

**LOVE, COURAGE & RESPECT**

Learning and Achieving Through Love, Courage and Respect

# **BRIGHSTONE C.E. PRIMARY SCHOOL**



# **PREMISES MANAGEMENT POLICY**

Revision No.	Date Issued	Prepared by:	Approved by:	Comment
1	15 March 2017	ES	Finance	New Policy
2	6 Sept 17	ES	Finance	Slight amendments
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4	May 2022	ES		Slight amendments
5	September 2023	ES	Finance	Slight amendments
6	December 2024	ES	FGB	Slight amendments

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## **Statement of intent**

Brighstone Primary School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building's:

- Condition – focusing 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 – focusing 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.

The school premises are monitored by the Caretaker, who liaises with the Headteacher and Bursar as staff responsible for health and safety.

### **1. Legal framework**

1.1. This policy will have consideration for and be in compliance with the following legislation:

- The Control of Asbestos Regulations 2012
- The Education (School Premises) Regulations 1999
- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents

### **2. Key responsibilities**

2.1. The Governing Body, will be primarily responsible for ensuring the proper maintenance and repair of the school.

2.2. The Headteacher and School Business Manager (SBM) / Bursar will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

2.3. The Caretaker will identify and undertake all maintenance and repair work within the school.

### **3. Asbestos**

3.1. The governing body, in collaboration with the headteacher, SBM / bursar, and the caretaker, will ensure that it meets its duty to manage asbestos in the school.

3.2. The headteacher, together with the caretaker, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

3.3. The headteacher, in collaboration with the caretaker, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.

#### **4. Water supply**

- The caretaker will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate 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.
- Temperatures do not exceed 43°C as stated in legislation.

#### **5. Toilet and washing facilities**

- 5.1. For pupils under 5 years of age, there will be one toilet and washbasin for every 10 pupils.
- 5.2. For pupils aged over 5 years of age there will be one toilet and washbasin for every 20 pupils.
- 5.3. Toilet and washing facilities will be planned to ensure that:
  - Hand washing facilities are provided within the vicinity of every toilet.
  - The facilities are properly lit and ventilated.
  - They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
- 5.4. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
- 5.5. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 5.6. Where possible, a number of facilities will be available, to ensure a reasonable travel distance which does not involve changing floor levels.
- 5.7. Where possible, shower areas will be separate from toilets, and they must provide adequate privacy.

#### **6. Pupils with SEND**

- 6.1. In order to be compliant with the Equality Act 2010, an accessibility strategy will be implemented to ensure the premises are fully accessible to pupils with SEND.
- 6.2. The accessibility strategy will include the health and safety needs of pupils with SEND.

#### **7. Drainage**

- 7.1. The caretaker will ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

## **8. Lighting**

- 8.1. Lighting will be provided which allows the faces of teachers and pupils to be visible for good communication.
- 8.2. Daylight will be given priority in all spaces.
- 8.3. Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.
- 8.4. Lighting controls will be easy to use.
- 8.5. Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.
- 8.6. External lighting will be provided to ensure safe pedestrian movement after dark.
- 8.7. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- 8.8. Emergency lighting will be provided for areas which are accessible after dark.
- 8.9. Pupils with SEND have additional needs; some of these may include:
  - Colour and contrast, which helps in locating doors and handles, stairs and steps.
  - Glare will be avoided, including high gloss paint.
  - Where possible, light sources, such as high frequency fluorescent luminaires, will be used to avoid subliminal flicker.
  - Large areas of glazing will be clearly marked in order to avoid accidents.

## **9. Security**

- 9.1. The headteacher and the caretaker will ensure that the school has adequate security arrangements in place 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's perimeters are sufficiently secure.
- 9.2. The school's security arrangements take into account the:
  - Location of the school.
  - Physical layout of the school.
  - Movements needed around the site.
  - Arrangements for receiving visitors.
  - Staff/pupil training in security.

## **10. Lettings**

- 10.1. The headteacher will ensure that premises used for a purpose other than conducting the school's main business are organised to ensure that the

health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

## **11. Weather**

11.1. 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. Any issues identified will be relayed to the headteacher.

## **12. Evacuations**

12.1. The caretaker and headteacher will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

## **13. Accessibility**

13.1. The headteacher will ensure that access to the school allows all pupils, including those with SEND, to enter and leave in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

## **14. Suitability**

14.1. The headteacher will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

14.2. The headteacher, SBM / bursar and caretaker will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

## **15. Welfare**

15.1. There are sufficient washrooms for staff and pupils, including facilities for pupils with SEND, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively.
- The number of washbasins is at least two-thirds that of the toilets/urinals in senior school.
- Separate washrooms for girls and boys are provided for pupils aged 8 years or older and separate washrooms are provided for staff and pupils.
- Staff washrooms are adequate for the number of staff at the school.

