

## Premises Management Policy

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## 1 Statement of intent

**Alder Bridge School** has a duty to ensure that buildings under its control comply with the statutory and regulatory standards. The school needs to consider the buildings’:

- 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.
- Development and change to meet the changing requirements of the organisation.

The school premises are monitored by the staff as part of their use of the facilities. The **Operations Manager** and maintenance volunteers are responsible for delivery of this policy.

### 1. Legal framework

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

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- 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 **Trustees**, as the duty holder, will be primarily responsible for ensuring the proper maintenance, repair and development of the school.
- 2.2. The **Operations Manager** together with the Maintenance Mandate holder will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- 2.3. The **Maintenance team** or third party contractors will undertake all maintenance and repair work within the school.

### 3. Asbestos

- 3.1. The Trustees, in collaboration with the Operations Manager and Maintenance Team, will ensure that the school meets its duty to manage asbestos in the school.
- 3.2. The **Operations 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 **Operations Manager**, in collaboration with the **Maintenance Team**, 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 **Operations 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 wash basins, sinks and showers have an adequate supply of hot and cold water.
  - Temperatures do not exceed 43°C as stated in legislation.

## 5. Toilet and washing facilities

- 5.1. For pupils under **5** years of age there will be at least **one** toilet and wash basin for every **10** pupils.
- 5.2. For pupils aged over **5** years of age there will be at least **one** toilet and wash basin for every **20** pupils.
- 5.3. Toilet and washing facilities will be managed 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, wash basin 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. Accessible toilets will be compliant with Part M Building Regulations and in line with Government advice on the standards for schools premises.
- 5.7. Where possible, shower areas will be separate from toilets, and they must provide adequate privacy.

## 6. Pupils with Special Educational Needs and Disabilities (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 **Operations 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 **Operations Manager** and the **Designated Safeguarding Lead** 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 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 **Operations Manager, Maintenance Team** and **Trustees, where required**, 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.

## 10. Lettings

- 10.1. The **Tenant 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. The Tenant Manager together with the Operations Manager will ensure the premises comply with the HMO requirements.

## 11. Weather

- 1.1. The **Maintenance Team** 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 **Operations Manager**.

## 12. Evacuations

- 1.1. The **Operations Manager** will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with SEND, by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

## 13. Accessibility

- 1.1. The **Operations 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

- 1.1. The **Operations 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.
- 1.2. The **Operations 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

- 1.1. The **Operations Manager** and the Maintenance Team 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 wash basins respectively.

- The number of washbasins is at least two-thirds that of the toilets/urinals in the lower school.
- Separate washrooms for girls and boys are provided for pupils aged 8 years or older 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, provided for pupils are accessible from the playing field/sports hall where the exercise takes place.

- 15.1. The **Operations 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 wash basin.

## 16. Fire safety

- 1.1. 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.
- 1.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 1.3. Staff and pupils will be familiarised with emergency evacuation procedures.
- 1.4. Risk assessments will be updated if there are any significant changes to the premises.

## 17. Cleaning

- 1.1. The **Office Administrator** will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

## 18. Acoustics

- 1.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- 1.2. There will be minimal disturbance from unwanted noise.
- 1.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

## 19. Mechanical services


- 1.1. The **Operations 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.

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

## 20. Maintenance

- 1.1. The **Operations 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.
- 1.2. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

## 21. Furnishings

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- 1.1. The **Operations Manager**, in consultation with the **Education Manager**, 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.
- 1.2. 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.

## 22. Playing fields

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

## 23. Grounds

- 1.1. The **Operations Manager**, in consultation with the **Education Manager**, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.
- 1.2. The condition of all playground areas will be monitored by the Teachers in consultation with the Health and Safety Officer and deficiencies addressed.

## 24. Health and safety audit

- 1.1. The **Health and Safety Officer** will ensure that the school's premises are subject to a regular health and safety audit.
- 1.2. The **Health and Safety Officer** will monitor that risk assessments are completed annually for each department.

## 25. Policy review

- 1.1. This policy is reviewed every **two years** by the **Operations Manager** and approved by the **Trustees**.
- 1.2. The scheduled review date for this policy is **October 2020**.

