Spurcroft Primary School

Premises Management Policy

This document is intended for use as guidance only. The purpose is to provide example elements, structures and information commonly found in such policies. Schools and academies must ensure that any policies derived from the guidance in this model policy reflect their own specific requirements, such as setting, pupil ages, and percentages of pupils with special educational needs.

Last updated: 22nd June 2021

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Statement of intent

Spurcroft school has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building's:

- Condition – focussing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focussing 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.

The school premises are monitored by the **premises manager** and caretaking staff, who liaise with the staff responsible for health and safety and with the **school business manager**, responsible for support staff.

Signed by:

Kate Flowerdew	Headteacher	Date:	
Sara Dutfield	Chair of governors	Date:	

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

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

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2014) 'Health and safety: advice on legal powers and duties'
- DfE (2017) 'Managing asbestos in your school'

2. Key responsibilities

2.1. The **governing board**, as the duty holder, and the **Headteacher** will be responsible for ensuring this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

2.2. The **school business manager** will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

2.3. The **premises manager** will identify and undertake all maintenance and repair work within the school.

2.4. The **headteacher** and **school business manager** are responsible for ensuring relevant risk assessments are conducted.

3. Asbestos

3.1. The **governing board**, in collaboration with the **headteacher**, **school business manager**, and the **premises manager**, will ensure that it meets its duty to manage asbestos in the school.

3.2. The **school business manager**, together with the **premises 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 **school business manager**, in collaboration with the **premises 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 **premises manager** will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so 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, and sinks and showers have an adequate supply of hot and cold water.
- Temperatures do not exceed 43ºC as stated in legislation.

The **school business manager** will ensure timely risk assessment has been carried out by competent contractor, and ensure monitoring checks are in place.

5. Toilet and washing facilities

5.1. For pupils under **5** years of age, there will be **one** toilet and washbasin for every **10** pupils.

5.2. For pupils aged over **5** years of age there will be **one** toilet and washbasin for every **20** pupils.

5.3. Toilet and washing facilities will be planned to ensure that:

- Hand washing facilities are provided within the vicinity of every toilet.
- The facilities are properly lit and ventilated.
- They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.

5.4. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

5.5. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

5.6. Where possible, a number of facilities will be available, to ensure a reasonable travel distance which does not involve changing floor levels.

5.7. Where possible, shower areas will be separate from toilets, and they must provide adequate privacy.

6. Pupils with SEND

6.1. In order to be compliant with the Equality Act 2010, an accessibility strategy will be implemented to ensure the premises are fully accessible to pupils with SEND.

6.2. The accessibility strategy will include the health and safety needs of pupils with SEND.

7. Drainage

7.1. The **premises manager** will ensure that there is adequate drainage for hygiene 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.

8. Lighting

8.1. Lighting will be provided which allows the faces of teachers and pupils to be visible for good communication

8.2. Daylight will be given priority in all spaces.

8.3. Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.

8.4. Lighting controls will be easy to use.

8.5. Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.

8.6. External lighting will be provided to ensure safe pedestrian movement after dark.

8.7. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

8.8. Emergency lighting will be provided for areas which are accessible after dark.

8.9. Pupils with SEND have additional needs, some of these may include:

- Colour and contrast, which helps in locating doors and handles, stairs and steps.
- Glare will be avoided, including high gloss paint.
- Where possible, light sources, such as high frequency fluorescent luminaires, will be used to avoid subliminal flicker.
- Large areas of glazing will be clearly marked in order to avoid accidents.

