

# Premises Management Policy

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Approved by: Governing body Date:

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## Introduction

This is a key document which applies to all staff of the school. The policy is available to all parents, prospective parents, school governors, authorised Inspectors.

Effective management of school buildings is the role and responsibility of the Premises & Facilities Manager but with ultimately responsibility lying with Headteacher and the Senior Leadership Team

This document is reviewed annually by the Premises & Facilities Manager or as events or legislation change requires.

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

## Background

Watergate Primary School has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards.

The school carefully considers the buildings' condition and suitability to ensure safe and continuous operation and effective management of SEND curriculum needs.

This task is becoming increasingly complex, onerous and difficult due to current legislation. 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. For example: roof, walls, windows, doors, internal areas, water supply systems, lighting, heating/ventilation equipment, fire alarm system, intruder alarm, electrical, hydrotherapy systems, grounds and fencing.
- **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. For example impacting areas include: hydrotherapy pool, dining hall, assembly/PE hall, classrooms, sensory circuit, sensory garden, adventure playground, playground areas, car park, access and environmental concerns.
- **Sufficiency** – assessments focus on total areas and on the quality and organisation of pupil places within the School, in relation to current and future demand. For example: fire safety, risk assessment and building maintenance

### What Legislation applies to the school

- The Education (School Premises) Regulations 1999 - 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 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.
- The Management 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 Premises & Facilities Manager, by the Senior Leadership Team (SLT), by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the Premises & Facilities Manager and SLT.

The Senior Leadership Team and Business Manager are responsible for;

- Employing professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

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

- a. Air conditioning units checks**
- b. Heating maintenance**
- c. Gas safety checks**
- d. Pressure vessel checks**
- e. Electrical appliances checks**
- f. Fixed electrical wiring/installation testing**
- g. Emergency lighting**
- h. Local extraction ventilation**
- i. Fire Risk Assessment**
- j. Fire alarm testing**
- k. Fire door checks**
- l. Fire extinguisher checks**
- m. Hydrotherapy maintenance and water quality checks**
- n. Legionella Risk Assessment**
- o. Passenger lift safety checks**
- p. Lifting equipment safety checks**
- q. PE apparatus/equipment safety checks**
- r. Adventure playground/playground equipment safety checks**
- s. Tree safety health checks**
- t. School kitchen deep clean**
- u. Machinery tooling checks**

**Water Supply (Legionella);**

Watergate Primary School arranges a risk assessment every two years and has a scheduled monthly water testing/treatment service (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 wholesome supply of water for domestic purposes including a supply of drinking water.
- 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 shall not exceed 43°C.
- the school has a programme of installing TMV at hand basins.

**Asbestos:**

No asbestos

**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:**

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 both internally/externally 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 cleaners 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 contains a washbasin and is reasonably near a WC.
- The school ensures that there are sufficient washrooms for staff and pupils.
- The school ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety.

- The school ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and 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.
- 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 staff, pupils and visitors, 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 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.
- The school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

### **Contractors**

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 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 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.

### **Security**

School ensures that;

- All staff and regular visitors have been assigned an access card which allows access to different areas of the building via the access control door system. In addition all staff and visitors are required to sign into Inentry system, held in both school foyers, and to wear a

visitor badge throughout their stay at the School. Visitor access cards and badges are returned at the end of the visit.

- Where keys are required, these have been key suited to allow access only to certain areas of the building for authorised staff i.e. Premises, Business Manager and SLT.
- CCTV coverage is present in key areas of the site to monitor internal security/incidents and external perimeter of the school.
- All key assets are asset tagged and marked.

### **Fire Safety**

If fire breaks out, the saving and preservation of life takes precedence over the salvaging of property. Staff's first and overriding duty is of course to look after the children (and other staff or visitors) for whom they are responsible and this will mean the evacuation of the buildings. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

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.

