



# PREMISES MANAGEMENT POLICY

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*Policy adopted on: 8 November 2016*

*Approved by: Full Governing Board*

*Date of next review: November 2017*

*Responsible persons:*

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## **Premises Management Policy**

### **1. Background to this policy**

1.1. The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and Academies 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.

1.2. The Education (School Premises) Regulations 1999 apply to all schools in England and Wales and it is important that all schools covered by the regulations adhere to these provisions.

1.3. The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

### **2. Key staff**

2.1. The premises of Seva school are constantly monitored by the Premises officer and other caretaking staff, who liaise with the staff responsible for health & safety and with the Business Manager (or person with leadership responsibility for the support staff).

### **3. Key areas**

#### **3.1. Water Supply**

The Premises Manager ensures that Seva school's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate legionella 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 and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water.
- the temperature of hot water supplies to taps and showers shall not exceed 43°C.

#### **3.2. Drainage**

The Premises Manager 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.

#### **3.3. Load bearing structures**

The Premises Manager 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.

#### **3.4. Security arrangements**

The Premises Manager and caretaking team ensure that Seva 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 and that the school's perimeter fence is secure.

### **4. Risk assessment**

4.1. Seva school's security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

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

4.2. The Business Manager is responsible for ensuring risk assessments are completed across the school.

### **5. Lettings**

5.1. The Business Manager and Premises Manager ensure that those areas of the school which are used outside of the standard working day are organised to ensure that the health, safety and welfare of children and students are safeguarded and that their education is not interrupted by other users. This is done by referring all new lettings to the primary and secondary head teacher, as appropriate, so that arrangements may be discussed and the necessary arrangements implemented.

### **6. Resistance to the weather**

6.1. The Premises Manager ensures that the school's buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

### **7. Evacuations**

7.1. The Premises Manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

### **8. Accessibility**

8.1. The Premises Manager ensures that access to the school allows all children and 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.

### **9. Suitability**

9.1. The Business Manager ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety, there are high-level hand rails on stairs above an open stair well and an asbestos management programme is in place.

## **10. Welfare**

10.1. The Business Manager and Premises Manager ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

10.2. Staff washrooms are 'adequate' for the number of staff at the school.

10.3. Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible from the playing field where the exercise takes place.

10.4. The Business Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that there is a room for medical or dental examination which contains a washbasin and is reasonably near a WC.

## **11. Catering**

11.1. The Business Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

## **12. Cleaning**

12.1. The Business Manager ensures that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by liaising with the cleaners who are contracted to clean the school.

## **13. Mechanical Services**

13.1. The Business Manager and Premises Manager ensure 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:

13.1.1. Each room or other space in the school has lighting appropriate to its normal use; in teaching accommodation this shall mean not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on).

13.1.2. 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

- in teaching, private study and examination areas: 18°C
- in areas for physical education, washing, or circulation: 15°C.

13.1.3. 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.

## **14. General Maintenance**

14.1. The Business Manager and Premises Manager ensure that there is a maintenance and decoration programme. Most of this work takes place during the school's holiday periods, but smaller tasks may be completed during term time.

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

## **15. Health and Safety Audit**

15.1. The school's premises are subject to a yearly Health and Safety check.

15.2. Any matters of concern are discussed and actioned at the next meeting of the Governing Board.