



## Premises Management Policy

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- Partial Revision
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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



# Hallam Fields Junior School

## Premises Management Policy

Date policy last reviewed: March 2022

Signed by:

\_\_\_\_\_ Headteacher Date: 05.12.2024

\_\_\_\_\_ Chair of governors Date: 05.12.2024

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## Statement of intent

Hallam Fields Junior School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school will consider each building's:

- **Condition:** focussing 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:** focussing 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.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Statutory Premises Management Documents
- Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Site security guidance'
- DfE (2023) 'Managing asbestos in your school'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Good estate management for school (GEMs)'
- DfE (2023) 'Good estate management for schools: estate management competency framework'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following school policies:

- Asbestos Management Policy
- Asbestos Management Plan
- Accessibility Policy
- Accessibility Plan
- Adverse Weather Policy
- Lockdown Policy
- Health and Safety Policy
- Fire Safety Policy
- First Aid Policy

## 2. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Taking a strategic approach to the management of the school's land and buildings, in line with business planning objectives.
- Having the right plans and documents in place to help create an environment that supports good teaching and learning.

- Ensuring the school's policies and procedures help to manage the site effectively and efficiently.
- Understanding the legal interests, limitations, and responsibilities for the school site.
- Possessing a comprehensive understanding of the condition, suitability and sufficiency of the land and buildings on the school site.
- Using the knowledge of the school site to inform strategic planning and decision-making.
- Delivering effective performance management across the site.
- Ensuring energy, water and other resources are used efficiently and waste is kept to a minimum.
- Ensuring the school site is safe for all users.
- Ensuring that the condition of the school site and supporting policies fully comply with relevant legislation and regulatory standards.
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Ensuring all site-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all site-related projects deliver the desired outcomes.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with disabilities.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The SBM is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher.
- Supervising the delivery of activities identified in the site asset management plan.
- Identifying and addressing training needs of operative staff.
- Identifying and escalating concerns about areas for improvement on the school estate.
- Ensuring operational working practices are actively and consistently applied across the site that reflect the school's strategic approach.
- Monitoring, collecting and assisting in producing information for reporting to senior leadership and governing body.
- Escalating staff and wider stakeholder complaints to senior leadership.
- Ensuring operative staff carry out their activities in accordance with organisational site-related policies and procedures.
- Acts promptly to deal with site issues and condition risks.
- Making sure work is approved and signed off in line with set processes and procedures as necessary.
- Helping to keep track of spending across the site in line with available budgets.
- Challenging others appropriately where they see wastage and raising with senior leadership team as appropriate.

- Ensuring recognised financial procedures and practices are being followed.
- Supervising and supporting external contractors on-site to ensure procurement requirements are met.
- Supporting the implementation of business continuity and emergency planning processes.
- Purchasing new equipment and resources for the school.
- Checking the school's compliance with the relevant health and safety and premises management legislation and reporting any issues to the governing board.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

The Caretaker is responsible for:

- Reporting any issues with the premises to the SBM, headteacher and governing board as appropriate.
- The security of the school, including locking down the school after-hours and reopening the school.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- Providing basic information about the school site to senior leadership as appropriate.
- Working within set processes and procedures relating to the management and operation of the site.
- Assisting and supporting external contractors on site to ensure procurement requirements are met.
- Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis.
- Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur.
- Reporting condition and any health and safety issues to the SBM or headteacher.

The Headteacher is responsible for:

- Conducting the health and safety audit with the SBM.
- Completing the asbestos management checklist with SBM.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Checking the school's compliance with the relevant health and safety and premises management legislation and reporting any issues to the governing board.
- The security of the school, including organising the locking down of the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the SBM and governing board as appropriate.
- Ensuring that the premises-related needs of people with disabilities are met, e.g. accessibility.
- Reviewing this policy in liaison with the SBM.

- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.

### **3. Asbestos**

The governing board, headteacher and SBM will ensure that the school meets its duty to manage asbestos in school.

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register (including associated remedial actions) and an Asbestos Management Plan. The SBM/headteacher will review the school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The headteacher will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the governing board and SBM, will arrange for any necessary repairs to the school regarding asbestos. The SBM and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

### **4. Water supply**

The headteacher/SBM will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary 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 and sinks and showers have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8.
- A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services.



## **5. Temperatures**

Our aim is that where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21°C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18°C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15°C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1°C.

Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

## **6. Toilet and washing facilities**

Toilet and washing facilities will be planned to ensure that hand washing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

## **7. Accessibility**

The headteacher and SENCO will keep the school's Accessibility Plan up-to-date, to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.

The school will take account of its Accessibility Policy when managing and maintaining the school site.

## **8. Drainage**

The caretaker will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water – external drainage specialists will be called in should problems arise.

The caretaker will ensure gutters are regularly cleaned.

## **9. Lighting**

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark. Car parks will be well lit. Emergency lighting will be provided for areas which are accessible after dark.

Security lighting will be provided around the perimeter of school buildings with dusk-to-dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.

Some of the adaptations the school will make may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

The SBM will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies
- Main panels
- Distribution boards
- Lighting
- Socket outlets
- Air conditioning
- Other fixed plants.

## **10. Security**

The SBM and caretaker will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the headteacher, SBM, and SLT, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

## **11. Weather**

The caretaker 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 in the event of adverse weather. Any issues identified will be relayed to the SBM/headteacher.

## **12. Evacuations**

The headteacher will ensure there is sufficient access so that emergency evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, the SBM will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the governing board and SENCO, where appropriate.

When assessing the safety of the school, the Lockdown Policy will be considered, and reviews will be made where necessary.

### **13. Suitability**

The SBM will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The SBM and headteacher will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

### **14. Fire safety**

School premises and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to fire safety.

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Risk Assessment.

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The caretaker will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

### **15. Catering**

The Local Authority's Food Policy will be adhered to at all times. The SBM, 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.

### **16. Cleaning**

The headteacher/SBM will be responsible for managing cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

## **17. Acoustics**

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise.

## **18. Maintenance**

The SBM 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 good practice checks. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

## **19. Furnishings**

The SBM, 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.

## **20. Grounds**

The SBM, in consultation with the headteacher, and deputy headteacher, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas will be monitored by the caretaker and deficiencies addressed. The school will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

## **21. Health and safety audit**

The headteacher/SBM will ensure that the school premises are subject to a regular health and safety audit. The headteacher will monitor that health and safety risk assessments are completed annually for each department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up-to-date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

## **22. Electrical testing and inspection**

A PAT exercise will take place bi-annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

For portacabins, the time interval between periodic inspection and testing of is a matter of engineering judgement and will depend on a variety of factors, including the level of supervision of the unit previously, the frequency of use and the severity of the external influences to which it is exposed, e.g. the weather.

The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

## **23. Monitoring and review**

This policy is reviewed biennially by the headteacher and SBM. The next scheduled review date for this policy is December 2026.

Any changes to this policy will be communicated to all relevant staff members.