



St Edward's
RC/CE VA School

Premises Policy

Reviewed and Approved by Business and Premises Committee

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Member of SLT responsible: Mrs M Lane

Contents:

Introduction and Statement of intent

1. Legal framework
2. Key responsibilities
3. Asbestos
4. Water supply
5. Drainage
6. Security
7. Lettings
8. Weather
9. Evacuations
10. Accessibility
11. Suitability
12. Welfare
13. Catering
14. Cleaning
15. Mechanical services
16. Maintenance
17. Furnishings
18. Grounds
19. Health and safety audit
20. Financial planning and control

Introduction and Statement of intent

St Edward's School has a duty to ensure that buildings under our control comply with the statutory and regulatory standards. The school does this by considering:

Condition – focus on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-educational statutory requirements including Health and Safety.

Suitability – focus on the quality of the premises to meet curriculum and management needs and other issues impacting on the role of the school in raising educational standards.

The school premises are monitored by the Site Manager and caretaking staff, who liaise with the school Business and Premises Manager.

1. Legal framework

1.1. This policy will have consideration for and be in compliance with the following legislation:

- The Control of Asbestos Regulations 2012.
- The Education (School Premises) Regulations 2012.
- The Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Statutory Premises Management Documents.

1.2. This policy also has due regard to the following statutory and non-statutory guidance:

- First Aid in Schools – February 2014.
- Asbestos Management in Schools – March 2015.

- Health and Safety: advice for schools – February 2014.

2. Key responsibilities

2.1. The Governing body, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the school premises.

2.2. The Site Manager in collaboration with the Headteacher, Business and Premises Manager will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

2.3. The Site Manager will identify all maintenance and repair work required within the school premises and either utilise the site team to undertake repairs or in conjunction with the Business and Premises Manager to identify and engage suitable contractors.

3. Asbestos

3.1. The governing body, in collaboration with the Headteacher, Business and Premises Manager, Site Manager and for capital works Salisbury Diocese architects, will ensure that it meets its duty to manage asbestos on the school premises.

3.2. The Headteacher, together with the Business and Premises Manager and Site Manager, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

3.3. The Headteacher, in collaboration with the Business and Premises Manager and Site Manager, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.

4. Water supply

4.1. The school water supply is regularly tested by qualified persons through an external contract to ensure that the school's water supply meets regulatory requirements. The Site manager and his team also monitor to ensure that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water.
- Temperatures do not exceed 43°C as stated in legislation (carried out by an external contractor and findings documented and supplied to the school).

5. Drainage

5.1. The Site Manager and caretaking staff will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

6. Security

6.1. The Headteacher , Business and Premises Manager and the Site Manager will ensure that the school has adequate security arrangements in place 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 perimeters are sufficiently secure.

6.2. The school's security arrangements are based on a risk assessment, regularly reviewed by the Headteacher, Site Manager and senior leadership team, explicitly taking into account the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/pupil training in security.

7. Lettings

7.1. The Headteacher, Business and Premises Manager and Site Manager will ensure that school premises, used for a purpose other than conducting the school's main business, are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

8. Weather

8.1. The Site Manager and caretaking staff will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the Business and Premises Manager and Headteacher.

9. Evacuations

9.1. The Site Manager will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all staff, visitors and pupils, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

10. Accessibility

10.1. The Site Manager will ensure that access to the campus allows all pupils, including those with SEND or physical disabilities, to enter and leave the campus in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

11. Suitability

11.1. The Headteacher, Business and Premises Manager and Site Manager will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

11.2. The Headteacher, Business and Premises Manager and Site Manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

12. Welfare

12.1. The Headteacher and the Site Manager will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively.
- The number of washbasins is at least two-thirds that of the toilets/urinals in the senior school.
- Separate washrooms for girls and boys are provided for all students and separate washrooms are provided for staff and pupils.
- Staff washrooms are adequate for the number of staff at the school.
- Changing facilities, including showers, are provided for pupils and are accessible from the playing field where the exercise takes place.

12.2. The Headteacher and Site Manager will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

13. Catering

13.1. The Headteacher and Business and Premises Manager in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

14. Cleaning

14.1. The Site Manager will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring the standards of the contract cleaners.

15. Mechanical services

15.1. The Site Manager will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

- Each room or space in the school has lighting appropriate to its normal use.
- Each room or space in the school has a system of heating appropriate to its normal use.

- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

This will be done through a programme of monitoring and systematic feedback from staff.

16. Maintenance

16.1. The Site Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme. Most of this work will take place during the school holiday periods, but smaller tasks may be completed during term time.

17. Furnishings

17.1. The Site Manager, in consultation with the Business and Premises Manager and Headteacher, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the school.

17.2. Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the Site Manager.

18. Grounds

18.1. The Site Manager, in consultation with the Headteacher, Business and Premises Manager and Head of PE, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

18.2. The condition of all outside areas will be monitored by the Site Manager and caretaking staff and deficiencies addressed by the Grounds Maintenance contractor.

19. Health and Safety audit

19.1. The Headteacher and Business and Premises Manager will ensure that the school's premises are subject to a regular health and safety audit.

19.2. The Business and Premises Manager and Site Manager will monitor that risk assessments are completed annually for each department.

20. Financial planning and control

20.1. The Business and Premises Manager, Headteacher and the Finance and Premises Governors will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.