Premises Management Policy

APRIL 2022

<p style="text-align:center">**PREMISES MANAGEMENT POLICY**</p>

<p style="text-align:center">**QUEENSGATE FOUNDATION PRIMARY SCHOOL**</p>

Policy Review

This policy is reviewed in full by the Governing Board on an annual basis.

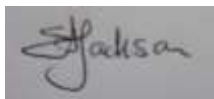The policy was last reviewed and agreed by the Governing Board on 26th April 2022

It will be reviewed again by April 2023.

Approved

Signature: …………………………….. Head Teacher   Date: 26th April 2022

Signature: …………………………….. Co-Chair of the Governing Board   Date: 26th April 2022

Policy control

Date	Amendments / additions	Reason
09.06.2020	**All references to asbestos removed**	**New premises**
09.06.2020	**All references to finger guards removed**	**New premises**
09.06.2020	**Lettings Policy amended throughout to Premises Hire Policy**	**Correction**
09.06.2020	**2.3 Addition of wording 'as required'**	**Cleaning Team leader also attends to security**
09.06.2020	**11.3 Deleted**	**New policy pending**
14.05.2021	**References throughout policy to Lettings Policy replaced by Premises Hire Policy**	**Reference to correct named policy**
14.05.2021	**8.4 amended to read staff and visitors must wear lanyards and or stickers whilst on site**	**New signing in system**
14.05.2021	**Point 9 title changed from Lettings to Premises Hire**	**Relates to correct policy title**
14.05.2021	**Headteacher responsibility removed from Item 14 – Premises Manager added**	**SBM responsibility; segregation of duties**
April 2022	**2.3 Change of wording to give mention of security also carried out by cleaning staff**	**Lock up carried out daily by cleaning team personnel**
April 2022	**8.1 – *As required* added to first bullet point**	**Lock up carried out daily by cleaning team personnel**
April 2022	**8.4 reworded – removal of word staff**	**Applicable to visitors only**
April 2022	**Use of word 'letting/s' throughout policy amended to 'hire'**	**Cross referenced to Premises Hire Policy**

Contents:

Appendices

Statement of intent

Queensgate Foundation Primary School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school will consider each 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.

1. Legal framework

1.1. This policy will have consideration for and comply with the following legislation:
- 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
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999

1.2. This policy will also have due regard to the following statutory and non-statutory guidance:
- DfE (2014) 'Guidance on first aid for schools'
- DfE (2014) 'Health and safety: advice on legal powers and duties'
- DfE (2015) 'Advice on standards for school premises'

1.3. This policy operates in conjunction with the following school policies:
- Health and Safety Policy
- Premises Hire Policy
- First Aid Policy
- Fire Safety Policy

2. Roles and responsibilities

2.1. The Governing Board is responsible for:
- The overall implementation of this policy
- Ensuring the proper maintenance and repair of the school
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND
- Ensuring that the school complies with the relevant health and safety and premises management legislation

2.2. The School Business Manager is responsible for:
- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money
- Coordinating repair work, including securing any external contractor where necessary
- Managing any premises hire in line with the Premises Hire Policy
- Purchasing new equipment and resources for the school
- Providing regular updates to the Governing Board and ensuring that actions are minuted
- Ensuring the Fire Risk assessment is reviewed annually

2.3. The Premises Manager is responsible for:
- Liaising with the Headteacher and School Business Manager on the day-to-day implementation and management of the stipulations outlined in this policy
- Identifying and undertaking any maintenance and repair work.
- Co-ordinating and supervising maintenance and repair work
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues Using the electronic EVERY system
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place
- The security of the school, including locking down the school after-hours, as required, when not carried out by a member of the cleaning team, and reopening the school as required.

2.4. The Headteacher is responsible for:
- Ensuring the safety of the school's staff and pupils
- Reporting any issues with the premises to the Premises Manager, School Business Manager and Governing Board as appropriate
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility

- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff, Premises Manager and cleaning team
- Reviewing this policy in liaison with the Link Governor and School Business Manager.