## Other related policies

Site and Personnel Security Policy  
Child Protection and Safeguarding  
Health & Safety Policy  
First Aid Policy

**Approved by: Trustees**

**Next review date: Oct 2020**

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## Appendix 1 - Health and Safety Audit


Aspect	Existing document (Y/N)	Requirement	Review date
Access audit		Survey, report and access statement covering learning, teaching and physical access.	
Asbestos		Asbestos register and management plan.	
Car parking and vehicle/pedestrian segregation		General risk assessment required.	
Building and grounds condition survey		Inspection of building and facilities for asset management planning (AMP).	
Classroom assessment		Annual assessment with termly review.	
Control of substances hazardous to health (COSHH) risk assessment		For storage and use of any hazardous substances.	
Display energy certificate (DEC)		Requirement for buildings with floor area over 1000m <sup>2</sup> to display the energy use of the school buildings.	
Electrical - Portable appliance testing (PAT)		Annual safety checking and testing of electrical appliances.	
Electrical - Fixed wire testing		Testing of all fixed wiring boards and all distribution boards every three to five years.	

		Testing of all distribution boards in mobile accommodation annually.	
Electrical – Stage lighting		Annual test and inspection by a competent person.	
		Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	
Emergency lighting		Inspection and testing of system, monthly checks by the <b>Responsible Person</b> to check functionality and battery discharge tests.	
Extraction systems, including fume cupboards		Inspection and testing of dust extraction equipment.	
		Local exhaust ventilation.	
Fire risk assessment		Inspection and annual review, or whenever any changes are made that will affect the assessment.	
Fire alarm and detection systems		Weekly fire bell test, six monthly fire drill and annual service and inspection.	
Fire doors		Check correct functioning regularly.	
Fire extinguishers and appliances		Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to	



		comply with insurance requirements.	
First aid equipment		Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	
Floor plans		Up-to-date floor and roof plans are created when changes are made.	
Fuel oil storage		Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	
Glazing		Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	
Hydrotherapy and swimming pools		Risk assessment updated annually.	
Incoming services and isolation points		Do you know where your incoming water, stopcocks and electrical, and oil mains are? This is useful for emergency planning in the case of an unexpected event.	
Lifts and hoists		Thorough examination, full maintenance and inspection.	
Lightning conductors		Inspection and full test to assess adequacy of earthing, evidence of corrosion.	

Mobile classroom stability		Structural inspection of mobile classrooms.	
Planned preventative maintenance (PMP)		Do you have a PMP in place for all your buildings, plant and equipment?	
		Do you have current servicing records?	
		Do you carry out annual maintenance inspections?	
Fixed playground and gym equipment		Inspection and testing.	
Radon		Risk assessment carried out and updated as necessary.	
Shared premises		Risk assessment carried out and updated as necessary.	
Slips and trips		Risk assessment carried out and updated as necessary.	
Tree safety		Risk assessment carried out and updated as necessary.	
Water hygiene and safety, legionnaires' disease – water systems, cold water systems		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.	

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Legionnaires' disease – Low pressure hot water systems		Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps etc.	
Water and surface temperature		Risk assessment and/or review.	
Workstation assessment		Analysis of all workstations to assess any health and safety risks.	
Working at height		Risk assessment	
Working at height – Safety eye bolts and cradles		Inspection and testing.	

## Appendix 2 – Asbestos Management Checklist

Criteria	Yes	Further action needed
<p><b>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings?</b> The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.</p>		
<p><b>Has the duty holder undertaken a management survey?</b> A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.</p>		

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<p><b>Does the management survey highlight the location of ACMs?</b> All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.</p>		
<p><b>Has the duty holder assessed the potential risk from the ACMs?</b> 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.</p>		
<p><b>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school?</b> 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 checks. It should set out clear lines of responsibility.</p>		
<p><b>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present?</b> 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.</p>		
<p><b>Are any in-house staff, who may undertake maintenance work, adequately trained?</b> Training needs to be appropriate for the work.</p> <p><b>Awareness training</b> – 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.</p> <p><b>Training for work with asbestos that does not require a licence from the HSE</b> – 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.</p> <p><b>Training for asbestos work that does require a licence from the HSE</b> – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and</p>		

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removal. Licensed contractors must carry out most work with these higher risk ACMs.		
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**Further action needed**

Action required	Action taken	When	Initialed

<b>Name (and position):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of school:</b>		