



Premises Management Policy

Approved by School Representative: Rob Stevens

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SCHOOL PREMISES MANAGEMENT POLICY

Prepared by the Estates Lead: Date: December 2021

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This is a key school document, and it applies to all staff members. The policy is available to all parents, carers, prospective parents, school governors and authorised inspectors.

Effective management of school buildings is the responsibility of the Site Team/Premises Manager, in liaison with the Senior Leadership Team and Operations Lead.

This document is reviewed annually by the EL/OL or as events or legislation changes require.

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

The Milestone School has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and LEA standards. 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.
- 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

Main Regulations: (full list of regulations that apply are listed in appendix 1 at the end of this document)

- 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 and places a general duty on employers to “ensure so far as reasonably practicable the health, safety and welfare at work of all their employees” requiring employers to conduct themselves in a way that does not pose a risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.
- The Education (School Premises) Regulations 1999 – which prescribes minimum standards for school premises. They include a general requirement that every part of a school’s premises must be able to reasonably assure the health, safety and welfare of the occupants.
- The workplace (Health, Safety and Welfare) Regulations 1992 – which outlines provisions that must be made in relation to the work environment.
- 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. These are laid down by Parliament and 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 Facilities Manager/Site Manager, by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the premises staff and SMT via daily H&S briefings or other means. The school gives due regard to the regulations listed above. The school will regularly review whether there are sufficient resources available to manage the premises effectively.

The Facilities Manager/Health & Safety Co-ordinator:

- Develops the Asset Management Plan
- Prepares a long-term Maintenance Plan which is prioritised within available budgets using the School Development Plan
- Manages repair or improvement projects
- Prepares policies for security, fire safety, health and safety, including monitoring processes
- Ensures that risk assessments are prepared and acted upon
- Employs 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:

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

- a. Air Conditioning units checks
- b. Boiler maintenance
- c. Electrical appliances checks
- d. Fixed electrical installation testing
- e. Emergency lighting testing
- f. Local extraction ventilation
- g. Fire risk assessments
- h. Fire alarm testing
- i. Fire door checks
- j. Fire extinguisher checks
- k. Gym equipment safety checks
- l. Gas appliances safety checks

- m. Gas pipe soundness checks
- n. School Transport
- o. Kitchen deep cleaning
- p. Lift safety checks
- q. Machinery tooling checks
- r. Pressure vessel checks
- t. Pool filtration systems

2. 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° centigrade) which is arranged to ensure that:

- The school has a wholesome supply of water for domestic purposes, including a supply of drinking water
- WC's and urinals have an adequate supply of cold water, and washbasins and 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°centigrade
- The school has a programme of installing TMV at hand basins.

3. Asbestos

The school maintains an asbestos management plan and asbestos register which contains a copy of the asbestos survey. This shows whereabouts on the premises, asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (where premises may contain asbestos, this does not necessarily mean 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 everyday activities, it is safer to leave it in place).

Other premises details:

1. Drainage

The school ensures that there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

2. Glazing

The school ensures that any glass 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.

3. Accommodation

- The school ensures there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual

adaption and summer programme of works, but smaller tasks may be completed during the year.

- The school ensures there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The school ensures that 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, 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 the site team and cleaners, as well as monitoring standards of cleaning.
- The school ensures there are appropriate facilities for pupils who are unwell. A room is provided near Reception for pupils who are unwell. It is near to both ambulant toilets and male and female assisted toilets which include washbasins, a sluice, and facilities for washing clothes.
- 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. Vulnerable windows are fitted with stops or bars, as appropriate.
- 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 who will be using them, making any necessary adjustments to provision and arrangements.
- The school ensures 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 all exits are kept clear and unencumbered, and by carrying out regular checks.
- The school ensures access to the premises allows all pupils, including those with special needs, to enter and leave the school in safety and comfortably 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.

4. Building

- The school ensures 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 assurance that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

5. Contractors

The school ensures;

- That adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- The competence of contractors; this 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, the contractor 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 that they examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

6. Commissioning a large project

- The school 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:
 - i. Feasibility Study – checking the feasibility of the project and providing an early cost estimate
 - ii. Specification – with the school to produce a technical specification for the work
 - iii. Tender – going out to tender to a number of appropriate contractors
 - iv. Evaluation of Tenders – checking the validity and accuracy of the tenders
 - v. Site Management – regular site visits to check the progress and quality to work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations.
 - vi. Handover – accepting the finished project. Carrying out snagging and testing.
 - vii. Invoice check – checking the validity and accuracy of invoices.

7. 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 measures everyone can employ to contribute to this. The school will plan towards forming an ECO group which will steer some of this element.

- The school follows any legal waste obligations to ensure the correct licensing of their waste and maintains such records and safe storage.

8. Vehicle Segregation

- The school ensures that appropriate traffic management systems are in place on site to ensure pedestrians and vehicles can circulate in a safe manner where reasonably practicable and plan towards finding resolutions if not.

9. Facilities Hire

- The school ensures that the premises which is used for a purpose other than conducting the school curriculum (the Hall, Gym or other area) are organised to ensure that the health, safety and welfare of pupils is safeguarded and their education is not interrupted by other users.

10. Trees

- The school ensures that a tree survey takes place each year from which a report detailing priorities is produced. All arboriculture work is carried out by a competent contractor.

The school's premises are subject to regular Health and Safety checks by the Health & Safety Committee, the / H&S Coordinator with the Site Manager and the Responsible Governor with Health & Safety responsibilities. Any matters of concern are discussed at regular Health and Safety meetings chaired by the Responsible Health and Safety Officer. This group consists of a School Governor, Responsible Safety Officer, the Facilities Manager/Health & Safety Co-ordinator the Site Manager and where necessary, departmental representatives. The FM will be responsible for the day to day organisation and management of all statutory/regulatory/general Health & Safety, mechanical & electrical systems including upkeep of all relevant policies and risk assessments therein. The SM, SSA and SA will work to, and assist in the maintenance and management of the HS+M&E systems as directed by the FM.

The policies and risk assessments are indexed and all available on the school network:
Outlook 365 Share Point - HEALTH AND SAFETY/RISK ASSESSMENTS/PREMISES

Further policies specific to premises management are the Keyholders policy and the Facilities Bookings policy found at:

POLICIES\STATUTORY

POLICIES\NON-STATUTORY GENERAL

POLICIES\NON-STATUTORY SAFEGUARDING