

East Midlands Academy Trust

Premises Management Policy

'Every child deserves to be the best they can be'

Scope: East Midlands Academy Trust & Academies within the Trust	
Version: V7	Filename: Premises Management Policy
Approval: July 2026 Approved by FEPC	Next Review: July 2027 <i>This Policy will be reviewed annually by the owner and approved by the FEPC Committee</i>
Owner: Head of Shared Services	Union Status: Not Applicable

Policy type:	
Statutory	Replaces Academy's current policy

Revision History

Revision Date	Revisor	Description of Revision
July 2026 v7	D Unitt Head of Shared Service	New policy developed in collaboration with EMAT's Health and Safety Advisory Service
July 2025 v6	K Hance Estates Manager	No Changes.
July 2024 v5	D Unitt Head of Shared Service	Formatting changed. Separate references to Health and Safety lead and Head Teachers removed.
July 2023 v4	K Hance Estates Manager	Minor regulatory changes
July 2022 V3	K Hance Estates Manager	Policy review – no changes
July 2021 V2	M Juan Head of Governance	Policy review – no changes
July 2020 V1	M Juan Head of Governance	New EMAT Premises Management Policy

Statement of Intent

The Trust is committed to providing and maintaining safe, secure, compliant, and well-maintained premises that support high-quality education and safeguard the health, safety, and wellbeing of pupils, colleagues, visitors, contractors, and all others who use Trust facilities.

The Trust recognises that effective premises management is essential to maintaining safe learning environments, protecting Trust assets, ensuring legal compliance, and supporting business continuity. The Trust will ensure that all premises are managed in accordance with relevant legislation, statutory guidance, and recognised good practice.

Purpose

This policy establishes the framework for managing all Trust premises by ensuring that:

- Buildings and grounds are safe, secure, and fit for purpose.
- Statutory compliance obligations are met.
- Planned and reactive maintenance is effectively managed.
- Risks associated with premises are identified and controlled.
- Estates are maintained to support teaching and learning.
- Resources are managed efficiently and sustainably

Scope

This policy applies to:

- All academies within the Trust.
- Trust central offices.
- Sports facilities.
- Temporary buildings.
- Playing fields and external areas.
- Lettings and community use.
- All colleagues, governors, trustees, volunteers, contractors and visitors.

Legislative Framework

The following legislation applies and will be adhered to by EMAT:

- The Education (School Premises) Regulations 1999 - 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.



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- 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.
- Regulatory Reform (Fire Safety) Order 2005
- 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'.
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Electricity at Work Regulations 1989
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002

Roles and Responsibilities

Board of Trustees

The Board will:

- Ensure suitable governance arrangements are in place.
- Monitor premises compliance.
- Approve estates strategies and investment.
- Receive assurance regarding statutory compliance.

Chief Executive Officer

The CEO will:

- Ensure effective implementation of this policy.
- Ensure adequate resources are available.
- Promote a culture of compliance.

Head of Shared Service

The Head of Shared Service will:

- Develop the Trust estates strategy.
- Advise Trustees on estates risks.
- Maintain compliance reporting.

Estates Manager

The Estates Manager will

- Monitor statutory compliance across all schools.
- Oversee planned maintenance programmes.
- Commission condition surveys.
- Ensure appropriate contractor management.



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Heads of School

Headteachers will:

- Ensure day-to-day implementation within their academy.
- Report premises concerns.
- Cooperate with compliance inspections.
- Ensure colleagues report defects promptly.

Site/Area Managers & Supervisors

Site /Area Manager & Supervisors staff will:

- Undertake routine inspections.
- Carry out minor repairs where authorised.
- Report significant defects.
- Complete statutory checks.
- Maintain premises records.
- Monitor contractors.

Colleagues

Colleagues will:

- Report hazards immediately.
- Follow health and safety procedures.
- Protect Trust property.
- Cooperate with maintenance activities.

Premises Management

Governance

EMAT will ensure that as part of its premises management it will aim for the following

- Align to the DfE's [Good Estates Management for Schools](#)
- Strive become self certified against School Estate Management Standard (SEMS) at least operating at baseline but objective to be fully effective against all measures
- Prepare a Long-Term Maintenance Plan which is prioritized within available budgets.
- Manage all 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
- Seek the services of professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

Maintenance

Ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including but not limited to the following:

- Air Conditioning units checks
- Boiler maintenance
- Electrical appliances checks

- Fixed electrical installation testing.
- Emergency lighting testing
- Local Extraction Ventilation
- Fire risk assessments
- Fire alarm testing.
- Fire door checks.
- Fire extinguisher checks.
- Gym equipment safety checks
- Gas appliances safety checks
- Gas pipe soundness checks
- Kiln and ceramic electrical equipment checks
- Kitchen deep cleaning
- Lift safety checks
- Machinery tooling checks
- Pressure vessel checks.
- Other checks as required by legislation.

