

# Premises Management Policy



## Acresfield Primary School

Last updated: April: 2018

Date of Governing Body approval: July 5<sup>th</sup> 2018

Committee Responsible for Review: Environment

Signed: [Chair of Governors] -

Signed: [Headteacher] -

Two handwritten signatures in black ink. The top signature is for the Chair of Governors and the bottom signature is for the Headteacher.

## **Introduction**

This document outlines the purpose, nature and operational management of the school premises for Acresfield Primary School.

## **Linked Policies**

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

- Health and Safety

## **Aims**

The premises management policy is designed to:

- Ensure the safety of all staff, pupils, parents / guardians, visitors and other users of Acresfield Primary School and its facilities.

## **Legal framework and background**

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.

### **What legislation applies to schools and colleges?**

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

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.

The premises of Acresfield Primary School are constantly monitored by the headteacher and the caretaker as well as governors through the Environment committee and visits by the health and safety governor.

However, all members of staff, pupils, parents / carers, governors, visitors and any other uses of the site are always encouraged to report any concerns to the headteacher.

## Security

Security Issue	Responsible Person	Specific Duties
Perimeter fencing, access routes from Alwyn Gardens and Acres Lane.	Site Manager	<ol style="list-style-type: none"> <li>1. Regular inspections</li> <li>2. Maintenance and repairs</li> <li>3. Proposals for upgrading security as necessary</li> </ol>
School entrance / exits	Site Manager or designated keyholder	<ol style="list-style-type: none"> <li>1. Daily unlocking/lock-up routines</li> <li>2. Log and report incidents in the school's incident books</li> </ol>
Control of visitors	8.30 am – 6.00 pm Monday-Friday term time Office staff All other times: Caretaker or designated deputy/member of staff (as per rota)	<ol style="list-style-type: none"> <li>1. Sign in / sign out</li> <li>2. Control of visitor passes</li> </ol>
Fledglings visitors	7.50-8.50 and 3.10-6pm Fledglings staff	<ol style="list-style-type: none"> <li>1. Sign in/sign out</li> </ol>
Control of contractors	Site Manager Office staff on contractor's arrival on site.	<ol style="list-style-type: none"> <li>1. Check credentials of contractors prior to appointment</li> <li>2. Brief contractors on School Security requirements and arrangements</li> <li>3. Day-to-day supervision of contractors on site</li> </ol>
Security of money	Majority of payments online Office staff cash Trip / Visit Leader	Collection and banking of payments to the School Control of petty cash floats
Emergency procedures	<b>Fire:</b> Designated Person headteacher in absence office staff <b>First Aid / Accidents:</b> Designated/qualified First Aiders	Duties and responsibilities in accordance with School's procedures Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery
Building security risk	Headteacher/Bursar	Regular assessment of

assessments		requirements, installation of security systems, staff training and system maintenance
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## Long Term premises Management

### Particular attention is paid to the following areas:

#### 1. 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:

- a. the school has a wholesome supply of water for domestic purposes including a supply of drinking water. These must be recorded.
- b. 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.
- c. the temperature of hot water supplies to showers / sinks shall not exceed 43°C.

#### 2. Security arrangements

The caretaker / headteacher 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; that the school's perimeters are secure. The school's security arrangements are based on a risk assessment for the school and are reviewed by Senior Management, explicitly taking into account:

- i. the location of the school
- ii. the physical layout of the school
- iii. the movements needed around the site
- iv. arrangements for receiving visitors
- v. staff/pupil training in security

#### 3. Lettings

The caretaker / 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 Head so that arrangements may be discussed and necessary arrangements implemented. Further information can be found in the schools lettings policy.

#### 4. 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 for staff to record general concerns regarding site safety.

## **5. Emergency Evacuation**

The 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.

## **6. Access arrangements**

The headteacher / caretaker 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, if needed.

## **7. Fit for Purpose**

The headteacher / caretaker can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

## **8. Classroom size**

In consultation with the local authority the 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:

- a. the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance
- b. In the Early Years Foundation Stage, the following floor space is provided in keeping with the requirements of registered provision:
  - 2.3 m<sup>2</sup> for those aged 3 to 5

## **9. Health and Safety**

The Caretaker / 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 designated health and safety governor.

## **10. Washrooms**

The 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:

- a. Our school washrooms have one WC for every 10 pupils under 5
- b. Our school washrooms have one WC for every 20 pupils aged 5 and upwards.

- c. The number of washbasins at least equals the number of WCs/urinals
- d. All single and double sanitary fittings contain one or two washbasins respectively
- e. Separate washrooms for girls and boys are provided for all pupils
- f. Staff washrooms are 'adequate' for the number of staff at the school.

### **12. Outside catering suppliers**

In consultation with our catering providers, the 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.

### **13. General cleanliness and tidiness**

The 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 cleaner / caretaker and monitoring standards of cleaning.

### **14. Sound levels**

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

### **15. Lighting, heating and ventilation**

The 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:

### **16. Decoration**

The 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.

### **17. Furniture and fittings**

In consultation with all staff, the 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