## **16. Fire safety**

- 16.1. Fire risk assessments will be undertaken in order to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.
- 16.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 16.3. Staff and pupils will be familiarised with emergency evacuation procedures.
- 16.4. Risk assessments will be updated if there are any significant changes to the premises.

## **17. Catering**

- 17.1. The headteacher, 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.

## **18. Cleaning**

- 18.1. The headteacher will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

## **19. Acoustics**

- 19.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate and where there is a problem, alterations will be made where possible to rectify the situation.
- 19.2. There will be minimal disturbance from unwanted noise.

## **20. Mechanical services**

- 20.1. The caretaker will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:
  - Each room or space in the school has lighting appropriate to its normal use.
  - Each room or space in the school has a system of heating appropriate to its normal use.
  - Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.
- 20.2. This will be done through a programme of monitoring and systematic feedback from staff.

## **21. Maintenance**

21.1. The headteacher 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 best practice checks outlined in Appendix A.

21.2. Most of this work will take place during holiday periods, but smaller tasks maybe completed during term time.

## **22. Furnishings**

22.1. 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.

## **23. Playing fields**

23.1. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

## **24. Grounds**

24.1. The headteacher, in consultation with head of PE, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

24.2. The condition of all playground areas will be monitored by the caretaker and deficiencies addressed.

## **25. Health and safety audit**

25.1. The headteacher will ensure that the school's premises are subject to a regular health and safety audit.

25.2. The headteacher and SBM / bursar will monitor that risk assessments are completed annually for each department.

## **26. Policy review**

26.1. This policy is reviewed every two years by the bursar and the headteacher.

26.2. The scheduled review date for this policy is November 2026.



## Appendix 1 – Health and safety audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit		Survey, report and access statement covering learning, teaching and physical access.	
Air condition	N/A – no air conditioning in school	Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every 5 years.	
Asbestos	Yes	Asbestos register and management plan.	
Car parking and vehicle/pedestrian segregation	No Part of Whole School risk assessment	Risk assessment	
Building and grounds condition survey		Inspection of building and facilities for asset management planning (AMP).	
Classroom assessment		Annual assessment with termly review.	
Control of substances hazardous to health (COSHH) risk assessment		For storage and use of any hazardous substances.	
Display energy certificate (DEC)	Yes	Requirement for buildings with floor area over 1000m <sup>2</sup> to display the energy use of the school buildings.	
Electrical - Portable appliance testing (PAT)	Yes	Safety checking and testing of electrical appliances.	Undertaken by caretaker on a rolling basis

Electrical – Fixed wire testing	Yes	Testing of all fixed wiring boards and all distribution boards every 3-5 years.	Undertaken 1/5 each year by an electrician
Emergency lighting	Yes	Inspection and testing of system, monthly checks by the caretaker to check functionality and battery discharge tests.	
Fire risk assessment	Yes	Inspection and annual review, or whenever any changes are made that will affect the assessment.	
Fire alarm and detection systems	Yes	Weekly fire bell test, six monthly fire drill and annual service and inspection.	
Fire doors	Yes	Check correct functioning regularly.	
Fire extinguishers and appliances	Yes	Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	
First aid equipment	Yes	Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	
Floor plans	Yes	Up-to-date floor and roof plans are created when changes are made.	
Fuel oil storage		Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	Installation of new heating system 2023 has replaced all oil with Calor gas
Gas safety (Calor)	Yes	Inspection and certification, identification and location of gas equipment and supplies – update.	

Gas appliance		Annual servicing for efficient operation and combustion.	
Gas pipework		Visual inspection and testing.	
Glazing		Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	
Incoming services and isolation points	Yes	Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	
Lightning conductors	n/a	Inspection and full test to assess adequacy of earthing, evidence of corrosion.	
Mobile classroom stability	Yes	Structural inspection of mobile classrooms.	Built-off Site inspection
Planned preventative maintenance (PMP)		Do you have a PMP in place for all your buildings, plant and equipment?	
	Yes	Do you have current servicing records?	
	Yes	Do you carry out annual maintenance inspections?	
Fixed playground and gym equipment	Yes	Inspection and testing.	
Slips and trips	Yes	Risk assessment carried out and updated as necessary.	

Tree safety	Yes	Risk assessment carried out and updated as necessary.	
Water hygiene and safety, legionnaires' disease – water systems, coldwater systems	Yes	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition inspected, water quality checks regularly undertaken.	
Legionnaires' disease – Low pressure hot water systems	Yes	Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps etc.	
Water and surface temperature	Yes	Risk assessment and/or review.	
Workstation assessment		Analysis of all workstations to assess any health and safety risks.	
Working at height	Yes	Risk assessment	