



Three Towers
An Alternative Provision Academy
Expanding Horizons

Premises Management Procedures

Adopted: September 2026

Review period: Ongoing

Statutory: No

Required on website: No

THREE TOWERS



Policy Document Version Control

Responsibility for Procedures:	<i>Director of Operations, Headteacher & Premises Manager</i>
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Minor Revisions:	
Major changes	
Full re-write	<i>September 2026</i>

Policy Level Role	School level	
Health & Safety Officer	Director of Operations	hindleyoffice@ttapa.net
Deputy Health & Safety Officer	Operations Manager	
Senior Site Officer	Premises Manager	site@ttapa.net

1 Introduction

The Rowan Learning Trust has a duty to ensure that the buildings under its control comply with appropriate statutory, regulatory and corporate standards. As part of the trust, Three Towers works to ensure that for each site (Leyland Park House, Hindley and Heiland Road, Whelley) we consider:

- 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 Academy in raising educational standards.

2 Aims

We aim to ensure that we:

- manage our buildings and equipment in an efficient, legally compliant way;
- inspect and test buildings/equipment regularly, taking into account statutory requirements and best practice recommendations;
- promote the safety and wellbeing of our staff, learners, parents/carers, visitors and all building users through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#);
- comply with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#).

3 Guidance

This document is based on the Department for Education's (DfE's) guidance on [good estate management for schools](#).

This document also complies with our funding agreement and articles of association.

4 Responsibilities

The **Rowan Learning Trust, Headteacher, Director of Operations (DoO) and Premises Manager** will ensure these premises management procedures are properly implemented, and that tests and inspections are carried out in accordance with trust policy and these procedures.

The headteacher, DoO and Premises Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the trust as required.

Each site is monitored daily by the Premises Manager and their team. The Premises Manager with guidance from the Headteacher, DoO and Senior Leadership Team (SLT) ensures that the site is compliant with statutory regulations and the advice provided in the

Good Estate Management for Schools manual. For example, the premises team is responsible for:

- inspecting and maintaining the school premises;
- conducting repairs and maintenance;
- being the first point of contact for any issues with the premises;
- conducting and keeping a record of risk assessments and incident logs related to the school premises;
- liaising with the headteacher and DoO about what actions need to be taken to keep the school premises safe.

This list is not intended to be exhaustive.

5 Inspection and testing recording/reporting.

The schedule of what we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance is managed by the trust through iamCompliant. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's [guidance on good estate management for schools](#).

iamCompliant is a web-based management and compliance software package built specifically for schools and multi-academy trusts to simplify premises checks, track repairs, manage assets and facilitate statutory reporting.

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates. All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on, as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience if required.

A copy of relevant documents is kept onsite in addition to being uploaded to iamCompliant.

6 Risk Assessments and other checks

6.1 Risk Assessments are completed by a trained/competent person, put in place and reviewed at least annually or upon a change in circumstances or following an incident. The risk assessments take into account, but not limited to, factors such as:

- location;
- environment;
- use of facility and equipment;
- arrangements in place e.g., safe systems of work;
- training needs.

In addition to the risk assessments we are required to have in place, we make sure we have risk assessments in place, regularly updated, to cover:

- car parking and vehicle/pedestrian segregation;
- traffic management;
- shared premises.

Refer to the Trust's Health & Safety Policy and our Risk Assessment Procedures for further information

6.2 General Checks are made to confirm the following:

- correct and up-to-date information is displayed in all notices;
- compliance with the Construction (Design and Management) Regulations 2015 during construction projects;
- contractors have the necessary qualifications to carry out the specified work;
- compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment.

We manage all routine checks through iamCompliant.

6.3 General Design

We ensure that:

- buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks and actioning any remedial work as necessary;
- there is sufficient access so that emergency evacuations can be accomplished safely for all learners, 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 lighting, heating and ventilation in classrooms and other areas of the building are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff;
- classrooms are appropriate in size to allow effective teaching by carefully monitoring the number, age and needs of learners who will be using the classrooms and making any necessary adjustments in provision and arrangements;
- the furniture and fittings are appropriately designed for the age and needs of all learners registered there, by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual programme of works;
- external lighting provides adequate illumination to ensure people can safely enter and exit both sites;
- there are appropriate facilities for learners who are ill. These areas are reasonably close to WC and cloak room facilities;
- there are sufficient washrooms for staff and learners, including facilities for learners with Special Educational Needs and/or Disability (SEND).

7 Maintenance

We ensure that:

- regular maintenance is carried out in accordance with best practice and as required by legislation. A hard copy of information and test certification for all of the systems within our buildings is held in the school office as well as on iamCompliant;
- there is a good standard and maintenance of decoration through a planned programme of works. Larger refurbishment and/or decoration are undertaken during the summer holidays with smaller decorative tasks completed during the shorter-term time breaks;
- flooring is in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements;

- classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the site team and cleaners and monitoring standards of cleaning;
- a site-wide condition survey is conducted by external experts every five years in line with Rowan Learning Trust requirements, and an action plan is produced within three months to tackle any issues raised.

