



PREMISES MANAGEMENT POLICY

1 Background

The Walnuts School has a duty to ensure that the buildings under their control comply with appropriate statutory, regulatory and corporate standards. The school needs to consider the building;

Condition - focus on the physical state of the premises to ensure safe and continuous operation despite the amount of damage that can be caused by our most challenging pupils.

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.

2 What legislation applies to schools and colleges?

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. They include a general requirement that every part of the school's premises must be such as to reasonably assure the health, safety and welfare of the occupants. These regulations apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units.

Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment. Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms as well as conditions relating to residential schools.

3 Policy Statement

The school premises are constantly monitored by the Site Manager and Premises Team, and by a range of teams/individuals who report their observations to the Premises Staff and Senior Management Team (SMT). The school gives due regard to the regulations listed above.

The Site Manager together with the Headteacher will:

- Develop the Asset Management Plan
- Prepare a long term maintenance plan which is prioritised within available budgets using the school development plan
- Manage repair or improvement projects
- Prepare policies for security, fire safety, health and safety, including monitoring processes
- Ensure that risk assessments are prepared and acted upon
- Employ professional property advisors, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The Site Manager together with the Headteacher ensure that regular maintenance is carried out, in accordance with best practice and as required by legislation including the following:

5 Statutory Premises checks on:

- Electrical appliances
- Fixed electrical installation testing
- Emergency lighting testing
- Fire Alarm testing
- Fire door
- Fire fighting equipment
- Fire risk assessments
- Gas appliances
- Gas boilers maintenance
- Gas pipe soundness
- Kitchen deep cleaning
- Lift safety
- Local Extraction Ventilation
- Machinery tooling
- Oil boiler maintenance
- Oil pipework pressure tests
- Oil storage tank
- PE equipment
- Pressure valve

6 Water Supply (Legionella)

The Site Manager ensures 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 the appropriate intervals to ensure that:

- The school has a wholesome supply of water for domestic purposes including a supply of drinking water
- WCs and urinals have an adequate supply of cold water and washbasins, sinks(including deep sinks) and showers have an adequate supply of hot and cold water
- The temperature of hot water supplies to showers shall not exceed 43deg C

7 Asbestos

The school maintains an asbestos register which contains a copy of the asbestos survey. This shows where in the premises asbestos has been identified or is suspected. Approved registered contractors would be employed to deal with any removal. The Site Manager is responsible for ensuring that any areas containing asbestos are visually inspected on a regular basis to ensure that the material is not damaged or deteriorating in any way.

8 Other Premises details

8.1 Drainage

The Site Manager ensures 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.

8.2 Load bearing structures

The Site Manager has ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary.

8.3 Buildings

The Site Manager and Headteacher ensure:

- that the school buildings are maintained in a satisfactory condition by planning and implementing a programme of maintenance and redecoration that takes place primarily during school holidays, with smaller tasks being completed during the year.
- that classroom fixtures and fittings are appropriately designed for the age and needs of the pupils by taking into account the changes that may be generated by annual review of classes and the summer programme of works
- that the school buildings are maintained in a tidy, clean and hygienic state by overseeing the work of the Premises Team and cleaners.
- that there are facilities for pupils who are ill. A room will be provided for medical examinations.
- that school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- 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 to a ramp for wheelchair users.
- there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.
- 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
- that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that:
 - Staff washrooms are 'adequate' for the number of staff at the school.
 - Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible from the playing field where the exercise takes place.

- that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that:
 - there is a room for medical or dental examination
 - the room contains a washbasin
 - the room is reasonably near a WC.
- 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 college has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on).
 - Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at
 - in teaching, private study and examination areas: 18°C
 - in areas for physical education, washing, sleeping or circulation: 15°C.
- that 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

8.4 Catering

The Catering Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

9. Health and Safety Audit

The School's premises will be inspected annually by the Site Manager in conjunction with the Health & Safety Governor.

Any matters of concern are discussed termly at the Finance, Premises & Environment Committee meetings.