

## Premises Management

Date	Review Date
September 2018	November 2020

**Frith Manor School**

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## Statement of intent

**Frith Manor Primary School** has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building's:

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

The school premises are monitored by the **premises manager** and caretaking staff, who liaise with the staff responsible for health and safety and with the **school business manager**, responsible for support staff.

## 1. Legal framework

- 1.1. This policy will have consideration for and be in compliance with the following legislation:
  - The Control of Asbestos Regulations 2012
  - The School Premises (England) Regulations 2012
  - The Health and Safety at Work etc. Act 1974
  - The Management of Health and Safety at Work Regulations 1999
  - Statutory Premises Management Documents
- 1.2. This policy will also have due regard to the following statutory and non-statutory guidance:
  - DfE (2000) 'Guidance on first aid for schools'
  - DfE (2014) 'Health and safety: advice on legal powers and duties'
  - DfE (2017) 'Managing asbestos in your school'

## 2. Key responsibilities

- 2.1. The **governing board**, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the school.
- 2.2. The **school business manager** will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- 2.3. The **premises manager** will identify and undertake all maintenance and repair work within the school.

## 3. Asbestos

- 3.1. The **governing board**, in collaboration with the **headteacher**, **school business manager**, and the **premises manager**, will ensure that it meets its duty to manage asbestos in the school.
- 3.2. The **school business manager**, together with the **premises manager**, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.
- 3.3. The **school business manager**, in collaboration with the **premises manager**, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.

#### **4. Water supply**

- 4.1. The **premises manager** will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:
- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
  - Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
  - Temperatures do not exceed 43°C as stated in legislation.

#### **5. Toilet and washing facilities**

- 5.1. For pupils under **5** years of age, there will be **one** toilet and washbasin for every **10** pupils.
- 5.2. For pupils aged over **5** years of age there will be **one** toilet and washbasin for every **20** pupils.
- 5.3. 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 pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
- 5.4. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
- 5.5. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 5.6. Where possible, a number of facilities will be available, to ensure a reasonable travel distance which does not involve changing floor levels.
- 5.7. Where possible, shower areas will be separate from toilets, and they must provide adequate privacy.

#### **6. Pupils with SEND**

- 6.1. In order to be compliant with the Equality Act 2010, an accessibility strategy will be implemented to ensure the premises are fully accessible to pupils with SEND.
- 6.2. The accessibility strategy will include the health and safety needs of pupils with SEND.

## 7. Drainage

- 7.1. The **premises manager** will ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

## 8. Lighting

- 8.1. Lighting will be provided which allows the faces of teachers and pupils to be visible for good communication
- 8.2. Daylight will be given priority in all spaces.
- 8.3. Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.
- 8.4. Lighting controls will be easy to use.
- 8.5. Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.
- 8.6. External lighting will be provided to ensure safe pedestrian movement after dark.
- 8.7. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- 8.8. Emergency lighting will be provided for areas which are accessible after dark.
- 8.9. Pupils with SEND have additional needs, some of these may include:
  - Colour and contrast, which helps in locating doors and handles, stairs and steps.
  - Glare will be avoided, including high gloss paint.
  - Where possible, light sources, such as high frequency fluorescent luminaires, will be used to avoid subliminal flicker.
  - Large areas of glazing will be clearly marked in order to avoid accidents.

## 9. Security

- 9.1. The **school business manager** and the **premises manager** will ensure that the school 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 school's perimeters are sufficiently secure.
- 9.2. The school's security arrangements are based on a risk assessment, regularly reviewed by the **school business manager**, **premises manager** and **senior leadership team**, explicitly taking into account the:
- Location of the school.
  - Physical layout of the school.
  - Boarding accommodation.
  - Movements needed around the site.
  - Arrangements for receiving visitors.
  - Staff/pupil training in security.

## 10. Lettings

- 10.1. The **school business manager** will ensure that premises used for a purpose other than conducting the school's main business are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

## 11. Weather

- 11.1. The **premises manager** will ensure that the school 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 relayed to the **school business manager**.

## 12. Evacuations

- 12.1. The **premises manager** will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

## 13. Accessibility

- 13.1. The **premises manager** will ensure that access to the campus allows all pupils, including those with SEND, to enter and leave the campus in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

## 14. Suitability

- 14.1. The **school business manager** will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.
- 14.2. The **school business manager** and **premises manager** will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

## 15. Welfare

- 15.1. The **school business manager** and the premises manager will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with SEND, taking into account that:
- All single and double sanitary fittings contain one or two washbasins respectively.
  - The number of washbasins is at least two-thirds that of the toilets/urinals in senior school.
  - Separate washrooms for girls and boys are provided for pupils aged 8 years or older and separate washrooms are provided for staff and pupils.
  - Staff washrooms are adequate for the number of staff at the school.
  - Changing facilities, including showers, provided for pupils are accessible from the playing field/sports hall where the exercise takes place.
- 15.2. The **school business manager** will further ensure that there are appropriate facilities in place for pupils who are ill, including:
- A room for medical or dental examination.
  - A washbasin.

## 16. Fire safety

- 16.1. Fire risk assessments will be undertaken in order to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.
- 16.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

16.3. Staff and pupils will be familiarised with emergency evacuation procedures.

16.4. Risk assessments will be updated if there are any significant changes to the premises.

## **17. Catering**

17.1. The **school business manager**, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

## **18. Cleaning**

18.1. The **school business manager** will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

## **19. Acoustics**

19.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

19.2. There will be minimal disturbance from unwanted noise.

19.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

## **20. Mechanical services**

20.1. The **premises manager** will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

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

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

## **21. Maintenance**

21.1. The **business manager** will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in Appendix A.

21.2. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

## **22. Furnishings**

22.1. The **business manager**, in consultation with the **headteacher and relevant heads of department**, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) if all pupils registered at the school.

22.2. 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 premises manager.

## **23. Playing fields**

23.1. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development,

## **24. Grounds**

24.1. The **business manager**, in consultation with the **headteacher, deputy headteacher and heads of (PE)**, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

24.2. The condition of all playground areas will be monitored by the **premises manager** and deficiencies addressed.

## **25. Health and safety audit**

25.1. The **business manager** will ensure that the school's premises are subject to a regular health and safety audit.

25.2. The **premises manager** will monitor that risk assessments are completed annually for each department.

## **26. Policy review**

26.1. This policy is reviewed every **two years** by the **site manager** and the **headteacher**.

26.2. The scheduled review date for this policy is **June 2020**

<b>Headteacher:</b>	Leigh Carmichael	<b>Date:</b>	September 2018
<b>Chair of Governing Body:</b>	Wendy Kravetz	<b>Date:</b>	September 2018

***Frith Manor School***