Water Supply (Legionella):

- Regular risk assessments and testing of water systems take place.
- All sites have 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 supplied to showers shall not exceed 50°C
- There is a programme of installing thermostatic mixing valves at hand basins.

Asbestos

- There is an asbestos register which contains a copy of the asbestos survey, at every site showing where in the site asbestos has been identified or is suspected or a certificate confirming no asbestos is onsite.
- Approved registered contractors are employed to deal with any removals (where sites 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 everyday activities, then it may be safer to leave it in place).

Drainage

- Ensures that all sites have 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.

Glazing

- 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) should be specified.

General Decoration

- Provide appropriate facilities at all sites for staff or pupils who are ill, where possible providing a room for medical examination and contains a washbasin and is reasonably near a WC.
- Maintain classrooms and all other parts of EMAT site in a tidy, clean, and hygienic state by overseeing the work of local Estates team and cleaning contractors, as well as proactively monitoring standards of cleaning.
- The Trust ensures that all academies have sufficient washrooms for colleagues and pupils, including facilities for pupils and staff with additional needs.
- Ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at each site by responding to specific requests for appropriate furniture and fittings.
- Ensure that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- Maintain a satisfactory standard and adequate maintenance of decoration throughout all sites by developing and implementing a planned programme of redecoration.
- The Trust ensures that, in terms of the design and structure of the accommodation, no areas of any academy compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level handrails on stairs above an open stair well.
- The Trust ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any additional 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.
- All EMAT's sites provide reasonable resistance to penetration by rain, snow, wind, and moisture from the ground by carrying out regular visual checks.
- All EMAT Sites have sufficient access so that emergency evacuations can be accomplished safely for all staff and 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.
- EMAT ensures access to all its sites for all staff, pupils and visitors, including those with additional needs, enabling entry and exit to a site in a safety and in a comfortable manor by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users where practical/viable.
- EMAT provides, where food is served, there are adequate facilities for its hygienic preparation, serving, consumption and disposal.
- That lighting, heating and ventilation in classrooms and other parts of all of its academies are suitable for the room usage, delivered through a program of monitoring and through feedback from staff and pupils.

Building

- EMAT 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.
- EMAT can give reasonable assurances that the sites have not been condemned by the Environmental Health Authority through reference to appropriate documentation.



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Contractors

- Ensure that contracts are awarded in compliance with the Academies Handbook
- Ensure that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- Ensure 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).
- Ensure where necessary, contractors have the appropriate qualifications, for example DBS Enhanced, GAS SAFE or NICEIC registered for work in connection with gas and electrical installations respectively.
- Ensure that the contractor has a current Health and Safety Policy, has suitable current insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site-specific conditions.

Commissioning a large project

- Reference must be made to the Academies Handbook
- EMAT will seek a property professional when undertaking large building projects.

Waste

- Maintain EMAT's commitment to reducing its waste and recycling as much as possible; this includes cardboard, paper, electrical equipment, ICT equipment and is working at increasing recycling across all its sites.
- Ensure all sites follow all legal waste obligations to ensure the correct licensing of their waste (ie WEEE)

Vehicle Segregation

- Ensuring that appropriate traffic management systems are in place at all its sites to allow pedestrians and vehicles can circulate in a safe manner.

Lettings

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

Trees

- Appropriate tree surveys take place across all sites, carried out by competent and qualified contractors, and that these surveys are reviewed and actioned at regular intervals.

Security Arrangements

- The Trust ensures all sites have 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 sites' perimeters are secure.

- Security arrangements are based on a risk assessment for each site which are reviewed annually, explicitly considering:
 - the location of the site
 - the physical layout of the site
 - the movements needed around the site.
 - arrangements for receiving visitors.
 - colleague/pupil training in security

Resistance to the weather

- EMAT ensures that the buildings and structures provide reasonable resistance to penetration by rain, snow, wind, and moisture from the ground by carrying out regular visual checks. Any Issues will be reported to the Estates Manager and addressed according to need.

Business and finance

- The Trust will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all colleagues, visitor and pupils, including those with additional needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks.
- The Trust ensures that access to all the academies allowing where practical and viable those with additional needs are able to enter and leave an EMAT sites in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.
- The Trust can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.
- The Trust ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age, and needs (including any additional 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. Regard will be given to ensuring that the teacher is able to reach each pupil in a classroom to provide individual help and guidance.
- The Trust 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 or adequate window restrictors, as appropriate; there are high-level handrails on stairs above an open stair well.

Training

- The Trust will ensure that all colleagues receives relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained electronically.

Records/Logbooks

- The Trust will ensure all sites maintain records of all checks that take place for the safe and affective operation at each of the Trust's academies these records will be stored manually and electronically.



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Grounds Maintenance

- For all sites where grounds maintenance is required, the Trust will arrange for contractors to attend the site at regular intervals to cut the grass on pitches and lawns, paint line markings on pitches, tracks and cricket fields, trim hedge and general weeding these duties will also be carried out by the Trust's Estates team staff as required.



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