



Premises Policy

Contents:

Statement of intent

1. Legal framework
2. Key responsibilities
3. Health and Safety
4. Water supply
5. Drainage
6. Security
7. Lettings
8. Weather
9. Evacuations
10. Accessibility
11. Acoustics
12. Welfare
13. Catering
14. Cleaning
15. Mechanical services
16. Maintenance
17. Furnishings
18. Grounds
19. Financial planning and control

Statement of intent

The Governors of Hermitage Primary School have a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building:

- Condition – focus 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 statutory requirements.
- Suitability – focus on the quality of the premises to meet curriculum and management needs and other issues impacting on the role of the school in raising educational standards.

The school premises are monitored by the Site staff, who liaise with the Headteacher and School Manager.

Signed by

Headteacher

Chair of Governors

Next review date:

This statement of intent should be signed and dated by both the Headteacher and Chair of the Governing Body, and then displayed where it can easily be seen within the School.

1. Legal framework

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

- The School Premises (England) Regulations 2012 - which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.
- The Health and Safety at Work etc. Act 1974 - This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.
- The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.
- Managements of Health and Safety at Work Regulations 1999 (MHSWR).
- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.
- The Regulatory Reform (Fire Safety) Order 2005.

2. Key responsibilities

2.1. The governing body, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the school premises.

2.2. The Site Manager will be responsible for co-ordinating and supervising maintenance, repair work and cleaning including securing any external contractor where necessary.

2.3. The Site Manager will identify and undertake all cleaning, maintenance and repair work within the school premises and ensure it is carried out in accordance with best practice and as required by legislation.

3. Health and Safety

3.1. The Headteacher, supported by the Site Manager, will ensure that school premises are maintained to a standard such that, as far as is reasonably practicable, the health, safety and welfare of pupils are ensured.

3.2. The Site Manager will ensure that procedures and risk assessments are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and pupils with emergency evacuation procedures. These

procedures and risk assessments will need updating if any significant changes to the premises or their use takes place.

3.3. The Headteacher will ensure that the school's premises are subject to a regular health and safety audit.

3.4. The Headteacher will monitor that risk assessments are completed as required.

3.5. The Headteacher 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.

3.6. The Headteacher and Site Manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

4. Water supply

4.1. The Site Manager will ensure that the school's water supply meets regulatory requirements by ensuring that the appropriate checks are carried out 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, sinks and shower have an adequate supply of hot and cold water.
- Temperatures do not exceed 43°C, in areas where children have access, as stated in legislation.

5. Drainage

5.1. The Site Manager will ensure that there is adequate drainage for hygienic 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.

6. Security

6.1. The Site Manager will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that the whole building and out buildings are securely locked and alarmed each night and that the school's perimeters are sufficiently secure.

6.2. The school's security arrangements are regularly reviewed by the Headteacher, School Manager and Site Manager, 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.

7. Lettings

7.1. The School Manager and Site Manager will ensure that school premises, used for a purpose other than conducting the school's main business (School Hall), are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

8. Weather

8.1. The Site 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. Any issues identified will be relayed to the School Manager.

9. Evacuations

9.1. The Site Manager will ensure there is sufficient access so that emergency evacuations can be accomplished safely by all users, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

10. Accessibility

10.1. The Site Manager will ensure that access to the site allows all users, including those with SEND, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

11. Acoustics

11.1. The Site Manager will ensure that the school environment enables people to hear clearly and allow them to concentrate. There should be minimal disturbance from unwanted noise (such as adjacent areas, teaching equipment, ventilation fans or road traffic).

12. Welfare

12.1. The Headteacher and the Site Manager will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- 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, are provided for pupils are accessible from the playing field where the exercise takes place.

12.2. The Headteacher will further ensure that there are appropriate facilities in place for pupils who are ill, including a room for medical or dental examination which has a washbasin and is reasonably near a toilet.

13. Catering

13.1. The Headteacher, 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 Site Manager will ensure that all areas of the school are maintained in a tidy, clean and hygienic state in line with the school's cleaning procedures.

15. Mechanical services

15.1. The Site 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.

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

16. Maintenance

16.1. The Headteacher will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme.

16.2. Most of this work will take place during the school holiday periods, but smaller tasks may be completed during term time.

17. Furnishings

17.1. 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.

18. Grounds

18.1. The Site Manager, in consultation with the Headteacher, and PE Co-ordinator 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 Site Manager and deficiencies addressed.

19. Financial planning and control

19.1. The Headteacher and the finance committee will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.