The Olympus Academy Trust
Premises Management Policy

Document Summary

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On Trust Website?	Yes
On School Websites?	Yes

Amendment History

Version	Amendment Date	Author	Amendment Summary
v1.2	1st March 2021	Trust Operations Manager	• New Trust document version system implemented. • Bi-annual review. • Section 5 – 'Fire damper testing', 'Fire kitchen suppression testing' and 'Sprinkler system testing' added. • Section 6 – 'In line with the ACOP L8' added. • Section 7 – 'The schools will follow the recommendations in the control of asbestos regulations 2012' added. • Section 10.1 – 'in term time and other holidays.' added, • Section 10.4 – 'through having regular audits with the cleaning supervisor/manager on site.' added. • Section 12.1, point 4 – '/Method statements' added.
v1.2	11th March 2021		• Approved by Audit & Risk Committee
v1.2	1st April 2021		• Approved by the Board of Trustees
v2.0	1st April 2021		• Policy Issued
v3.0	25th April 2023	Head of Estates and Facilities Manager	• Policy Bi-annual review – minor changes made tracked on V3.0
v3.1	4th May 2023	Policy Coordinator	• Policy was not approved by ARC
v3.2	22nd June 2023	Policy coordinator	• Policy approved by ARC following changes made. ARC not quorate so approved by Board on 11th July.
V4.0	8th October 2025	Head of Estates & Facilities	• Reviewed • Amendments made to Section 13 and tracked
V4.1	27th November 2025	Policy Coordinator	• Approved by ARC on 27th November 2025

1. Purpose of the Policy

1.1 This is a key document and applies to all staff of the Olympus Academy Trust (The Trust). The policy is available to all parents, prospective parents, Trustees, Governors and authorised Inspectors.

1.2 The Olympus Academy Trust has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. Each school needs to consider the following regarding buildings:

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

2. Consultation Process

2.1 This policy was developed in consultation with Trustees and senior staff.

3. Relationship to Other Policies

3.1 Health and Safety Policy.
3.2 Estates Strategy

4. Roles and Responsibilities

- Effective management of school buildings is the responsibility of the Facilities Manager in each school in consultation with the Head of Estates & Facilities and Headteacher. Ultimately, the responsibility lies with the Headteacher in each school and with the Board of Trustees for the Trust.

- Legislation that applies to the school:

    - The Education (School Premises) Regulations 2012 - which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

    - The Health and Safety at Work etc. Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.

- The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.

- Managements of Health and Safety at Work Regulations 1999 (MHSWR).

- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.

- Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

Other relevant documents:

- Department for Education - Advice on standards for school Premises – March 2015
- Department for Education - Good estate management for schools (GEMS)

5. Planning, Monitoring and Maintenance

5.1 Each school premises are monitored by the Facilities Manager and his/her team, the School's Health & Safety Committee Meeting, the Head of Estates & Facilities and by a range of teams/individuals who report their observations/concerns to the Facilities Manager, Headteacher and SLT.The school gives due regard to the regulations listed above and the Facilities Manager implements the following control measures:

- Develop an Asset Management Plan.
- Prepare a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan.
- Manage repair or improvement projects.
- Prepare policies for security, fire safety, health and safety, including monitoring processes.
- Ensure that risk assessments are prepared and acted upon.
- Employ professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

5.2 Each school undertakes the following as prescribed by legislation and ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following:

- Air Conditioning unit checks.
- Boiler maintenance and checks.
- Gas tightness checks.
- Electrical appliances checks.
- Fixed electrical installation testing.
- Emergency lighting testing.
- Local Extraction Ventilation.

- DT and machinery inspections.
- PE fixed and non-fixed equipment inspections.
- Play equipment inspections.
- Fire risk assessments.
- Fire alarm testing.
- Fire damper testing.
- Fire kitchen suppression testing.
- Sprinkler system testing.
- Fire door and escape route checks.
- Fire extinguisher checks.
- Gym and playground equipment safety checks.
- Gas appliances safety checks.
- Kiln and ceramic electrical equipment checks.
- Kitchen deep cleaning.
- Lift safety checks.
- Machinery tooling checks.
- Pressure vessel checks.

The above list only details the highest risk items, all compliance and best practice is monitored by the Facilities Manager and reviewed in 1-1 meetings with the Head of Estates & Facilities on a monthly basis.

