

OAKWORTH PRIMARY SCHOOL
‘committed to the welfare and safety of its pupils’

PREMISES MANAGEMENT POLICY

Contents:	Page No
<u>Statement of intent</u>	1
1. <u>Legal framework</u>	1
2. <u>Key responsibilities</u>	2
3. <u>Asbestos</u>	2
4. <u>Water supply</u>	2
5. <u>Drainage</u>	2
6. <u>Security</u>	3
7. <u>Lettings</u>	3
8. <u>Weather</u>	3
9. <u>Evacuations</u>	3
10. <u>Accessibility</u>	4
11. <u>Suitability</u>	4
12. <u>Welfare</u>	4
13. <u>Catering</u>	5
14. <u>Cleaning</u>	5
15. <u>Mechanical services</u>	5
16. <u>Maintenance</u>	5
17. <u>Furnishings</u>	5
18. <u>Grounds</u>	6
19. <u>Health and safety audit</u>	6
20. <u>Financial planning and control</u>	5
Appendices	
a) <u>Health and safety audit</u>	7
b) <u>Asbestos management checklist</u>	13

Statement of intent

Oakworth Primary School has 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 centric statutory requirements.
- Suitability – focus 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.

The school premises are monitored by the Site Manager and caretaking staff, who liaise with the staff responsible for health and safety and with the Business Manager.

1. Legal framework

- 1.1. This policy will have consideration for and be in compliance with the following legislation:
 - The Control of Asbestos Regulations 2012.
 - The Education (School Premises) Regulations 1999.
 - The Health and Safety at Work etc. Act 1974.
 - Management of Health and Safety at Work Regulations 1999.
 - Statutory Premises Management Documents.
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- 1.2. This policy will also have due regard to the following statutory and non-statutory guidance:
 - First Aid in Schools – February 2014.
 - Asbestos Management in Schools – November 2013.
 - Health and Safety: advice for schools – February 2013.

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, in conjunction with the Business Manager, will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- 2.3. The Site Manager will identify and organise all maintenance and repair work within the school premises.

3. Asbestos

- 3.1. The Governing Body, in collaboration with the Headteacher, Business Manager, and the Site Manager, will ensure that it meets its duty to manage asbestos in the school premises.
- 3.2. The Business Manager, together with the Site Manager, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.
- 3.3. The Business Manager, in collaboration with the Site Manager, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.
- 3.4. The current Asbestos register compiled by Bradford MDC's Facilities Management is held by the Site Manager. This shows that there are no known asbestos products within the school. Care should be taken when accessing the structure of buildings constructed prior to 2000 for exposing concealed unidentified asbestos products. Buildings built after 2000 have been constructed in accordance with the Asbestos Regulations and do not contain any asbestos materials.

4. Water supply

- 4.1. The Site Manager will ensure that the school's water supply meets regulatory requirements by ensuring all water facilities are tested and recorded in accordance with the Water Testing & Legionella Policy 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 showers have an adequate supply of hot and cold water.
 - Temperatures do not exceed 43°C 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 Business Manager and the Site 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; that each building has a secure entrance and that the school's perimeters are sufficiently secure.
- 6.2. The school security arrangements are based on a risk assessment, regularly reviewed by the Business Manager, Site Manager and Senior Leadership Team, 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 Business Manager will ensure that school premises, used for a purpose other than conducting the school main business, are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other use.

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 Business Manager.

9. Evacuations

- 9.1. The Site Manager will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, 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 school allows all pupils, including those with SEND, to enter and leave the school in safety by ensuring entrances are well maintained, unobstructed and where required by our access policy, wheelchair accessible.

11. Suitability

- 11.1. The Business Manager 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.
- 11.2. The Business Manager 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.

12. Welfare

- 12.1. The Business Manager 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:
- All single and double sanitary fittings contain one or two washbasins respectively.
 - The number of washbasins is at least two-thirds that of the toilets/urinals in senior school.
 - 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
- 12.2. The Business Manager will further ensure that there are appropriate facilities in place for pupils who are ill, including:
- A room for medical or dental examination.
 - A washbasin.

13. Catering

- 13.1. The 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 in line with regulatory Food Hygiene Regulations..

14. Cleaning

- 14.1. The Business Manager, in consultation with the Site Manager. will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards on an ongoing basis.

15. Electrical and Mechanical services

- 15.1. Electrical and Mechanical services will be inspected and tested in accordance with statutory regulations, the results being maintained in registered held by the Site Manager.
- 15.2. 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.
- 15.3. This will be done through a programme of monitoring and systematic feedback from staff.

16. Maintenance

- 16.1. The Business Manager 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 [Appendix A](#).
- 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 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
- 17.2. Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the Site Manager.

