & Windows
- Roofs

17. FURNISHINGS

TPLT, in collaboration with the headteacher or their nominated person, and other relevant staff, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all students registered at the academy.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the headteacher or their nominated person.

18. GROUNDS

TPLT, in collaboration with the headteacher or their nominated person, will ensure that there are appropriate arrangements for providing outside space for students to play and exercise safely.

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The condition of all playgrounds, informal play spaces, sports pitches and grassed areas will be monitored by the nominated person and deficiencies recorded and addressed, using the Every system.

Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used).
Outdoor fixed play equipment – periodic and annual inspections by a competent person.

As part of risk assessment responsibilities, periodic visual checks of trees for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.

19. HEALTH & SAFETY AUDIT

TPLT, in collaboration with the headteacher or their nominated person will ensure that premises are subject to a regular health and safety audit, annually as a minimum.

Classroom risk assessments are checked daily prior to students entering to ensure the learning area is safe to occupy

20. FINANCIAL PLANNING & CONTROL

TPLT, in collaboration with the headteacher or their nominated person will review requirements coming out of the premises management procedures and will integrate as required into the normal budget review process.

21. MONITORING – ACROSS THE TRUST ESTATE

This policy will be reviewed by the Director of Estates & Facilities on an annual basis. At every review, the policy will be approved by the Trust Board.