



# Premises-Management Policy

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## **SCHOOL PREMISES MANAGEMENT POLICY**

This is a key document of the school, and it applies to all staff of the school. The policy is available to all parents, prospective parents, school governors, authorised Inspectors. It is the responsibility of the governing body to ensure that the premises are kept in good repair and condition. Day to day effective management of school buildings is the responsibility of the School Business Manager with the Site Manager and Governing Body.

This document is reviewed annually by the School Business Manager and Site Manager or as events or legislation change requires.

The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

### **BACKGROUND**

Harrington Hill Primary School has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. The school needs to consider the building:

**Condition** – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.

**Suitability** – focus 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.

### **WHAT LEGISLATION APPLIES TO THE SCHOOL**

School Premises Regulations 2012 – which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

The Health and Safety at Work etc. Act 1974 (HSWA). This is the enabling act which 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. The HSWA is the main health and safety legislation.

The Workplace (Health, Safety and Welfare) Regulations 1992 – which outline provisions that must be made in relation to the work environment Managements of Health and Safety at Work Regulations 1999 (MHSWR).

Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.

Building Regulations which 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'.

The school premises are constantly monitored by the Site Manager, site, and cleaning teams, and by all staff who report their observations to the Site Manager, School Business Manager and SLT. The school gives due regard to the regulations listed above.

The Site Manager with guidance from the School Business Manager:

Prepares a premises action Plan which is prioritised within available budgets using the School Development Plan; manages repair or improvement project; prepares policies for security, fire safety, health and safety, including monitoring processes; ensures that risk assessments are prepared and acted upon employ professional property advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The school undertakes the following as prescribed by legislation;

The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following;

- Air Conditioning units checks
- Boiler maintenance
- Electrical appliances checks
- Fixed electrical installation testing
- Emergency lighting testing
- Local Extraction Ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door checks
- Fire extinguisher checks
- PE equipment safety checks
- Gas appliances safety checks
- Gas pipe soundness checks
- Kitchen deep cleaning
- Lift Safety check
- Pressure vessel checks

Cyclical maintenance checks for the above are recorded by the site manager.

### **Water Supply (Legionella);**

The school arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) for all premises is arranged to ensure that:

The school has a supply of water for domestic purposes including a supply of drinking water. WCs and urinals have an adequate supply of cold water and washbasins and sinks (including deep sinks) have an adequate supply of hot and cold water.

The temperature of hot water supplies to showers shall not exceed 43°C.

### **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*).

### **Other premises details;**

#### **Drainage**

The school 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.

#### **Glazing**

The school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

#### **Accommodation**

The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year.

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

The school ensures that the furniture and fittings are appropriately designed for the age and 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 adaptation and summer programme of works.

The school ensures that classrooms and other parts of the school are maintained in a tidy clean and hygienic state by overseeing the work of a team of Site and Cleaning Teams and monitoring standards of cleaning.

The school ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and is near a washbasin and toilet.

The school ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs.

The school ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. All windows are fitted with lockable double glazing and windows also have stops or bars, as appropriate; there are high-level handrails on all stairs with Perspex covering on open stair wells.

The school 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.

The school 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.

The school 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.

The school 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 with appropriate access for wheelchair users.

The school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.

The school ensures that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

## **Building**

The school ensure that each load bearing structure is capable of safely sustain 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.

## **Contractors**

### **The school ensures;**

That adequate arrangements are in place to select, appoint and monitor anyone undertaking works.

The competence of contractors (competence can be judged from experience, recommendation preselection 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 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 examine risk assessments to check that contractors and others have correctly interpreted any site-specific conditions.

### **Commissioning a large project**

The school would seek Local Authority and governor approval prior to commissioning any large projects.

The Local Authority 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 & 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 possible; this includes cardboard, paper, electrical equipment and ICT equipment. There are 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 maintain such records and safe storage.

## **Lettings**

The school ensures that the premises which are used for a purpose other than conducting the school curriculum are organized to ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by other users.

## **Trees**

The school ensures that a tree survey takes place bi-annually for which a report with priority is produced. All arboriculturally work is carried out by a competent arboriculturist.