3. Water supply

3.1. The premises manager, in liaison with the contractor responsible for the school's Service Level Agreement will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary 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.

5. Accessibility

5.1 To be compliant with the Equality Act 2010, the Headteacher and SENCO will create an Accessibility Plan to ensure the premises is accessible to pupils with SEND.

5.2 The accessibility strategy will include the health and safety needs of pupils, staff and visitors with SEND.

5.3 The school will take account of its Accessibility Plan when managing and maintaining the school site.

6. Drainage

6.1 The Premises Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – and contact external drainage specialists should problems arise.

7. Lighting

7.1 Lighting will be appropriate for a learning environment.

7.2 Where possible, natural lighting will be used.

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

7.4 Lighting controls will be easy to use.

7.5 Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

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

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

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

7.9 As pupils with SEND can have additional needs, the school will use its best endeavours to cater for those needs.

8. Security

8.1 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, as required
- Each building has a secure entrance
- The school's perimeters are sufficiently secure

8.2 All staff are aware of the school's security arrangements. This forms part of the induction process for new staff.

8.3 All pupils are aware of the school's high expectation for appropriate movement around the premises at all times; pupils are not permitted to admit anyone through the main doors of the school

8.4   Appropriate arrangements for receiving visitors to the school are in place; all visitors must sign in using the electronic system and wear lanyards/stickers whilst on site

9. Premises Hire

9.1   The School Business Manager will be responsible for premises hire and will ensure that the health, safety and welfare of pupils are safeguarded, and others do not interrupt their education.

9.2   The school's Premises Hire Policy will be adhered to at all times.

9.3   Hirers will make an application for hire to the School Business Manager

9.4   When determining whether to approve an application; the School Business Manager will consider the following factors:
- The type of activity
- Appropriate and up to date public liability insurance is in place if required
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the premises hire is deemed compatible with the ethos of the school

9.5   An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views
- Involves the dissemination of inappropriate materials
- Contravenes the statutory Prevent duty
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Governing Board, balanced or outweighed by freedom of expression of artistic merit)

10. Weather

10.1   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.

10.2   Any issues identified by staff will be reported using the EVERY system

11. Evacuations

11.1   The Premises 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.

11.2   Any issues will be reported to the Headteacher and SBM using the EVERY system where appropriate.

12. Fire safety

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

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

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

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

13. Catering

13.1   The Headteacher and School Business Manager, in consultation with the catering manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

14. Cleaning

14.1   The School Business Manager will be responsible for cleaning staff and the Premises Manager will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

14.2   Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

15. Maintenance

15.1   The Governing Board 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 the Health and Safety Audit (Appendix A)

15.2   Where possible work will be undertaken outside of school hours during holiday periods, but smaller tasks may be completed during term time without interruption to learning

16. Furnishings

16.1   The School Business Manager, in consultation with the Headteacher, 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.

3.2.   Consideration will be given to specific requests for furniture and fittings throughout the year

17. Playing fields

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

18. Grounds

18.1   The, Headteacher in consultation with the Deputy Headteacher and PE Subject lead will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

18.2   The condition of all playground areas will be monitored by the Premises Manager and deficiencies addressed using the EVERY system.

19. Health and safety audit

19.1   The School Business Manager, in liaison with the Link Governor responsible for Health and Safety, will ensure that the school's premises are subject to an annual Health and Safety Audit, (Appendix A) which will be fed back to Full Governing Board.

20. Monitoring and review

20.1   Any changes to this policy will be communicated to all relevant staff members.

APPENDIX 1

Governors Annual Management Inspection
Health & Safety Inspection Checklist – Annual Audit

Under health and safety law the employer (either the LA or governing body) is required to monitor activities to ensure compliance with locally set policies and procedures.

There is a therefore a requirement for schools to formally monitor and evaluate the effectiveness of the health and safety systems within the school / their departments.

