

Premises Management Policy

Weaverham High School



Approved by:	Governing Body	Date: 22 nd March 2023
Last reviewed on:	March 2023	
Next review due by:	March 2024	

Schools and colleges are 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 alarms, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

Purpose

1. This policy outlines the School's commitment to effective premises maintenance and up keep of the grounds, buildings and supporting infrastructure services.

2. By implementing such a policy Weaverham High School 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 through competent persons
- establish a programme for carrying out inspections of the school for the control of risks

3. This policy should be read in conjunction with the:

Health and Safety Policy

First Aid Policy

Accessibility Plan

4. The Governing Board 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. This statement relates to:

- all buildings, structures and infrastructure (both temporary and fixed)
- all services including water, electrical, gas, pressure systems and heating and ventilation, drainage and sewage
- all plant, fixed equipment and temporary equipment

IMPLEMENTATION

5. Organisation for the implementation of this policy is outlined below

- The Site Manager has the responsibility for ensuring that deficiencies are repaired and that improvements, alterations and extensions to premises are carried out to defined standards, within budget.
- The Site Manager is responsible for monitoring and advising on Health and Safety matters.
- Governors may undertake an annual tour of the site as required.

6. Arrangement for the implementation of this policy is outlined below

- The premises are audited annually, for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or other requested facility.
- Priorities are established, by means of scoring the requirements where required, and balanced with the budget for the year. A timetable of works is agreed with the Headteacher.

- Specifications and quotations are drawn up for larger works. These are discussed at regular meetings or written updates to the Leadership and Management Committee and Finance Committee, and a programme of work is agreed. Contracts are awarded on the basis of the School's Procurement and Best Value Policies.
- Contractors are advised by the Site Manager 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.
- Work required will always exceed the funding available and therefore prioritisation is essential.

PRIORITY

7. The basis for priority is:

- work required on an urgent Health and Safety basis, including electrical safety, heating, dangerous walls, leaking pipes etc.
- serious deterioration of building or fabric where delay will lead to increased cost
- all other work, including decoration

8. Routine maintenance is carried out by the site staff under the direction of the Site Manager. The site staff must be competent to carry out these functions, and some of these activities will require specific training. 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. The Governing Board aims to ensure that the School premises are fit to teach in, by provision of adequate management for the funding, maintenance, and review of the upkeep of the fabric of the School.

PREMISES INSPECTION AND MANAGEMENT STANDARDS

9. The School will comply with the relevant regulations and standards that apply to educational organisations which currently include, but are not limited by

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- The Education (School Premises) Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (amended 2004);
- The Control Of Legionella Bacteria In Water Systems - Approved Code of Practice & guidance (L8)
- Construction (Design and Management) Regulations 2007
- Regulatory Reform (Fire Safety) Order 2005;
- Control of Asbestos Regulations 2012
- Equality Act 2010
- Work at Height Regulations 2005
- Load Operating and Lifting Equipment Regulations 1998

FREQUENCY OF INSPECTION

10. The frequency of inspection is to take place no less than once a year for most items. The Site Manager is responsible for ensuring that checks are made and that the Headteacher is made aware of any issues. For some 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, frequency of inspections should be such that it provides useful outcomes and is not seen as simply a bureaucratic exercise.

11. The School has responsibilities for the repair and maintenance of the premises which include:

- Air Conditioning Systems
 - Asbestos register
 - Artificial Grass Pitch
- Automated gates
- Compulsory Display of Notices
 - Contractor Qualification Check
- Control of Substances Hazardous to Health (COSHH) Risk Assessment
- CCTV
- Drainage
- Electrical – PAT
- Electrical – Fixed Electrical Installations
- Emergency Lighting
- Extraction Systems
 - Fire Risk Assessment
- Fire Detection and Alarm Systems
- Fire Doors
 - Fire Fighting Equipment
- First Aid Equipment
- Fume Cupboards
 - Gas Safety/Gas Appliance/Gas Pipe Work
- Heating Systems
- IT Infrastructure
- Lettings Equipment
- Medical Room
- PE equipment
- Staff Room
- Toilet Facilities
- Water Hygiene and Safety

- Weather Protection

12. The Site Manager keeps a report of all statutory Health and Safety contracts including the date of the last inspection, and the due date of the next.

SECURITY ARRANGEMENTS

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

14. The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by the Site Manager and when necessary Senior Leadership Team, 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

ACCESSIBILITY

15 The Headteacher and Site Manager ensure 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. The Site Manager ensures that access to the school allows all students, 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.