

ALVERTON SCHOOL

PREMISES MANAGEMENT POLICY

This document is a statement of the aims, principles and procedures at Alverton School which is part of Truro and Penwith Academy Trust. It was developed and approved by the Governing Body in September 2014 and is kept under regular review. This is a key document of the school and it applies to all staff of Alverton School. The policy is available on the website. This policy is to be read in conjunction with the Premises Log Book.

School Premises Management Policy

Alverton School carefully considers the building's condition and suitability to ensure safe and continuous operation and effective management of curriculum needs. Effective management of school buildings is the responsibility of the Health and Safety Manager, Site Manager and the Headteacher.

This document is reviewed every two years by the Health and Safety Manager or as events or legislation change requires.

Background

Alverton School has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The school needs to consider the building:

- **Condition** – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.
- **Suitability** – focus 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.

What legislation applies to the school

- The Education (School Premises) Regulations 1999 which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.
- The Health and Safety at Work etc Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.

- The Workplace (Health, Safety and Welfare) Regulations 1992 which outline provisions that must be made in relation to the work environment.
- Managements of Health and Safety at Work Regulations 1999 (MHSWR).
- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.
- Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

The school premises are constantly monitored by the Site Manager, by the Health and Safety / Premises Manager, by the School's Health and Safety Governor, and by a range of teams / individuals who report their observations / concerns to the premises staff and Headteacher. The school gives due regard to the regulations listed above.

The Health and Safety Manager:

- Develops the Asset Management Plan
- Maintains the Mechanical & Electrical Compliance Schedule
- Prepares a long-term Maintenance Plan which is prioritised within available budgets using the School Development Plan
- Prepares policies for security, fire safety, health and safety, including monitoring processes
- Ensures that risk assessments are prepared and acted upon
- Employs professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The School Caretaker:

- Prepares Maintenance Plans which are prioritised within available budgets using the School Development Plan
- Acts as key holder for the site, ensuring security at all times including the operation of alarms.
- Participates in evacuation processes as agreed and in accordance with the school's recognised Evacuation Procedure.
- Assists in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti.
- Ensures, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- Undertakes the efficient operation & maintenance of the heating and hot-water systems, ensuring its good working order.
- Records and monitor gas / electricity / water (as applicable) meter readings.
- Undertakes routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary.

The school undertakes the following as prescribed by legislation:

The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following;

- a. Boiler maintenance

- b. Electrical appliances checks
- c. Fixed electrical installation testing
- d. Emergency lighting testing
- e. Lightning protection
- f. Fire risk assessments
- g. Fire alarm testing
- h. Fire door checks
- i. Fire extinguisher checks
- j. Gym equipment safety checks (indoor and outdoor)
- k. Portable appliance testing
- l. Gas appliances safety checks
- m. Gas pipe soundness checks
- n. Kitchen deep cleaning
- o. Lift safety checks
- p. Pressure vessel checks

Water Supply (Legionella)

The school arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) for all premises is arranged to ensure that:

1. the school has a wholesome supply of water for domestic purposes including a supply of drinking water
2. WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
3. the temperature of hot water supplies to showers & taps shall not exceed 43°C.

Asbestos

The school maintains an asbestos register and plan which contains a copy of the current asbestos survey. This shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (*where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities then it is safer to leave it in place*).

Drainage

The school 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.

Glazing

The school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

Accommodation

- The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration.
- The school ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs / replacements.
- The school ensures that the furniture and fittings are appropriately designed for the age and 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 the annual adaptation and summer programme of works.
- The school ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of a team of site team and cleaners and monitoring standards of cleaning.
- The school ensures that there are appropriate facilities for pupils who are ill.
- The school ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs
- The school ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well.
- The school ensures that 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.
- The school ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- The school ensures 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.
- The school ensures that 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 with appropriate access for wheelchair users.
- The school ensures that, where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- The school ensures that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

Contractors

The school ensures:

- that adequate arrangements are in place to select, appoint and monitor anyone undertaking works;
- the competence of contractors (competence can be judged from past experience, recommendation, pre-selection evaluation or a combination that takes into consideration the nature and scale of the works required);

- where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively;
- that the contractor has a current health and safety policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site-specific conditions.

Commissioning a large project

The school seeks a property professional to work with the school when undertaking large building projects. The property professional would be commissioned to carry out the following steps:

- I. Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- II. Specification – with the school to producing a technical specification for the work
- III. Tender – going out to tender to a number of appropriate contractors
- IV. Evaluation of Tenders – checking the validity and accuracy of the tenders
- V. Site Management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations
- VI. Handover – accepting the finished project. Carrying out snagging and testing.
- VII. Invoice check – checking the validity and accuracy of invoices.

Waste

The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

Vehicle Segregation

The school ensures that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner.

Lettings

The school ensures that the premises which are used for a purpose other than conducting the school curriculum (the hall or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

Trees

The school ensures that an annual tree survey takes place for which a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist.

The school's premises are subject to regular Health and Safety checks by the responsible Health and Safety Manager, the Site Manager and the Health and Safety Governor with Health and Safety responsibilities. Any matters of concern are discussed at appropriate meetings, including governor meetings.

Next Review – July 2020