



Hallam Fields Junior School

Premises Management Policy

Date policy last reviewed: _____

Signed by:

_____	Headteacher	Date: 31.03.2022
_____	Chair of governors	Date: 31.03.2022

Last updated: 4 January 2022

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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:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2019) 'Site security guidance'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2020) 'Good estate management for schools'
- DfE (2021) 'Keeping children safe in education 2021'

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.
- 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:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and good value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. cleaning and caretaking staff.
- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher.
- Identifying and undertaking any maintenance and repair work.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.
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The headteacher is responsible for:

- Conducting the health and safety audit.
- Completing the asbestos management checklist.
- 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 locking down 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 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, deputy headteacher and relevant heads of department, 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 bi-annually by the headteacher and SBM. The next scheduled review date for this policy is March 2024.

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

Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit	Y	Survey, report and access statement covering learning, teaching and physical access.	Feb 2025
Air conditioning	Y	Dependent on refrigerant gas used, testing and servicing quarterly, six-monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	July 2022
Asbestos	Y	Asbestos register and management plan.	April 2026 Survey with Annual inspection in school by SBM/headteacher
Car parking and vehicle and pedestrian segregation	N	General risk assessment required.	Required
Building and grounds condition survey	Y	Inspection of building and facilities for asset management planning.	March 2022
Classroom assessment	Y	Annual assessment with termly review.	March 2023
Control of substances hazardous to health (COSHH) risk assessment	Y	For storage and use of any hazardous substances.	Controlled by Vertas
Display energy certificate (DEC)	Y	Requirement for buildings with floor area over 1000m ² to display the energy use of the school buildings.	Feb 2023
Duct hygiene (air conditioning, plenum heating)	Y	Inspection and testing, thorough cleaning routine determined from testing and inspection results.	July 2022
Electrical: portable appliance testing (PAT)	Y	Safety checking and testing of electrical appliances.	Oct 2022

Aspect	Existing document (Y/N)	Requirement	Review date
Electrical: fixed wire testing	Y	Testing of all fixed wiring boards and all distribution boards every three to five years.	Oct 2025
Emergency lighting	Y	Inspection and testing of system, monthly checks by the caretaker to check functionality, and battery discharge tests.	Oct 2022
Extraction systems, including fume cupboards	Y	Inspection and testing of dust extraction equipment.	Check Kitchen
Fire risk assessment	Y	Inspection and annual review, or whenever any changes are made that will affect the assessment.	March 2023
Fire alarm and detection systems	Y	Weekly fire bell test, six-monthly fire drill, and annual service and inspection.	Oct 2022 Annual inspection
Fire doors	Y	Checked regularly to ensure functioning correctly.	Weekly
Fire extinguishers and appliances	Y	Inspection and testing of equipment – if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	Oct 2022
First aid equipment	Y	Regular checks recommended, replenishing equipment and stock, and replacing out-of-date items.	Termly checks
Floor plans	Y	Up-to-date floor and roof plans are created when changes are made.	Oct 2022
Gas safety	Y	Inspection and certification, identification and location of gas equipment and supplies.	Oct 2022
Gas appliance	Y	Annual servicing for efficient operation and combustion.	Oct 2022
Gas pipework	Y	Visual inspection and testing.	Oct 2022
Glazing	Y	Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	Replacement units are toughened safety glazed units

Aspect	Existing document (Y/N)	Requirement	Review date
Incoming services and isolation points	Y	Awareness of incoming water, gas and electrical mains for emergency planning in the case of an unexpected event.	Oct 2022 Critical Incident Plan
Lightning conductors	Y	Inspection and full test to assess adequacy of earthing, evidence of corrosion.	March 2023
Mobile classroom stability	N/A	Structural inspection of mobile classrooms.	Review after modular build
Planned preventative maintenance (PPM)	Y	PPM in place for all buildings, plants and equipment.	On-going
	Y	Current servicing records are available.	On-going
	Y	Annual maintenance inspections completed.	On-going
Fixed playground and gym equipment	Y	Inspection and testing.	May 2022
Radon	Y	Risk assessment carried out and updated as necessary.	DCC May 2018
Slips and trips	Y	Risk assessment carried out and updated as necessary.	Overdue
Tree safety	Y	Risk assessment carried out and updated as necessary.	March 2017
Water hygiene and safety, legionnaires' disease: water systems, cold water systems	Y	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks regularly undertaken.	Nov 2020
Water hygiene and safety, legionnaires' disease: low pressure hot water systems	Y	Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps, etc.	Nov 2021
Water and surface temperature	N	Risk assessment carried out and updated as necessary.	Required
Workstation assessment	Y	Analysis of all workstations to assess any health and safety risks.	Overdue

Aspect	Existing document (Y/N)	Requirement	Review date
Working at height	Y	Risk assessment carried out and updated as necessary.	Overdue

Asbestos Management Checklist

Criteria	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>	Y	Headeacher
<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>	Y	Headteacher/SBM annual inspection
<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>	Y	Detailed plans in Premises Asbestos Management Folder in Office Red Box
<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>	Y	Detailed in Premises Asbestos Management Folder in Office Red Box
<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 and planned checks. It should set out clear lines of responsibility.</p>	Y	Detailed in Premises Asbestos Management Folder in Office Red Box
<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>	Y	Permit to Work provided for contractors

<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>	Y	Vertas Caretaker awareness training
	Y	DCC/Vertas Caretaking Staff Awareness Training
	Y	Permit to Work for external contractors
	Y	DCC organise licenced contractor

Further action needed

Action required	Action taken	Date	Signature
Check for updates / new risk assessments			
Update overdue reviews of risk assessment			

Name	
Job role	
Name of school	Hallam Fields Junior School
Signature	
Date	31/3/2022