

Policy Reference: 17
Premises Management Policy
Version: 1.1



Name and Designation of Policy Author(s)	Janet Hartley – School Business Manager		Is this a Statutory Document
			Yes
Approved By (Committee / Group)	Premises, Health and Safety Committee		
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Date Published	30/1/2020	Is this to be published publicly on the school website?	Yes
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Target Audience	Teachers, support staff, parents		
Links to Other Strategies, Policies, Procedures, etc	Health and Safety Policy, Lettings Policy		

Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
May 2016	1	Nina Chwastek	New policy, no previous version
January 2020	1.1	Janet Hartley	Change of name and designation of policy author

Monitoring Compliance with the Policy

Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Frequency of Review	Lead
Policy is available to all staff, parents and governors	100%	Checking the school website to ensure the policy is available	Premises, Health and Safety	Annually	Chair of Premises, Health and Safety Committee
Procedures and record keeping follow the policy	100%	Review record keeping	Premises, Health and Safety	Annually	Chair of Premises, Health and Safety Committee
Health and Safety Audit	100%	By school visit or audit	Premises, Health and Safety	Annually	Chair of Premises, Health and Safety Committee

Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

- We are called to love one another as we seek to be the best in all that we learn and do
- We celebrate and nurture the gifts, talents and skills of everyone
- We commit ourselves to grow together in faith, love and service

Introduction

It is intended that this Policy is maintained as a live working document which will be continuously amended and updated to reflect health and safety legislative requirements and health and safety issues relevant to St. Catherine's R.C. Primary School.

This statement relates to those aspects over which the Governing Body has control and relates to Management of the School's premises.

By implementing this policy the Governing Body intends to:

- Ensure the school has an environment which is healthy and safe.
- Develop performance standards for the organisation of health and safety management and the control of risks;
- Establish a framework for carrying out assessments by competent persons;
- Establish a programme for carrying out inspections of the school for the control of risks.

Scope

The Governing Body aims to ensure that the School premises are fit to teach in, by provision of adequate management for the funding, maintenance, and review for the upkeep of the fabric of the School.

Particular attention is paid to the following areas:

Water Supply

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

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs have an adequate supply of cold water and washbasins. Sinks and showers have an adequate supply of hot and cold water. The temperature of hot water supplied to showers and sinks meet the requirements laid down.

Drainage

To ensure that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

Security Arrangements

To ensure the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and; that the school's perimeters are secure.

The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by the Headteacher, explicitly taking into account:

- the location of the school
- the physical layout of the school
- the movements needed around the site
- arrangements for receiving visitors
- staff/pupil training in security

The Headteacher, School Business Manager, Caretaker and the Premises and Health and Safety Committee ensures that when the school premises are used for a purpose other than conducting the school's main business (the Hall; Playground; Classrooms; Sports Pitch) these events are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

Resistance to the weather

The Caretaker ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks. Any issues are reported to the School Business Manager, Headteacher and the Premises and Health and Safety Committee and addressed according to need.

Business and Finance

The Headteacher, School Business Manager and Caretaker ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks.

The Headteacher, School Business Manager and Caretaker ensure that access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access for wheelchair users.

The Headteacher and Premises, Health and Safety Committee ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs of pupils by carefully monitoring the number, age and needs of pupil who will be using the classrooms and making any necessary adjustments in provision and arrangements.

Particular regard will be given to ensuring that the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance.

The Headteacher 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 stair well; an asbestos management programme is in place.

The Headteacher, School Business Manager and Premises, Health and Safety Committee ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- All single and double sanitary fittings contain one or two washbasins respectively
- The number of washbasins is approximately two-thirds that of the WCs/urinals
- Separate washrooms for girls and boys are provided for pupils (with the exception Early Years) and separate washrooms are provided for staff and pupils - except that any disabled washrooms may be used by both boys and girls and also staff and visitors
- Staff washrooms are 'adequate' for the number of staff at the school

Currently there is no designated space giving appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- there is no designated room for medical or dental examination, however space is made available when necessary
- Where possible this space gives access to a washbasin and is reasonably near a WC

In consultation with our catering providers, Manchester Fayre, the Headteacher ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities in the school.

The Caretaker ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by meeting with cleaning staff and monitoring standards of cleaning.

The Caretaker ensures 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
- Each room or other space 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

This is done through a programme of monitoring and through systematic feedback from staff.

The Headteacher and Caretaker ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

In consultation with the Headteacher and the Leadership Team, the School Business Manager ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils.

The Caretaker ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

In consultation with the Headteacher and PE Leader, the Caretaker ensures that there are appropriate arrangements for providing outside space for pupils to play safely. The condition of all playground areas is monitored and deficiencies addressed. The Caretaker also in collaboration with the PE Leader ensures through regular checks that any equipment is maintained in a safe condition to enable effective and appropriate use. This equipment will be maintained and checked by an external contractor by an annual visit and when the need arises.

Training

The Headteacher, School Business Manager and the Caretaker will ensure that all staff receive relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained.

Records/Log Book

The Caretaker will maintain records of all checks that take place for the safe and affective operation of the site.

Grounds Maintenance

Grounds Maintenance at St. Catherine's is contracted out. The contractor will attend site at regular intervals to keep the site in good order.

Cleaning

Window cleaning is contracted out and this is carried out twice a year.

Implementation

Organisation

1. The Premises, Health and Safety Committee elected annually and consists of a Chair, Governors and includes the Headteacher. The Caretaker and School Business Manager may attend as invited guests. The Committee has the responsibility for ensuring that deficiencies are repaired, and that improvements, alterations and extensions to premises are carried out to defined standards and within budget constraints.
2. The Committee reports to the Governing Body.
3. The Committee is responsible for monitoring and advising on health and safety matters.

Arrangements

- a. The premises are audited annually, for condition of decoration, state of repair, suitability for purpose of use, health and safety, or other requested use/facility.
- b. Priorities are established by means of ranking the requirements, and balanced with the budget for the year; a timetable of works is agreed with the Headteacher.
- c. Specifications and quotations are drawn up for larger works. These are discussed at regular meetings of the Committee, and a programme of work is agreed. Contracts are awarded on the basis of 'best value for money' with regard to quality.
- d. Committee members are required to declare any interest that they may have in connection with a particular programme of work, or contract.
- e. Contractors are advised by the Headteacher of the Health and Safety Regulations operating in the school, and are required to go about their work with due consideration and safety for the smooth operation of the school activities.
- f. If any works required exceed available funds then priorities will be determined.

Priority is identified according to the following criteria

1. Work required on an urgent Health and Safety basis, including electrical safety, heating, dangerous walls, leaking pipes etc.
2. Serious deterioration of building or fabric where delay will lead to increased cost.
3. All other work, including decoration.
4. Routine maintenance is carried out by the Caretaker under the direction of the Headteacher. The Caretaker must be competent to carry out these functions, and some of these activities will require specific training.
5. Maintenance contracts are placed for specific items where the school does not have the manpower or the expertise. The contracts are reviewed periodically for cost effectiveness.

Premises Inspection/Management Regulations

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety & Welfare) Regs 1992
- The Education (Schools Premises) Regs 1996

Frequency of Inspection

The frequency of inspection is to take place no less than once a year.

For particular apparatus and equipment, the law requires specific checks by qualified personnel at set intervals in time. These intervals of time must be adhered to. Generally, the frequency of inspections should be such that they provide useful outcomes.