9. Security

9.1. The **school business manager** and the **premises 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.

9.2. The school's security arrangements are based on a risk assessment, regularly reviewed by the **school business manager**, **premises manager** and **senior leadership team**, explicitly taking into account the:

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

10. Lettings

10.1. The **school business manager** will ensure that 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.

11. Weather

11.1. The **premises manager** 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 **school business manager**.

12. Evacuations

12.1. The **premises manager** will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

13. Accessibility

13.1. The **premises manager** will ensure that access to the campus allows all pupils, including those with SEND, to enter and leave the campus in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

14. Suitability

14.1. The **school business 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.

14.2. The **school business manager** and **premises manager** will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

15. Welfare

15.1. The **school business manager** and the **premises manager** will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with SEND, 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 senior school.
- Uni-Sex washrooms for girls and boys are provided for pupils in the nursery and KS2, separate washrooms are provided for KS1 and LKS2 pupils and staff.
- Staff washrooms are adequate for the number of staff at the school.
- Changing facilities are accessible from the playing field/sports hall where the exercise takes place.

15.2. The **school business 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.

16. Fire safety

16.1. Fire risk assessments will be undertaken in order to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.

16.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

16.3. Staff and pupils will be familiarised with emergency evacuation procedures.

16.4. Risk assessments will be updated if there are any significant changes to the premises.

17. Catering

17.1. The **school business manager**, in consultation with the catering manager and catering contractor, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

18. Cleaning

18.1. The **school business manager** will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

19. Acoustics

19.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

19.2. There will be minimal disturbance from unwanted noise.

19.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

20. Mechanical services

20.1. The **premises 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.

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

21. Maintenance

21.1. The **business manager** will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in Appendix A.

21.2. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

22. Furnishings

22.1. The **business manager**, in consultation with the **headteacher and relevant heads of department**, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) if all pupils registered at the school.

22.2. 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 premises manager.

23. Playing fields

23.1. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development,

23.2. **[For academies]** Any playing fields which have been in use for over 10 years are protected.

24. Grounds

24.1. The **business manager, in** consultation with the **headteacher**, **deputy headteacher** and **heads of (PE)**, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

24.2. The condition of all playground areas will be monitored by the **premises manager** and deficiencies addressed.

25. Health and safety audit

25.1. The **headteacher** and **business manager** will ensure that the school's premises are subject to a regular health and safety audit.

25.2. The **headteacher and business manager** will monitor that risk assessments are completed annually for each department.

26. Policy review

26.1. This policy is reviewed every **two years** by the **school business manager**, **site manager** and the **headteacher**.

26.2. The scheduled review date for this policy is **July 2022**.

Appendix 1 – Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access	Y	Survey, report and access statement covering learning, teaching and physical access.	Risk Assessment in place review September 2021
Air conditioning	Yes existing contract	Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	Last service Feb 2021 Contract in place for servicing twice a year.
Asbestos	Y	Asbestos register and management plan.	September 2021
Car parking and vehicle/pedestrian segregation	N	General risk assessment required.	Risk Assessment in place review September 2021
Building and grounds condition survey	Y	Inspection of building and facilities for asset management planning (AMP).	Condition report due from WBC Autumn 2021
Classroom assessment	N	Annual assessment with termly review.	Risk Assessment in place to be reviewed for September 21 and then reviewed termly.
Control of substances hazardous to health (COSHH) risk assessment	Y	For storage and use of any hazardous substances.	Updates to 3 COSHH record folders on going when required.
Display energy certificate (DEC)	Y	Requirement for buildings with floor area over 1000m² to display the energy use of the school buildings.	Main building Jan 21 New building due Jan 22
Duct hygiene (air conditioning, plenum heating)	Y	Inspection and testing, thorough cleaning routine determined from	Jan 2021

Aspect	Existing document (Y/N)	Requirement	Review date
		testing/inspection results. Biannually.	
Electrical - Portable appliance testing (PAT)	Y	Safety checking and testing of electrical appliances.	October 2021
Electrical – Fixed wire testing	Y	Testing of all fixed wiring boards and all distribution boards every three to five years.	Building A Aug 2021 Building B Aug 2021
	Y	Testing of all distribution boards in mobile accommodation annually.	Aug 2021
Electrical – Stage lighting	N/A	Annual test and inspection by a competent person.	
	N/A	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	
Emergency lighting	Y	Inspection and testing of system, monthly checks by the **premises manager** to check functionality and battery discharge tests.	Annual inspection July 2021
Extraction systems, including fume cupboards	N/A	Inspection and testing of dust extraction equipment.	
	N/A	Local exhaust ventilation.	
Fire risk assessment	Y	Inspection and annual review, or whenever any changes are made that will affect the assessment.	January 2021 WBC every 4 years

