

Oaks Park High School

Title of Policy: Premises Management
Person responsible: A Giardelli
Date for review: Annually

1. Background to this Policy

- (a) The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and Academies 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 covered by these regulations include toilet facilities; fire; staff rooms; weather protection; noise; lighting; heating; temperature; ventilation and water supply.
- (b) The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. 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.
- (c) The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

2. Key Staff

The school premises are constantly monitored by the Site Manager and caretaking staff, who liaise with the staff responsible for Health & Safety and the Business Manager (or person with leadership responsibility for the support staff).

3. Key Areas

(a) Water Supply

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

- there is a wholesome supply of water for domestic purposes, including a supply of drinking water;
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water;
- the temperature of hot water supplies to taps and showers shall not exceed 43°C

(b) Drainage

The Site Manager ensures that there is an adequate drainage system for hygiene purposes/disposal of waste water/surface water by carrying out regular visual checks and calling in drainage specialists, should problems arise.

(c) Load Bearing Structures

The Site Manager has ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads and horizontal and inclined forces to which it is likely to be subjected, by referring to construction professionals when necessary.

Key Areas (cont.)

(d) Security Arrangements

The Site Manager and Caretaking team ensures that the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; each building has a secure entrance and that the perimeter fence is secure.

4. Risk Assessment

(a) The school's security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- the location of the school;
- the physical layout of the school (eg. multiple buildings);
- the movement required around the site;
- arrangements for receiving visitors;
- staff/student training in security.

(b) The Business Manager is responsible for ensuring risk assessments are completed across all school departments.

5. Lettings

The Business Manager and Site Manager ensure that those areas of the school used outside of the standard working day are organised to ensure that the health, safety and welfare of students is safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the Business Manager so that arrangements may be discussed and the necessary arrangements implemented.

6. Resistance to the Weather

The Site Manager ensures that school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground, by carrying out regular visual checks.

7. Evacuation

The Site Manager ensures there is sufficient access for emergency evacuations to be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered and by carrying out regular checks of the same.

8. Accessibility

The Site Manager ensures that access to the school allows all students, including those with special needs, to enter and leave in safety and comfort by ensuring that entrances are well maintained and unencumbered and arranging access to a ramp for wheelchair users.

9. Suitability

The Business Manager ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety; there are high-level hand rails on stairs above an open stairwell and an asbestos management programme is in place.

10. Welfare

The Business Manager and Site Manager ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking into account the Education (School Premises) Regulations 1999 in that:

- staff washrooms are 'adequate' for the number of staff at the school;
- changing accommodation, including showers (which are hygienic and which work properly), is provided for students and are accessible from the playing field where the exercise takes place;
- in accordance with the Education (School Premises) Regulations 1999, there is a room for medical or dental examination which contains a washbasin and is reasonably near a WC.

11. Catering

The Business Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption and the Catering Manager provides regular reports on the suitability of the kitchen facilities.

12. Cleaning

The Business Manager ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by liaising with the cleaners who are contracted to clean the school.

13. Mechanical Services

The Business Manager and Site Manager ensure 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 use; in teaching accommodation this shall mean not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried out);
- each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at:
 - ❖ in teaching, private study and examination areas: 18°C
 - ❖ in areas for physical education, washing, or circulation: 15°C.
- adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms. This is carried out through a programme of monitoring and via systematic feedback from staff.

14. General Maintenance

- The Business Manager and Site Manager ensure that there is a maintenance and decoration programme and most of this work takes place during school holiday periods; however smaller tasks may be completed during term time.
- The Site Manager ensures that there is appropriate flooring, in good condition, by carrying out regular visual checks and implementing any necessary repairs/replacements.

15. Health & Safety Audit

- The school's premises are subject to a yearly Health and Safety check.
- Any matters of concern are discussed and actioned at the next meeting of the Local Governing Body.

L GLEESON 1/11/2016 10:57

Comment [1]: I assume this happens?