6. Water Supply (Legionella)

6.1 In line with the ACOP L8 each school 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 is arranged to ensure that:

- The school 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.

7. Asbestos

7.1 The schools will follow the recommendations in the control of asbestos regulations 2012, if they have any asbestos material within the building it will maintain an asbestos management plan with an asbestos register which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities then it is safer to leave it in place and/or encapsulate.

8. Drainage

8.1 Each school ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks

and calling in drainage specialists should problems arise.

9. Glazing

9.1 Each school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) isspecified.

10. Accommodation

10.1 Each school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual summer programme of works, but smaller tasks may be completed during the year in term time and other holidays.

10.2 Each school ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

10.3 Each school ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which come from teaching staff and other changes that may be planned by the school.

10.4 Each school ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing and monitoring the work of the cleaning contractor and the site team through having regular audits with the cleaning supervisor/manager on site.

10.5 Each school ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.

10.6 Each school ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils or visitors with special needs.

10.7 Each school 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.

10.8 Each school ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by carefully monitoring the number, age and needs of pupil who will be using the classrooms and making any necessary adjustments in provision and arrangements.

10.9 Each school ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

10.10 Each school ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the

same.

10.11 Each school ensures that access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.

10.12 Each school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.

10.13 Each school ensures that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

11. Building

11.1 Each school ensures that each load bearing structure is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals.

12. Contractors

12.1 Each school ensures:

- That adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- The competence of contractors (competence can be judged from past experience, recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required)
- Where necessary, the contractor has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- That the contractor has a current health and safety policy, has current suitable insurances in place and examine risk assessments/method statements to check that contractors and others have correctly interpreted any site specific conditions.

13. Commissioning a Large Project

13.1 The Trust will seek a property professional to work with the school when undertaking large building projects. All large building projects must be overseen by the Head of Estates and Facilities. The property professional would be commissioned to carry out the following:

- Feasibility Study – checking the feasibility of the project and providing an early cost estimate to establish the project's viability.
- Pre-start meeting – to set out project requirements and expectations.
- Specification –the school/trust to produce a technical specification for the work
- Tender – go out to tender to a number of appropriate contractors using relevant DfE frameworks as required
- Evaluate of Tenders – checking the validity and accuracy of the tenders.
- Site Management – conduct regular site visits to check the progress and quality of work is an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations.
- Project Monitoring- monitor either through predefined KPI's that align with Trust values or an agreed industry standard format for monitoring and regular client review meetings.
- Handover – accepting the finished project. Carrying out snagging and testing, holding a retention until project sign off.
- Invoice check – check the validity and accuracy of invoices.

14. Waste

14.1 Each school is committed to reducing its waste and recycling as much as possible, this includes cardboard, paper, electrical equipment, ICT equipment.

14.2 Each school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

15. Vehicle Segregation

15.1 Each school ensures that appropriate traffic management systems are in place on site so that pedestrians and vehicles can circulate in a safe manner.

16. Lettings

16.1 Each school ensures that the premises which are used for a purpose other than conducting the school curriculum (the Hall, AWP or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

17. Trees

17.1 Each school ensures that a year tree survey/review takes place each year for which a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist.

18. Health and Safety Monitoring

18.1 All School's premises are subject to regular Health and Safety checks by the Health & Safety Committee meeting, Health and Safety Officer, Fire Officer, Health and Safety Governor, departmental representatives or the Facilities Manager. Any matters of concern are discussed at regular Health and Safety Meetings chaired by the Health and Safety Officer or with the Facilities Manager.

19. Monitoring and Review

19.1 The Trust will review this policy in a two year cycle and assess its implementation and effectiveness.

19.2 Board and/or Committee members will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:

- Scrutiny of all reporting information requested and received
- Identification of any associated risks, trends, underlying or contributory factors

- Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision
- Making decisions in respect of any proactive and/or mitigating action to be taken
- Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.

20. Diversity, Equity and Inclusion Statement

We are committed to fostering a diverse, equitable, and inclusive environment where every individual is valued and respected. Our policies reflect our dedication to creating a workplace that embraces differences and promotes fairness. We believe that diversity enriches our organisation and drives innovation, and we strive to ensure that all employees have equal opportunities to succeed and thrive.