

PREMISES MANAGEMENT POLICY

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Statement of intent

Ravensbury Community 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 caretaking staff, who liaise with the Headteacher and the School 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

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 Caretaker, Headteacher and Business Manager will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

2.3 The Caretaker will identify and undertake/source all maintenance and repair work within the school premises.

3 ASBESTOS

3.1 The Governing Body, in collaboration with the Headteacher, School Business Manager, and the Caretaker, will ensure that it meets its duty to manage asbestos in the school premises.

3.2 The Headteacher, together with the Caretaker, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register. **There is no asbestos in the school.**

4 WATER SUPPLY

4.1 The Caretaker and Cleartech will check and ensure that the school's water supply meets regulatory requirements by carrying out the appropriate 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, sinks and showers have an adequate supply of hot and cold water.
- Temperatures do not exceed 43 deg C as stated in legislation.

5 DRAINAGE

5.1 The Caretaker 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 Caretaker will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that the 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's security arrangements are based on a risk assessment, regularly reviewed by the School Business Manager, Headteacher and Caretaker 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 Headteacher will ensure that school premises, used for a purpose other than conducting the school's main business, 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 Caretaker will ensure that the school building provides reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular checks. Any issues identified will be relayed to the Headteacher and School Business Manager.

9 EVACULATIONS

9.1 The Caretaker 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 Caretaker will ensure that access to the premises allows all pupils, including those with SEND, to enter and leave the premises in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

11. SUITABILITY

11.1 The Headteacher will ensure, as much as reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

11.2 The School Business Manager and Caretaker will further ensure that, in terms of the design and structure of school buildings, no area of the school compromise health and safety.

12. WELFARE

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

- The number of washbasins and toilets are appropriate.
- Separate washrooms for girls and boys are provided for pupils from Year 1 above and separate washrooms are provided for staff and pupils.
- Staff washrooms are adequate for the number of staff and pupils.

12.2 The Headteacher will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- a place to rest
- a washbasin

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 Caretaker will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

15. MECHANICAL SERVICES

15.1 The Caretaker 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 School Business Manager 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 Caretaker, in consultation with the Headteacher, SLT, Business Manager and SENCO 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 on an annual basis.

18 GROUNDS

18.1 The Caretaker in consultation with the Headteacher, and PE 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 and recorded by the Caretaker and deficiencies addressed.

19 HEALTH AND SAFETY AUDIT

19.1 The School Business Manager will ensure that the school's premises are subject to a regular health and safety audit.

19.2 The Headteacher will monitor that risk assessments are completed annually for each classroom.

20 FINANCIAL PLANNING AND CONTROL

20.1 The School Business Manager, senior management team and the resource committee will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.