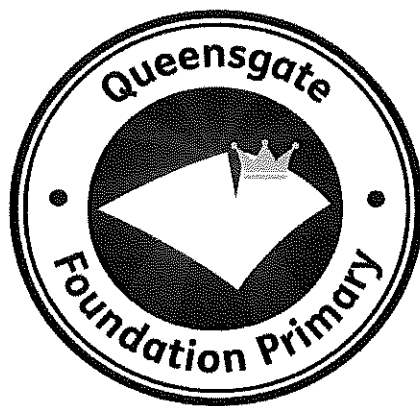


Queensgate Foundation Primary School



Premises Management Policy

April 2019

Premises Management Policy
Queensgate Foundation Primary School

Policy Review

This policy was adopted and amended accordingly from the School Bus. This policy will be reviewed in full by the Governing Board on an annual basis.

The policy was last reviewed and agreed by the Governing Board on 4th April 2019

It is due for review April 2020 (up to 12 months from the above date).

Signature *[Signature]* Head Teacher Date *30/4/2019*

Signature *[Signature]* Chair of Governors Date *30/04/19*



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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 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
 - 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 (2017) 'Managing asbestos in your school'
 - DfE (2015) 'Advice on standards for school premises'
- 1.3. This policy operates in conjunction with the following school policies:
 - Health and Safety Policy
 - Lettings Policy
 - First Aid 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 asbestos is managed in line with the Health and Safety Policy
 - 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 lettings in line with the Lettings 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
 - Using the Every system to Conduct the Asbestos Management Checklist
 - 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 and reopening the school
- 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. Asbestos

- 3.1. The Governing Board, Headteacher, School Business Manager and Premises Manager will ensure that the school meets its duty to manage asbestos in school.
- 3.2. The Headteacher will ensure that the arrangements set out in the Health and Safety Policy (section 13) are adhered to.
- 3.3. The Premises Manager and Headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.
- 3.4. The Headteacher, Premises Manager and Governing Board will establish an Asbestos Management Plan (AMP).
- 3.5. The Premises Manager will ensure that all staff are informed of any asbestos located within the school.
- 3.6. The Premises Manager, and School Business Manager will arrange for any necessary repairs to the school regarding asbestos.
- 3.7. The Governing Board and Premises Manager will review the school's AMP annually.

4. Water supply

- 4.1. 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
 - 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 staff and visitors must sign in using the electronic system and wear lanyards whilst on site

9. Lettings

- 9.1 The School Business Manager will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.
- 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 letting 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.
- 11.3 When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

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 Headteacher will be responsible for cleaning staff and 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.
- 4.2. 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?							
	Are school specific risk assessments in place for those school activities presenting a <i>significant</i> risk? Such as those identified in the generic risk assessments							
Risk assessment	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?							
	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?							

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	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 lettings 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)				
Accident reporting	Are medical conditions of all pupils available?				
	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?				

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Minibuses	PE and outdoor play equipment inspected annually by competent contractor?				
	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)?				
Asbestos	Is the asbestos permission to work system used on every occasion before any work is conducted on building fabric? (This applies equally to the site team / caretaker as to contractors)				
	Minimum of 2 asbestos authorised officers present and trained within last 3 years?				
	Asbestos visual inspection completed (minimum of annually) and recorded using the Every system				
	Portable electrical appliances tested by a competent according to relevant timescales?				
Electrical / gas	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	Finger guards in place on all doors				
	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.)				
	Lettings 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?				

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	Are items that are stored at height (e.g. files/folders on shelves) accessible, secure and safe?				
External areas	Are boiler rooms and electrical intake areas kept free of combustible materials?				
	Pedestrian routes clearly defined and segregated from vehicles?				
	Risk assessment in place?				
	Tree survey conducted by arboriculturalist?				
Security / Safeguarding	Adequate access maintained for emergency services?				
	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)				
Any other specific items for your school	Fragile roof surfaces identified by signage on site?				
	External storage / waste bins secured and located away from buildings?				
	EXIT CONTROL FROM HALL				
	Various items picked up on walk of school – part of normal house-keeping				



Appendix 2

Asbestos Management check list

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/ damaged asbestos labels/ stickers
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

Condition Key:

Good: No visible damage; review at next inspection date

Low: A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration

Medium: Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure

High: Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

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LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable)	CONDITION	INSPECTION COMMENTS
REF 0/112 – 13	Bulk Head		Good / Low Medium / High	No change; as report
REF 0/112 – 14	AIB Fire Break		Good / Low Medium / High	No change; as report
REF 0/134 – 15	Acoustic Pad		Good / Low Medium / High	No change; as report
REF 0/138 – 16	Ironing Board		Good / Low Medium / High	Removed from building
REF 0/134 – 17	Acoustic Pad		Good / Low Medium / High	No change; as report
REF 0/306 – 21	Textured Ceiling		Good / Low Medium / High	Removed from building
REF 0/172 – 22	AIB Door Fillet		Good / Low Medium / High	No change; as report
REF 0/172 – 23	AIB Ceiling		Good / Low Medium / High	No change; as report
REF 0/172 – 24	AIB Ceiling		Good / Low Medium / High	No change; as report
REF 0/159 – 2	Shires Lynx Cistern		Good / Low Medium / High	Relocated; not as picture
REF 0/153 – 3	Heater Unit		Good / Low Medium / High	No change; as report
REF 0/167 – 5	Fan Unit		Good / Low Medium / High	No change; as report
REF 0/145 – 20	Heater Cistern		Good / Low Medium / High	Removed from building
REF 0/172 – 25	Plant		Good / Low	No change; as report

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LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable)	
		CONDITION	INSPECTION COMMENTS
REF External - 26	External	Medium / High	No change; as report
REF External - 25	External	Good / Low Medium / High	No change; as report
REF Skylights - 27	Skylights	Good / Low Medium / High	No change (on some, some removed)
REF 0/156 - 01	PE Store	Good / Low Medium / High	No change; as report
REF 0/1023 - 04	Floor Tiles	Good / Low Medium / High	Removed from Building
REF 0/102 - 06	Ceiling Tiles	Good / Low Medium / High	No change; as report
REF 0/103 - 07	AIB Fire Break	Good / Low Medium / High	No change; as report
REF 0/105 - 08	Acoustic Pad	Good / Low Medium / High	Removed from building
REF 0/105 - 09	AIB Fire Break	Good / Low Medium / High	No change; as report
REF 0/106 - 10	Acoustic Pad	Good / Low Medium / High	No change; as report
REF 0/109 - 11	AIB Fire Break	Good / Low Medium / High	No change; as report
REF 0/109 - 12	Bulkhead	Good / Low Medium / High	No change; as report