Aspect	Existing document (Y/N)	Requirement	Review date
Fire alarm and detection systems	Y	Weekly fire bell test, six monthly fire drill and annual service and inspection.	Y Y 6 month service and inspection
Fire doors	Y	Check correct functioning regularly.	Monthly inspection
Fire extinguishers and appliances	Y	Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	June 2021
First aid equipment	Y	Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	Yes, School secretary and LTSA's check regularly and liaise with School Business Manager
Floor plans	Y	Up-to-date floor and roof plans are created when changes are made.	
Fuel oil storage	N/A	Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	N/A
Gas safety	Y	Inspection and certification, identification and location of gas equipment and supplies – update.	October 2021
Gas appliance	Y	Annual servicing for efficient operation and combustion.	October 2021
Gas pipework	Y	Visual inspection and testing.	October 2021

Aspect	Existing document (Y/N)	Requirement	Review date
Glazing	Y	Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	Ongoing
Hydrotherapy and swimming pools	N/A	Risk assessment updated annually.	N/A
Incoming services and isolation points	Y	Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	Part of the Critical Incident Policy
Lifts and hoists	Y	Thorough examination, full maintenance and inspection.	February 2021
Lightning conductors	Y	Inspection and full test to assess adequacy of earthing, evidence of corrosion.	October 2021
Mobile classroom stability	N/A	Structural inspection of mobile classrooms.	N/A
Planned preventative maintenance (PMP)	Y	Do you have a PMP in place for all your buildings, plant and equipment?	Various dates
	Y	Do you have current servicing records?	Various dates
	Y	Do you carry out annual maintenance inspections?	Various dates
Fixed playground and gym equipment	Y	Inspection and testing.	July 2021 Week checks completed by premises manager

Aspect	Existing document (Y/N)	Requirement	Review date
Radon	N/A	Risk assessment carried out and updated as necessary.	N/A
Shared premises	N/A	Risk assessment carried out and updated as necessary.	N/A
Slips and trips	Y	Risk assessment carried out and updated as necessary.	Updated on CREST depending on outcome
Tree safety	Y	Risk assessment carried out and updated as necessary.	WBC buyback – survery completed June 2021
Water hygiene and safety, legionnaires' disease – water systems, cold water systems	Y	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	Eton Environment – April 2020
Legionnaires' disease – Low pressure hot water systems	Y	Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps etc.	Eton Environment contract in place – quarterly checks.
Water and surface temperature		Risk assessment and/or review.	Weekly/Monthly testing by premises manager
Workstation assessment	Y	Analysis of all workstations to assess any health and safety risks.	DSE forms completed for PC workstations – review September 21
Working at height	Y	Risk assessment	Ongoing risk assessments in place and staff trained by WBC H&S staff. Awareness communicated to staff as part of staff induction.

Aspect	Existing document (Y/N)	Requirement	Review date
Working at height – Safety eye bolts and cradles	Y	Inspection and testing.	Awareness communicated to staff as part of staff induction.

Appendix 2 – Asbestos Management Checklist

Criteria	Yes	Further action needed
Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.	WBC	
Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.	Yes	Documentation on Front Office and Finance Office
Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.	Yes	
Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.	Yes	
Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned	Yes	The School has no exposed asbestos

checks. It should set out clear lines of responsibility.		
Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.	Yes	Report available
Are any in-house staff, who may undertake maintenance work, adequately trained? Training needs to be appropriate for the work. **Awareness training** – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs. **Training for work with asbestos that does not require a licence from the HSE** – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials. **Training for asbestos work that does require a licence from the HSE** – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.	Yes No	Site staff aware of where the ACM is.

Further action needed

Action required	Action taken	When	Initialled

Name (and position):Alison Attwool SBM	**Signature:**	**Date:**
Name of school: Spurcroft Primary School		