



Premises Management Policy

March 2023

Statutory Policy

Policy Review

This policy was adopted, reviewed and agreed by the Governing Board on 21st March 2023.

It is due for review in Spring 2025 (up to 2 years from the above date).

Signature Chair of Governors:

Mrs K Redrup

All the governors and staff of Binstead Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	21/03/2023	AD	Y	New Policy written
2				
3				

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This policy should be read in conjunction with the following policies:

- Health and Safety Policy
- Lettings Policy
- Emergency Plan
- Child Protection Policy
- Safeguarding Policy
- Accessibility Plan
- Supporting Pupils at school with Medical Conditions Policy
- Legionella Risk Assessment

Legal framework and background

- The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. They include a general requirement that every part of the school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.
- 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, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.
- The Health and Safety at Work Act (1974) 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.
- Approved Codes of Practice and Health and Safety Executive guidance documents and standards.
- Guidance from the Isle of Wight Council Health and Safety Team.
- Building Regulations 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'.

Responsibilities

The school premises are constantly monitored by the Headteacher, School Business Manager, Caretaker and by the Full Governing Board to ensure:

- The management of repairs and improvements
- Policies for security and safety are prepared, monitored and reviewed
- Risk assessments are prepared and acted upon
- An annual meeting is held with a representative of the Isle of Wight Council Health & Safety Team to ensure that relevant Health and Safety procedures/maintenance plans are in place.

Particular attention is paid to the following areas:

Water Supply

The Caretaker 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. These must be recorded.
- 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 / sinks comply with the legionella risk assessment.

Drainage

The Caretaker/School Business Manager/Headteacher 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.

Load bearing structures

The Caretaker/School Business Manager/Headteacher has ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it 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 when necessary.

Security arrangements

The Caretaker/School Business Manager/Headteacher/Cleaning Staff ensure 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; 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 and safeguarding

Lettings

The Caretaker/School Business Manager/Headteacher ensures that those of the school's premises which are used for a purpose other than conducting the school are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the School Business Manager so that arrangements may be discussed and necessary arrangements implemented. Detailed policies and procedures are laid down in the school's Lettings Policy.

Resistance to the weather

The Caretaker 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. There is also a reporting system in place, whereby the School Business Manager has responsibility for reporting building faults to the Caretaker.

Emergency Evacuation

The School Business Manager/Headteacher/ Caretaker 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.

Access arrangements

The School Business Manager/Headteacher/Caretaker ensure 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, unencumbered and accessible for wheelchair users, if needed.

Fit for Purpose

The School Business Manager/Headteacher/Caretaker can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

Classroom size

In consultation with the Isle of Wight Council, the School Business Manager/Headteacher 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
- In the Early Years Foundation Stage, the following floor space is provided in keeping with the requirements of registered provision: 2.3m² for those aged 3 to 5.

Health and Safety

The Caretaker/School Business Manager/Headteacher will ensure that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. This will be monitored by the Full Governing Board.

Washrooms

The School Business Manager/Headteacher/Caretaker 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:

- Our school washrooms have one WC for every 20 pupils aged 5 and upwards.
- The number of washbasins at least equals the number of WCs
- Staff washrooms are 'adequate' for the number of staff at the school.

Hygiene Room

The School Business Manager/Headteacher has 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 contains or is near a WC

Outside catering suppliers

In consultation with our catering providers, the School Business Manager/Headteacher ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption; this includes regular inspections of the catering facilities.

General cleanliness and tidiness

The School Business Manager/Headteacher ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the cleaning staff/Site manager/Caretaker and monitoring standards of cleaning.

Sound levels

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

Lighting, heating and ventilation

The School Business Manager/Headteacher 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 as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on) and a glare index limited to no more than 19.
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at a height of 0.5 meters above floor level when the external air temperature is -1°C :
 - in medical/sick rooms: 21°C
 - in teaching and library areas: 18°C
 - in areas for physical education, washing or circulation: 15°C .
- the school will ensure that these minimum temperatures will be maintained.
- the surface temperature of any radiator or exposed pipework does not exceed 43°C .

The school will take all reasonable steps to ensure that controllable ventilation.

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.

Decoration

The School Business Manager/Headteacher 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.

Furniture and fittings

In consultation with all staff, the School Business Manager/Headteacher 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 survey of the school or as new pupils join the school.

Flooring

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

Outdoor play equipment

In consultation with all staff the School Business Manager/Headteacher ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

Fixed PE equipment

The School Business Manager/Headteacher ensures a once per year check of all fixed PE equipment is undertaken by a registered external contractor. This is recorded.

Contracting work

The school ensures:

- That adequate arrangements are in place to select, appoint and monitor any contractors 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 has the appropriate qualifications, for example GAS Safe or NICIEC
- Is 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 examines risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

Commissioning a large project

The school seeks a property professional to work with the school, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:

- Feasibility study – checking the feasibility of the project and providing an early cost estimate
- Specification – with the school to producing a technical specification for the work
- Tender – going out to tender to a number of appropriate contractors
- Evaluation of tenders – checking the validity and accuracy of the tenders
- Site management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health and Safety requirements and relevant legislation and regulations
- Handover - accepting the finished project. Carrying out snagging and testing.
- Invoice check – checking the validity and accuracy of invoices.

Waste

The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, batteries, crisp packets and ICT equipment. There are little things that everyone can do to contribute to this. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintains such records and safe storage.

Traffic Management

The school has an Active Travel Plan to ensure that appropriate traffic management systems are in place on site and that pedestrians and vehicles can circulate in a safe manner.