This safety checklist has been designed to assist governors and SLT when conducting an annual health and safety inspection. Its completion forms part of the schools strategy to demonstrate that the principles of HSG 65 'Effective Management of Health and Safety' which is both the Health and Safety Executive's (HSE) and HCC's benchmark are in place.

It is not necessarily exhaustive, and can be customised to fit individual circumstances as required.

Separate checklists for higher risk areas (DT, Science, PE etc.) are available for heads of department to use for their curriculum specific risks and responses to these should be co-ordinated by a member of SLT.

Definitions

- Tools/Equipment – Includes hand tools (e.g. hammers, chisels etc), Buffer machines, strimmers, PE Equipment.

- Hazardous Substances – Substances that are covered by the Control of Substances Hazardous to Health (COSHH) Regulations (substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and orange pictogram but there are other substances such as dusts to consider).

- Off Site Activities – Any activity that takes place beyond the school site (e.g. trips, visits, sports fixtures); details can be found in the "Off Site Visits" Manual.

- DSE – Display screen Equipment such as computers, laptops etc.

		Y	N	N/A	COMMENTS / ACTIONS NEEDED
Policy	Is there a health & safety policy (signed & dated by Head teacher / Chair of Governors)?				
	Policy in line with latest IWC Policy for schools?				
	Are there effective arrangements for ensuring that all staff are aware of the relevant contents of the Health and Safety policy?				
Risk assessment	Are school specific risk assessments in place for those school activities presenting a *significant* risk? Such as those identified in the generic risk assessments				
	Are individual risk assessments being carried out where applicable? (e.g. pregnant employees, known medical conditions where there are H&S implications, such as epilepsy etc.)				
	Is there evidence that heads of department/ curricular leads are adopting / adapting model risk assessments for curriculum activities?				
	Are staff aware of the content and location of all relevant risk assessments?				
	Are all notifiable off site visits (overseas, self-led adventurous activities, field work in wild /open country etc.) entered and approved on Evolve (LA's online system)?				
	Is a member of staff designated as an Educational/External Visits Coordinator (EVC) and have they received training?				
Inspection	Regular (e.g. termly) health and safety inspections of site undertaken and documented? Have recommendations arising from inspections been actioned?				
Fire	Has a fire risk assessment been completed / reviewed within the last 12 months?				
	Have there been any recent changes to the building? If **YES** has the Fire risk assessment been altered to reflect these changes?				
	Documented school evacuation plan in place? Evacuation plan considers any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.)				

	Fire drills conducted termly and recorded? Have any issues identified as a result been resolved?				
	Fire alarm call points tested weekly (different call point each week on a rotational basis) and documented?				
	Appropriate fire extinguishers are available and inspected annually?				
	All emergency exits / routes clearly signed and unobstructed?				
	Areas of school used for premises hire outside of ambient daylight hours have emergency lighting available on escape routes?				
	Emergency lighting tested monthly (in house) and full discharge test completed annually (by competent service engineer)?				
	Fire alarm serviced / inspected by a competent engineer (6 monthly for systems with a battery back-up, annually for mains only systems)?				
	Does the fire alarm system have a battery back up?				
	Key internal fire doors (e.g. cross corridor and stairwell) in place and fully closing?				
First aid	Adequate numbers and levels of first aiders on site?				
	First aid boxes in appropriate places and maintained, no unapproved content (medicines etc.)?				
Medication – medical conditions	Pupils with medical needs and allergies are clearly identified, annual review of care plans undertaken for complex cases?				
	Documented system for acceptance and administration of medication in line with DfE guidance 'Managing Medicines in Schools and Early Years Settings'?				
	Training for epi-pens / medical procedures up to date? (Should be carried out annually)				
	Are medical conditions of all pupils available?				
Accident reporting	Accident records kept locally and monitored for trends?				
	Have all accidents to employees and significant incidents to pupils / visitors been reported using accident forms				
	Are governors notified of any significant accidents, such as those that are RIDDOR reportable and ensured that an appropriate investigation has taken place?				
Communication	Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service?				