7.1 Cleaning – all areas of the buildings are maintained in a clean, tidy and hygienic state and each area undergoes a deep clean at least annually in line with standard operating procedures outlined in the School Cleaning Manual. If necessary, such as after outbreaks of contagious illnesses, affected areas will undergo specialist cleaning. This may necessitate the temporary closure of parts or the whole of the site.

7.2. Catering - areas where food is served are equipped with adequate facilities for the hygienic preparation, serving and consumption of food. Catering staff are required to provide regular reports on the suitability of the catering facilities.

7.3 Drainage – we ensure that there is an adequate drainage system for hygienic purposes and the disposal of waste/surface water by carrying out regular visual checks and calling in drainage specialists should any drainage issue arise.

7.4 Waste Management - we are committed to reducing waste and recycling as much as possible. This includes the waste management of cardboard, paper, ICT and Waste Electrical Equipment (WEE). We follow all legal waste obligations, including management of confidential waste, to ensure the correct licensing of their waste and maintain such records.

Both sites have a secure area for the storage of large waste bins which are not situated in close proximity of the building to reduce arson risk. Small general waste bins are placed no less than 5m away from the building and transportable waste bins are no less than 10m away from the building.

7.5 Glazing - we ensure that:

- any damaged glass is made safe as soon as possible before being replaced;
- glass installed in lower panes is obscured by using satin-glass for safeguarding and privacy reasons;
- 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.

7.6 Grounds Maintenance

The grounds of each site are reasonably maintained including grass cutting, tree pruning, weeding and playground marking etc. The trust ensures that a tree survey takes place every five years for which a prioritised report is produced (unless there are concerns about a particular tree/trees in which case an immediate inspection should take place). Any arboriculture work is carried out by a competent arboriculturist, in consultation with the tree preservation officer from the local authority

7.7 Traffic Management – as over sites are compact , we ensure that appropriate traffic management systems are in place to enable pedestrians and vehicles to circulate in a safe

manner. This includes the management of signage, appropriate segregations and road markings.

7.8 Evacuation - we ensure that there is sufficient access throughout both sites so that emergency evacuations can be accomplished safely for all learners and staff (including those with special needs). We ensure that all exits are kept clear and unencumbered by carrying out daily checks.

Fire and Emergency Evacuation Plans are updated periodically and are circulated to all staff, including those of the Music Service on the Hindley site.

7.9 Water supply systems – undergo regular testing in line with current legislation and/or guidance. Legionella risk assessments are conducted every two-years and any remedial works recommended are completed as soon as possible.

7.10 Asbestos Management – we maintain an asbestos register showing the locations where asbestos has been identified or is suspected on the Hindley site. The register is made available to all contractors. 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. Only approved registered contractors are employed to deal with any removals.

All site staff, the DoO and Headteacher all undertake annual asbestos awareness training and regular asbestos management training (at least 2-yearly).

7.11 Adverse Weather conditions – we have procedures in place for icy/snowy weather to ensure adequate paths and walkways/routes have been cleared and treated with salted grit. We monitor room temperatures to ensure the working temperature does not become either too cold during winter (less than 15°C) or too hot in summer (above 35°C).

There is no asbestos present on the Whelley Campus.

8 Security

We ensure that each site has adequate security arrangements in place for the grounds and building. This includes 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.

The Premises Manager, supported by the site staff, is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site and for the intruder and fire alarm systems.

Sector Security are key holders and will respond to an emergency.

8.1 Additional Keyholders

Whelley Site	Hindley Site
Headteacher	
Director of Operations	
Premises Manager	
Caretaker	Site team – caretakers & cleaners
Deputy Head	Deputy Head

8.2 CCTV - both sites have extensive CCTV coverage internally and externally. Viewing CCTV footage is managed through the RLT CCTV Policy.

8.3 Lock Down procedures are in place across both sites which are regularly tested, but these are not published for security reasons.

9 Accessibility

We endeavour to ensure that access to sites allow access for all staff and learners, including those with special needs.

The Whelley site is single storey and fully accessible.

The Hindley site is mainly double-storey, however there are several different levels on the first floor as a result of numerous additions to the building over the last century. It does not have a lift between the first and second storey as the multiple sets of steps still pose limitations to accessibility.

Both sites have appropriate access for wheelchair users and those with mobility issues to access ground floor rooms. Reasonable adjustments are made as appropriate to facilitate access. ***Refer to our Accessibility Plan for further information***

10 Management of Contractors

We follow trust procedures for the identification and use of contractors on both our sites. We also have a school specific Code of Conduct for Contractors

11 Monitoring Arrangements

These procedures are monitored by the Premises Manager, DoO and headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

These procedures are reviewed by the Headteacher, Premises Manager and DoO annually and shared with staff.