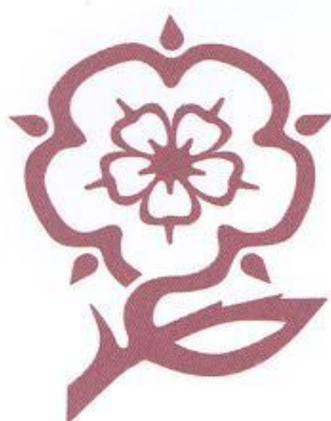


# Bullers Wood School

## Premises Management Policy



*Quod Potes Tenta*  
*Strive to your Utmost*

<b>Policy created by:</b> Deputy Headteacher	<b>Date of Adoption:</b> December 2015	<b>Date to be Reviewed:</b> December 2017	<b>To be reviewed by:</b> BH&S Committee
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## **Background to this policy**

The Education Act 1996 places a duty on the Secretary of State to prescribe standards for the premises of all maintained schools in England and Wales<sup>2</sup>. Those for England are set out in The School Premises (England) Regulations 2012 (SPRs) and they apply to all existing and new schools maintained by a local authority.

Similarly, the Education Act 2002 empowers the Secretary of State to prescribe standards for the premises of independent schools, which include Academies (including alternative provision Academies) and Free Schools. These are set out in Part 5 of The Education (Independent School Standards) (England) Regulations 2010<sup>4</sup> (ISS).

While there continue to be two sets of school premises regulations in place, their requirements are now identical and all types of schools now have to meet the same standards. This guidance therefore applies to all types of schools in England.

## **What legislation applies to schools and colleges?**

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. 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 boarding schools.

## **Policy Statement**

The premises of Bullers Wood School are constantly monitored by the Health and Safety Committee, Site Manager and Caretaking Staff. The Head of Department is responsible for reporting Health and Safety concerns to the Site Manager and/or site team.

Particular attention is paid to the following areas:

### **Water Supply**

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 legionella checks are carried out at appropriate intervals to ensure that suitable drinking water facilities are provided and;

- toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water.
- cold water supplies that are suitable for drinking are clearly marked as such; and
- the temperature of hot water at the point of use does not pose a scalding risk to users.
- the facilities provided will be suitable only if they are readily accessible at all times when the premises are in use and they are in a separate area from the toilet facilities.

### **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.

### **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.

### **Security arrangements**

The Site Manager and Caretaking team ensures the School has adequate security Arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance and that the School perimeter fence is secure.

The School's security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- the location of the School
- the physical layout of the School (e.g. multiple buildings)
- the movements needed around the site
- arrangements for receiving visitors
- staff/student training in security
- DBS checks on contractors

### **Lettings**

The Finance Assistant and Site Manager ensure that those areas of the School which are used outside of the standard School working day are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the Headteacher or Deputy Headteacher so that arrangements may be discussed and the necessary arrangements implemented.

### **Resistance to the weather**

The Site Manager ensures that School buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

### **Evacuations**

The Site Manager ensures 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.

### **Accessibility**

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.

### **Suitability**

The Site Manager ensures 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 and an asbestos management programme is in place.

### **Welfare**

- The Site Manager has ensured 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, and Advice on standards for school premises (March 2015). ISS Regulation 23A Suitable toilet and washing facilities are provided for the sole use of pupils;
- Separate toilet facilities for boys and girls are provided
- Suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the school year who receive physical education.
- Separate facilities are provided for pupils who are disabled, they may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled.

- 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.

The Site Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that;

- accommodation is available for the medical examination and treatment of pupils.
- accommodation for the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.
- suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including accommodation for the medical examination and treatment of pupils and the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility. There are suitable rooms for this purpose located in Bullers Wood House.

### **Acoustics**

The Site Manager ensures that there is minimal disturbance from unwanted noise (such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic). In classrooms, class bases and other areas used for teaching, this will allow teachers to communicate without straining their voices.

### **Acoustic conditions**

- "Acoustic Design of Schools" sets out performance standards in terms of the school has: adequate sound insulation of internal walls and floors to minimise disturbance from sound generated in adjacent areas.
- suitable indoor ambient noise levels to enable clear communication. Suitable indoor ambient noise levels will vary depending on the activity taking place. The school is aware of noise sensitive activities taking place, such as listening to music or learning a language, are less tolerant of background noise, as are rooms used for teaching pupils with hearing impairment and some other special educational needs. Reasonable measures are taken to insulate the rooms used for these activities.

### **Catering**

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

### **Cleaning**

The Site Manager ensures that classrooms and other parts of the School are maintained in a tidy, clean and hygienic state by carrying out regular cleaning checks with the cleaning company and their Cleaning Supervisor. These are recorded and a value for cleanliness is awarded. A meeting will be instigated between the Deputy Headteacher and cleaning company if the Site Manager does not agree with the value awarded.

### **Mechanical Services**

The Site Manager ensures 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 School has lighting appropriate to its normal use as follows: teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on). Improvements are made through the 5 year maintenance plan.

- 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 or circulation: 15°C.

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.

### **Maintenance**

- The Site Manager ensures that there is a maintenance and decoration programme. Most of this work takes place during the School holiday periods, but smaller tasks may be completed during term time.
- The Site Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The Site Manager ensures any works carried out meet the Construction (Design and Management) Regulations 2015.
- The Site Manager reports regularly to the Governing Body on maintenance issues.
- The Site Manager ensures the School receives certificates annually for gas, lighting and boilers.
- The Site Manager also ensures a tree survey and a check of the premises boundaries and fences are carried out.

### **Health and Safety Audit**

- The School's premises are subject to a yearly Health and Safety check from the Site Manager.
- Any matters of concern are discussed termly at the Resources Committee meetings chaired by the Deputy Head and at the Health and Safety Committee meetings (2 meetings per term). The Health and Safety Committee is responsible for ensuring risk assessments are completed across all School departments.

### **The following guidance and regulated documentation has been adhered to in this policy;**

- Advice on standards for school premises 2015
- The Education (School Premises) Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005
- The Equalities Act 2010
- The Building Regulations 2010
- HSE Guidance on Managing Legionella
- Departmental advice on health and safety