	Is health and safety a standing agenda item at relevant governing body committee meetings?				
	Are there formal arrangements in place to discuss health & safety matters with other users/groups/other occupants of the site? E.g. Children's Centre.				
Training	All staff health and safety training needs are assessed?				
	All health and safety training recorded and available to view?				
	Have all staff received an effective and documented health and safety induction?				
Plant/ tools & equipment	Has training and instruction been given to relevant members of staff in the safe use of tools & equipment (including ladders and mobile tower scaffolds)?				
	Have Work at height risk assessments been conducted?				
	Is a Ladder register and checklist in place and reviewed termly?				
	Is there any significant use of power tools / machinery? If so a register of such equipment should be in place which identifies if there are there any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)?				
	Planned preventative maintenance schedule in place for all plant /equipment?				
	PE and outdoor play equipment inspected annually by competent contractor?				
Minibuses	List of nominated minibus drivers maintained and training conducted?				
	Are driving licences checked annually to identify any penalties which might affect insurance cover?				
	Are inspection, MOT / servicing records in place?				
Hazardous substances	Inventory of chemicals (e.g. cleaning and maintenance products) and safety data sheets available and reviewed in last 12 months?				
	Have substances identified as presenting a significant risk (for example, swimming pool chemicals) had a COSHH risk assessment conducted?				
	Are hazardous substances stored appropriately e.g. secured out of the reach of children?				
	Are all containers clearly labeled and marked (e.g. irritant, flammable)?				
Electrical / gas	Portable electrical appliances tested by a competent according to relevant timescales?				
	All emergency shut offs accessible, clearly identified and functioning?				

	Fixed electrical wiring inspected within last 5 years and all remedial actions completed?				
	All gas appliances tested in past 12 months by gas safety registered contractor?				
	Gas cylinders stored appropriately? (Secured upright, separated from flammables, room signed and location marked on plan within fire risk assessment)				
	LPG tanks External above ground pipework and fittings visually checked for any signs of corrosion or damage? Emergency control valves checked for accessibility and operation?				
Contractors	When awarding contracts health and safety is included in specifications and contract conditions?				
	Are appropriate competency checks undertaken prior to engaging a contractor?				
Welfare and environment	Outstanding items from the last EHO report for the school kitchen?				
	All DSE (computer) users identified and workstations assessed?				
Welfare and environment	Glazing filmed / safety glazing to BS 6206 in place in vulnerable areas? (e.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.)				
	Premises Hire Policy in place and emergency procedures clearly communicated to hirers?				
	Water risk assessment conducted and operational controls being recorded in water log book?				
	Hazard areas (kitchen, cookery suite, maintenance cupboard etc.) locked when unsupervised?				
	Is kitchen access restricted to authorised personnel only?				
	Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?				
housekeeping	Housekeeping satisfactory?				
	Is flooring in good condition and free of slip / trip hazards?				
	Are items that are stored at height (e.g. files/folders on shelves) accessible, secure and safe?				

	Are boiler rooms and electrical intake areas kept free of combustible materials?				
External areas	Pedestrian routes clearly defined and segregated from vehicles? Risk assessment in place?				
	Tree survey conducted by arboriculturalist?				
	Adequate access maintained for emergency services?				
Security / Safeguarding	Clear signage directing visitors to reception / other services on site?				
	Visitor access to buildings adequately controlled?				
	Where visitors can gain access to pupils, e.g. playgrounds there is a risk assessment in place which demonstrates that there is effective supervision?				
	External lighting adequate?				
	Clearly defined route between site entrance(s) and reception with access to children avoided where practicable?				
	Gates and perimeter fencing of adequate height and maintained?				
	Access to low roofs restricted? (Any anti-climb paint/ anti-scale devices clearly signed)				
	Fragile roof surfaces identified by signage on site?				
	External storage / waste bins secured and located away from buildings?				
Any other specific items for your school	EXIT CONTROL FROM HALL				
	Various items picked up on walk of school – part of normal house-keeping				