

PARKSIDE HOUSE SCHOOL
Premises Management Policy

July 2014

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Background to this policy:

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

What legislation applies to schools and colleges?

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and the premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK.

This policy outlines the School's commitment to effective premises maintenance and up keep of the grounds, buildings and supporting infrastructure services. Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

By implementing this policy the School intends to:

- ensure the School has an environment which is healthy and safe
- develop performance standards for the organisation of health and safety management and the control of risks
- establish a framework for carrying out assessments through competent persons
- establish a programme for carrying out inspections of the School for the control of risks

This statement relates to:

- all buildings, structures and infrastructure (both temporary and fixed)
- all services including water, electrical, gas, pressure systems and heating and ventilation, drainage and sewage
- all plant, fixed equipment and temporary equipment

Water Supply

The school ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- The school has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs have an adequate supply of cold water and hot and cold water supply to washbasins, sinks

Drainage

The Head Teacher 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.

Security Arrangements

The Head Teacher ensures the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and; that the school's perimeters are secure.

The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:

- the location of the school
- the physical layout of the school
- the movements needed around the site
- arrangements for receiving visitors
- staff/pupil training in security

Resistance to the weather

The Head Teacher 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. Any Issues will be reported to the Director of Business and Finance and addressed according to need.

Health & Safety of Building

The Head teacher 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. The Head Teacher 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 and by arranging access to a ramp for wheelchair users.

The Head teacher 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. Particular regard will be given to ensuring that the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance. All upstairs windows are fitted with additional window restrainers to stop the window being opened; all hand rails on stairwells are at a higher level

The Head teacher has ensured that there are appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- there is a room for medical or dental examination
- the room contains a washbasin
- the room is reasonably near a WC

Where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities in the school and the Kitchen is inspected by Environmental Health.

The Head ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by meeting with the cleaning contractor and monitoring standards of cleaning.

The Head ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/him if problems arise as a result of deficiencies in this area.

The Head ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the school has lighting appropriate to its normal
- Each room or other space 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 is done through a programme of monitoring and through systematic feedback from staff.

The Head ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods

The Head 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 Departmental review of furniture and fittings.

The Head ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

IMPLEMENTATION

Arrangement for the implementation of this policy is outlined below

- The premises are audited annually, for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or other requested facility.
- Priorities are established, where required, and balanced with the budget for the year. A timetable of works is agreed with the Governing Body.
- Specifications and Quotations are drawn up for larger works. These are discussed at regular meetings and a programme of work is agreed. Contracts are awarded..
- Contractors are advised by the Premises Manager of the Health and Safety Regulations operating in the School, and are required to go about their work, with due consideration and safety for the smooth operation of the School activities.
- Work required will always exceed the funding available and therefore priorities are essential.

PRIORITY the basis for priority is:

- work required on an urgent Health and Safety basis, including electrical safety, heating, dangerous walls, leaking pipes etc
- serious deterioration of building or fabric where delay will lead to increased cost
- all other work, including decoration

PREMISES INSPECTION AND MANAGEMENT STANDARDS

The School will comply with the relevant regulations and standards that apply to educational organisations which currently include, but are not limited by

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety & Welfare) Regulations 1999
- The Education (School Premises) Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (amended 2004);
- The Control Of Legionella Bacteria In Water Systems - Approved Code of Practice & guidance (L8)
- Construction (Design and Management) Regulations 2007
- Regulatory Reform (Fire Safety) Order 2005;
- Control of Asbestos Regulations 2012

FREQUENCY OF INSPECTION

The frequency of inspection is to take place formally once a year for most items, however it is a small school site so it is constantly being inspected. The Head teacher is responsible for ensuring that checks are made a. For some apparatus and equipment the law requires specific checks by qualified personnel at set intervals in time. These intervals of time are adhered to. Generally, frequency of inspections should be such that it provides useful outcomes and is not seen as simply a bureaucratic exercise.

The School has responsibilities for the repair and maintenance of the premises which include:

- Asbestos register
- Compulsory Display of Notices
- Construction (Design and Management) Regulations 2007
- Control of Substances Hazardous to Health (COSHH) Risk Assessment
- Equality Act 2010
- Electrical – PAT
- Electrical – Fixed Electrical Installations
- Emergency Lighting
- Extraction Systems
- Fire Risk Assessment
- Fire Detection and Alarm Systems
- Fire Doors
- Fire Fighting Equipment
- First Aid Equipment
- Gas Safety/Gas Appliance/Gas Pipe Work
- Water Hygiene and Safety
- Working at Height – LOLER

The Head Teacher keeps a report of all statutory Health and Safety contracts including the date of the last inspection, and the due date of the next. This is audited once a year.