



'Striving, Supporting, Inspiring, Succeeding'

ST STEPHEN'S INFANT SCHOOL



Policies

PREMISES MANAGEMENT

| | | |
|--|--------------------|-------------------------|
| REQUIRED REVIEW FREQUENCY | | EVERY 2 YEARS |
| NEXT REVIEW DATE | | MARCH 2024 |
| VERSION | APPROVED BY | DATE OF APPROVAL |
| 4 | Resources | 16 March 2022 |
| KEY CHANGES: Changes throughout the document from The Education (School Premises) Regulations 1999 to The School Premises (England) Regulations 2012. The appendix has also been removed. | | |

Chairman of the Resources Committee

1. Introduction

The School Premises (England) Regulations 2012 stipulate minimum standards for school premises. 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.

Local Authorities have a duty to ensure that school premises buildings under their control comply with the statutory, regulatory and corporate standards. This task has become increasingly complex, with the delegation of relevant budgets and responsibilities to individual schools. In the current situation day to day premises management is delegated to each school with the ultimate accountability remaining at corporate level within the Local Authority.

This policy document relates to the premises management activities which are the delegated responsibility of St Stephens Infant School (SSIS).

2. Purpose

By implementing the Premises Policy the Governing Body will ensure that the all relevant parties are aware of the premises management activities that are conducted in SSIS and the accountabilities / responsibilities assigned.

3. Scope

The Premises Policy covers SSIS buildings, grounds, services and equipment.

4. Processes

4.1. Inspection

The premises must be inspected no less than once per year, for condition of decoration and state of repair, suitability for purpose of use, or other requested facility.

Specific premises inspections and risk assessments are required to ensure compliance with:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety & Welfare) Regulations 1992
- The School Premises (England) Regulations 2012

For some compliance checks the law requires specific activities are carried out by qualified personnel at set intervals in time (e.g. South Gloucestershire Council Property Survey). These intervals of time must be adhered to.

To ensure a full and consistent inspection it will be conducted using a standard checklist.

4.2. Rectification

Rectification action priorities must be established by means of scoring the requirements, and balanced with the amount of Devolved Capital Budget available.

The basis for priority is:

1. Work required on an urgent Health and Safety basis, including removal of asbestos, electrical safety, heating, dangerous walls, leaking pipes etc.
2. Serious deterioration of building or fabric where delay will lead to increased cost.
3. All other work, including decoration.

For larger requirements, a scope of work must be drawn up and quotations obtained. These will be discussed at regular meetings of the Resource Committee, and a programme of work covering a three year period will be agreed.

Obtaining quotations, approving expenditure and placing contracts will be subject to the rules defined in the SSIS Terms of Reference for Financial Responsibilities.

Contracts will be awarded on the basis of 'best value for money' with regard to quality. Committee members are required to declare any interest that they may have in connection with a particular programme of work, or contract.

Before any work is undertaken contractors must be advised by the Head Teacher 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.

4.3. Routine Maintenance

Routine maintenance, including preventative maintenance, will be carried out under the direction of the Head Teacher. The Headteacher will ensure that the Caretaker is competent to carry out these functions, and some of these activities may require specific training.

The rules defined in the SSIS Terms of Reference for Financial Responsibilities also apply to expenditure on routine maintenance.

Maintenance contracts will be placed for specific items where the school does not have the manpower or the expertise. The contracts will be reviewed periodically for cost effectiveness.

5. Roles & Responsibilities

Accountability for premises management lies with the Full Governing Body (FGB) but responsibility is delegated to the Resources Committee which is elected annually and consists of a Chairperson, Governors and includes the Head Teacher and the school Caretaker. The Committee has the following specific responsibilities for premises management:

- to identify and prioritise key issues, including health and safety, for the maintenance and development of the school's premises
- to establish a repairs / maintenance / renewal plan and review annually (to be approved by FGB)
- to oversee arrangements for repairs and maintenance
- to establish a building development plan and review annually (to be approved by FGB)
- to maximise security of all school buildings and equipment
- to establish an accessibility plan and review annually (to be approved by FGB)
- to make regular inspections to school buildings / property and organise any outside inspections and price quotations where appropriate, subject to FGB approval.
- to ensure that deficiencies are repaired, and that improvements, alterations and extensions to premises are carried out to defined standards, within budget.

- to monitor and advise on Health and Safety matters and report to the FGB

Responsibility for the conduct of premises management lies with the Head Teacher and school Caretaker who will ensure that:

- inspections and compliance checks covering premises condition and suitability requirements take place at the required times
- inspections , compliance checks and risk assessments covering Health and Safety requirements take place at the required intervals times
- the school's water supply meets the requirements of the School Premises (England) Regulations 2012 by ensuring that the appropriate checks are carried out at appropriate intervals. See Appendix.
- there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water - by carrying out regular checks (excluding lifting of manhole covers) and calling in drainage specialists should problems arise
- 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 with security arrangements as appropriate; that the school's perimeters are secure
- the school's security arrangements are based on a risk assessment for the school and regularly reviewed explicitly taking into account:
 - the location of the school
 - the physical layout of the school (e.g. multiple sites)
 - the movements needed around the site (e.g. crossing roads, using public spaces)
 - arrangements for receiving visitors
 - staff/pupil training in security
- there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same
- 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.
- reasonable assurances can be given that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.
- classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils - by carefully monitoring the number, age and needs of pupil who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that:
 - the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance
 - in the Early Years Foundation Stage, floor space is provided in keeping with the requirements of 2.3 sq m each for those aged 3 to 5 (Note:

SSIS practice is 2.1 sq m per child)

- in terms of the design and structure of the accommodation, no areas of the school compromise health or safety; an asbestos management programme is in place.
- the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory and in accordance with the School Premises (England) Regulations 2012.
- there are appropriate facilities for pupils who are ill in accordance with the School Premises (England) Regulations 2012 in that:
 - there is a room for medical or dental examination
 - the room is reasonably near a WC
 - the room contains a washbasin (Note: SSIS - washbasin is in WC)
- there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the School Premises (England) Regulations 2012..
- the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at the school - by responding to specific requests for appropriate furniture and fittings which are generated as a result of an annual review of furniture and fittings.
- there is appropriate flooring in good condition - by carrying out regular visual checks and implementing any necessary repairs/replacements.
- there is a satisfactory standard and adequate maintenance of decoration - by implementing a planned programme of redecoration. Most of this work to take place during the school holiday periods, but smaller tasks may be completed during term time.
- where food is served, there are adequate facilities for its hygienic preparation, serving and consumption - by requiring the Catering Manager to make regular reports on the kitchen facilities.
- classrooms and other parts of the school are maintained in a tidy, clean and hygienic state - by overseeing the work of a team of cleaners and monitoring standards of cleaning.
- the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground - by carrying out regular visual checks. There is also a reporting system in place, whereby members of the Leadership Team have responsibility for reporting building faults
- each load bearing structure complies with the School Premises (England) Regulations 2012 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
- those of the School's premises which are let for a purpose other than conducting the school are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users - by referring all new lettings to the Head so that arrangements may be discussed and necessary arrangements implemented

- the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform the Head if problems arise as a result of deficiencies in this area.
- there are appropriate arrangements for providing outside space for pupils to play safely. The condition of all playground areas and play equipment must be monitored and deficiencies addressed.

6. Acknowledgements

This document is based on a template provided on the internet by Rhyl Primary School and expanded using details from the Premises Management policy of the Sunderland High School,

7. References

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1992

Workplace (Health, Safety & Welfare) Regulations 1992

The School Premises (England) Regulations 2012

SSIS Terms of Reference for Financial Responsibilities