

Premises Management Documents Policy

Introduction

Background to this policy

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire alarms, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

Legal Framework

This policy will have consideration for and be in compliance with the following legislation:

- The control of Asbestos Regulations (2012)
- The Education (School Premises) Regulations (1999)
- The Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Statutory Premises Management Documents

This policy will also have due regard to the following statutory and non-statutory guidance:

- First Aid in School – February 2014
- Managing asbestos in your school – February 2017
- Health and Safety: advice for Schools – February 2013

Key Responsibilities

The AAB, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the academy premises.

The academy office staff will be responsible for co-ordinating and supervising maintenance and repair work, including securing any external contractors where necessary.

The Premises manager/site supervisor will identify and undertake all maintenance and repair work within the academy premises

Policy Statement

The premises of (Insert School Name) are monitored by the (Insert Posts) and by a range of individuals who report their observations/concerns.

Particular attention is paid to the following areas:

Asbestos

The school maintains 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).

Water Supply

The site team ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

-  the school has a wholesome supply of water for domestic purposes including a supply of drinking water
-  WCs have an adequate supply of cold water and washbasins. Sinks and showers have an adequate supply of hot and cold water. The temperature of hot water supplies to showers and sinks meet the requirements laid down

Drainage

The Site Team 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. BPA Premises Management V2a 3.

Security Arrangements

The site team ensures the school has 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 school's perimeters are secure.

The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:

-  the location of the school
-  the physical layout of the school
-  the movements needed around the site
-  arrangements for receiving visitors
-  staff/pupil training in security

Lettings

The Site Team ensures that the Trusts premises used for a purpose other than conducting the Academy's main business (the Sports Hall; Sports Pitch, Dance studio, Hall) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

Resistance to the weather

The Site Team 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. Any Issues will be reported to the Site Manager, and addressed according to need.

Business and finance

The Principal and site team 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. The Principal and site team 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 and by arranging access to a ramp for wheelchair users.

The Principal and site team can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

In consultation with the Principal and site team 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. Particular regard will be given to ensuring that the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance.

The site team 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; an asbestos management programme is in place.

The Site Team has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

-  All single and double sanitary fittings contain one or two washbasins respectively
-  The number of washbasins is approximately two-thirds that of the WCs/urinals
-  Separate washrooms for girls and boys are provided for pupils, and separate washrooms are provided for staff and pupils - except that any disabled washrooms may be used by both boys and girls and also staff and visitors
-  Staff washrooms are 'adequate' for the number of staff at the school
-  Changing accommodation, including showers (which are hygienic and which work properly), is provided for pupils and are accessible from the playing field where the exercise takes place

The Site Team have ensured that there are appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

-  there is a room for medical or dental examination
-  the room contains a washbasin
-  the room is reasonably near a WC

In consultation with our catering providers, (insert catering provider), the Site Team ensures that where food is served, there are adequate facilities for its

hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities in the academy.

The Site Team ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by meeting with the cleaning contractor and monitoring standards of cleaning.

The Site Team ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/him if problems arise as a result of deficiencies in this area.

The Site Team ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

-  Each room or other space in the school has lighting appropriate to its normal use
-  Each room or other 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

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

The Site Team ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

In consultation with the Principal and with the Heads of relevant Departments, the Site Team ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of classrooms.

The Site Team ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

In consultation with the Principal and Head of PE, the Site Team ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas is monitored and deficiencies addressed. The Site Team also in

collaboration with the Head of P.E ensures through regular checks by the teachers that any equipment used by teachers inside the gym and outside on the playing field, is maintained in a safe condition to enable effective and appropriate use. This equipment will be maintained and checked by an external contractor by an annual visit and when need arises.

Training

The Principal and the Site Team will ensure that all staff receives relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained electronically.

Records/Log Book

The Site Team will maintain records of all checks that take place for the safe and affective operation of the site.

Grounds Maintenance

Grounds Maintenance at (Insert School Name) is contracted out. The contractor will attend 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.

Health and Safety

There are a number of staff that have a responsibility for the Health and Safety in relation to Premises Management. These are detailed in the school Health and Safety Policy.

Cleaning

Window cleaning is contracted out and this is carried out twice a year.