18. Grounds

- 18.1. The Business Manager, in consultation with the Headteacher, 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.

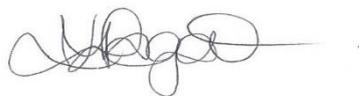
19. Health and Safety audit

- 19.1. The Business Manager will ensure that the school's premises are subject to a regular health and safety audit.
- 19.2. The Site Manager will monitor that risk assessments are completed annually for each department.

20. Financial planning and control

- 20.1. The Business Manager, the Headteacher and the Finance & General Purposes Committee of the Governing Body will review requirements coming out of premises management procedures and will integrate as required into the school's normal budget review process.

This policy will be reviewed every 3 years or earlier if deemed necessary.



Signed: Dated: 28.04.2017
Chair of Governors

Appendix A) Health and safety audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit		Survey, report and access statement covering learning, teaching and physical access.	
Air condition		Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every 5 years.	
Asbestos		Asbestos register and management plan.	
Car parking and vehicle/pedestrian segregation		General risk assessment required.	
Building and grounds condition survey		Inspection of building and facilities for asset management planning (AMP).	
Classroom assessment		Annual assessment with termly review.	
Control of substances hazardous to health (COSHH) risk assessment		For storage and use of any hazardous substances.	
Display energy certificate (DEC)		Requirement for buildings with floor area over 1000m ² to display the energy use of the school buildings.	

Duct hygiene (air conditioning, plenum heating)		Inspection and testing, thorough cleaning routine determined from testing/inspection results.	
Electrical - Portable appliance testing (PAT)		Safety checking and testing of electrical appliances.	
Electrical – Fixed wire testing		Testing of all fixed wiring boards and all distribution boards every 5 years.	
		Testing of all distribution boards in mobile accommodation annually.	
Electrical – Stage lighting		Annual test and inspection by a competent person.	
		Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every 3 months.	
Emergency lighting		Inspection and testing of system, monthly checks by the Site Manager to check functionality and battery discharge tests.	
Extraction systems, including fume cupboards		Inspection and testing of dust extraction equipment.	
		Local exhaust ventilation.	
Fire risk assessment		Inspection and annual review, or whenever any changes are made that will affect the assessment.	

Fire alarm and detection systems		Weekly bells test, six monthly fire drill and annual service and inspection.	
Fire doors		Check correct functioning regularly.	
Fire extinguishers and appliances		Inspection and testing of equipment, if sprinkler installed this may need more frequent testing to comply with insurance requirements.	
First aid equipment		Regular checks recommended to replenish equipment/stock and replace out-of-date items.	
Floor plans		Do you have up-to-date floor and roof plans and are they updated when changes are made?	
Fuel oil storage		Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	
Gas safety		Inspection and certification, identification and location of gas equipment and supplies – update.	
Gas appliance		Annual servicing for efficient operation and combustion.	
Gas pipework		Visual inspection and testing.	

Glazing		Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	
Hydrotherapy and swimming pools		Risk assessment updated annually.	
Incoming services and isolation points		Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	
Lifts and hoists		Thorough examination, full maintenance and inspection.	
Lightning conductors		Inspection and full test to assess adequacy of earthing, evidence of corrosion.	
Mobile classroom stability		Structural inspection of mobile classrooms.	
Planned preventative maintenance (PMP)		Do you have a PMP in place for all your buildings, plant and equipment?	
		Do you have current servicing records?	
		Do you carry out annual maintenance inspections?	
Fixed playground and gym equipment		Inspection and testing.	

Radon		Risk assessment	
Shared premises		Risk assessment	
Slips and trips		Risk assessment	
Tree safety		Risk assessment	
Water hygiene and safety, legionnaires' disease – Water systems, cold water systems		Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition. Water quality checks.	
Legionnaires' disease – Low pressure hot water systems		Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps etc.	
Water and surface temperature		Risk assessment and/or review.	
Workstation assessment		Analysis of all workstations to assess any health and safety risks.	
Working at height		Risk assessment	



Working at height – Safety eye bolts and cradles		Inspection and testing.	
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Appendix B) Asbestos management checklist

	Yes	Further action needed
<p>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.</p>		
<p>Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.</p>		
<p>Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors etc.</p>		
<p>Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>		
<p>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive</p>		

<p>and planned checks. It should set out clear lines of responsibility.</p>		
<p>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p>		
<p>Are any in-house staff, who may undertake maintenance work, adequately trained? Training needs to be appropriate for the work.</p> <p>Awareness training – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p>Training for work with asbestos that does not require a licence from the HSE – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p> <p>Training for asbestos work that does require a licence from the HSE – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>		

Further action needed:



Action required	Action taken	When	Initialed

Name (and position):	Signature:	Date:
Name of school: Oakworth Primary School		