In line with current legislation, including the Regulatory Reform (Fire Safety) Order 2005, and the Management of Health & Safety at Work Regulations 1999, the School management strategy for fire prevention is as follows:-

- regular testing of the fire alarm, sprinkler and emergency lighting systems.
- regular checks of the fire equipment.
- alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.
- planning for the correct actions to be taken in the event of fire: training of staff, pupil instruction, display of fire notices.
- control of risks associated with particular activities or processes that could cause fire, eg storage of hazardous chemicals, gas, electricity, contractors on site.
- monitoring the effectiveness of precautions, e.g. analysis of evacuation drills.

### **Waste**

Watergate Primary School is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, 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.

### **Vehicle Segregation**

Watergate Primary School ensures that appropriate traffic management systems are in place on site so that pedestrians and vehicles can circulate in a safe manner.

### **Tress, garden and perimeter areas**

Watergate Primary School ensures that a yearly tree survey takes place for which a report with priority is produced. All arboricultural work is carried out by a competent/qualified arboriculturist.

### Health and Safety

Watergate Primary School carry out a regular Health and Safety checks by the Premises & Facilities Manager and Premises team, any matters of concern are communicated regularly and dealt with promptly.

### Schedule of Activity – Premises & Facilities Manager

Activity	Inspection	Frequency
Air Conditioning Systems	Inspection	Bi-annually
Heating systems i.e. boilers, underfloor heating	Inspection	Bi-annually
BMS system	Inspection/Service	Bi-annually
Air Handling Systems	Inspection	Annually
Fire Detection System	Testing	Weekly
Fire Management System	Drill	Termly
Fire Detection System	Inspection/Service	Quarterly
Fire Shutter	Testing/Service	Termly/Bi-annually
Fire Fighting Equipment	Inspection/Service	Monthly/Annually
Emergency Lighting	Testing/Inspection	Monthly/Annually
Electrical – Fixed Wiring	Inspection and Testing	5 yearly
Electrical – PAT (Portable Appliance Testing)	Inspection and Testing	2 yearly
Legionella	Risk Assessment	2 yearly or when changes occur
Water Systems –Sample Taps/Toilets/Showers -	Testing/Inspection Temperature/flushing low use taps/toilets	Monthly Weekly/Quarterly
Duct Hygiene	Service	Bi-Annually
School kitchen Gas Check	Inspection and Testing	Annually – arranged by LBL
Deep Clean of School kitchen	Cleaning	Annually
School kitchen PAT testing	Testing	Annually
Lighting Conductor	Service	Annually
Roof safety system and PPE equipment	Inspection and Service	Bi-Annually
Hydrotherapy Pool	Testing/Inspection and Service	Daily/Monthly
Air and water system for Hydrotherapy Pool	Inspection and Service	Bi-Annually
Access Control System	Inspection and Service	Annually
Main Entrance Doors	Inspection and Service	Bi-Annually
Call Assistance System	Inspection and Service	Annually
CCTV System	Inspection and Service	Annually
Intruder System	Inspection and Service	Bi-Annually
Electrical Car park	Inspection and Service	Bi-Annually
Garage roller shutter	Inspection and Service	Bi-Annually

Drains & Gutters	Inspection and Clearance	Bi-Annually
Passenger Lift	Inspection and Servicing	Weekly Visual/Bi-Annually
Lifting systems – hoists/beds/slides	Inspection and Servicing	Bi-Annually
Grease Trap Overflow system	Inspection and Clearance	Three times a year
PE Equipment	Inspection and Servicing	Weekly/Annually
Playground Equipment	Inspection and Servicing	Weekly/Annually
Assembly Hall acoustic moveable wall	Inspection and Servicing	Annually
Arboricultural – shrubbery and trees	Inspection, maintenance and Health Checks	Daily/Monthly and Annually
Minibus	Inspection, servicing and testing	When scheduled to be used/annually or as when required
COSHH (Control of Substances Hazardous to Health)	Risk Assessment	Annually or when changes occur
DDA (Disability Discrimination Act)	Inspection & Disability Access Audit	When alterations made to the building
Contractor Qualifications	Checks made such as NICEIC	On appointment of a contractor
Contractor DBS (Disclosure and Barring Service)	Checks made	On appointment of a contractor or when new operative