



Park Road Community Primary School

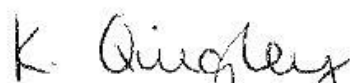
Premises Management Policy

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Approved By	Local Governing Body
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Review Date and Summary of Changes

Date of review	Summary of changes
March 2023	Standardisation of policy

Signed by:



Headteacher

Date:

25/3/24



Chair of Governors

Date:

25/3/24

Contents:

Statement of intent

1. Legal framework
2. Roles and Responsibilities
3. Asbestos
4. Water Supply
5. Temperatures
6. Toilet and Washing Facilities
7. Accessibility
8. Drainage
9. Lighting
10. Security
11. Lettings
12. Weather
13. Invacuations, Lockdowns and Evacuations
14. Suitability
15. Fire Safety
16. Catering
17. Cleaning
18. Acoustics
19. Maintenance
20. Furnishings
21. Playing Fields
22. Grounds
23. Health and Safety Audit
24. Monitoring and Review

Statement of intent

Park Road CP School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider the building:

- condition – focussing 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 – focussing 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

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Statutory Premises Management Documents
- Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Site security guidance'
- DfE (2023) 'Managing asbestos in your school'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Good estate management for school (GEMs)'
- DfE (2023) 'Good estate management for schools: estate management competency framework'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following trust/school policies:

- Asbestos Management Policy
- Asbestos Management Plan
- Accessibility Policy
- Accessibility Plan
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Procedures
- Fire Safety Policy
- Health and Safety Policy

2. Roles and Responsibilities

The governing body is responsible for:

- the overall implementation of this policy
- taking a strategic approach to the management of the school's land and buildings, in line with business planning objectives.
- having the right plans and documents in place to help create an environment that supports good teaching and learning.
- ensuring the school's policies and procedures help to manage the estate effectively and efficiently.

- understanding the legal interests, limitations, and responsibilities for the school estate.
- possessing a comprehensive understanding of the condition, suitability and sufficiency of the land and buildings on the school estate.
- using the knowledge of the school estate to inform strategic planning and decision-making.
- delivering effective performance management across the estate.
- ensuring energy, water and other resources are used efficiently and waste is kept to a minimum.
- ensuring the school estate is safe for all users.
- ensuring that the condition of the school estate and supporting policies fully comply with relevant legislation and regulatory standards.
- ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect.
- ensuring all estate-related projects deliver the desired outcomes.
- ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan.
- enabling the headteacher to ensure the school is accessible and suitable for pupils, staff and visitors with disabilities.

The headteacher is responsible for:

- ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money
- coordinating and supervising maintenance and repair work, including securing any external contractor where necessary
- managing any lettings in line with the Lettings Policy
- purchasing new equipment and resources for the school. Ensuring the safety of the school's staff and pupils
- reporting any issues with the premises to the maintenance officer and governing body as appropriate
- ensuring that the premises needs of people with SEND are met eg accessibility
- managing the relevant staff members who are responsible for the management of the premises, eg catering staff and maintenance officer
- reviewing this policy in liaison with the maintenance officer
- acts promptly to deal with estate issues and condition risks
- managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and the site manager

The Office Manager is responsible for:

- supervising the delivery of activities identified in the estate strategy and asset management plan
- identifying and addressing training needs of operative staff
- ensuring operational working practices are actively and consistently applied across the estate that reflect the school's strategic approach

- monitoring, collecting and assisting in producing information for reporting to senior leadership and governing body
- escalating staff and wider stakeholder complaints to senior leadership
- ensuring operative staff carry out their activities in accordance with organisational estate-related policies and procedures
- making sure work is approved and signed off in line with set processes and procedures as necessary
- helping to keep track of spending across the estate in line with available budgets.
- challenging others appropriately where they see wastage and raising with team or manager as appropriate
- ensuring recognised financial procedures and practices are being followed
- supervising and supporting external contractors on-site to ensure procurement requirements are met
- supporting the implementation of business continuity and emergency planning processes
- managing or overseeing any lettings in line with the Lettings Policy
- purchasing new equipment and resources for the school

The maintenance officer is responsible for:

- the day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher and/or SBM
- identifying and escalating concerns about areas for improvement on the school estate
- providing basic information about the school estate to senior leadership as appropriate
- working within set processes and procedures relating to the management and operation of the estate
- assisting and supporting external contractors on site to ensure procurement requirements are met
- carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis
- following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur
- reporting condition and any health and safety issues to appropriate colleagues
- checking the school's compliance with the relevant health and safety and premises management legislation and reporting any issues to the governing board
- ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place
- the security of the school, including locking down the school after-hours and reopening the school
- conducting the relevant premises risk assessments, eg fire safety, asbestos in conjunction with Health and Safety advisory provider, Compliance Education
- arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

3. Asbestos

The governing body, headteacher and maintenance officer will ensure that the school meets its duty to manage asbestos in school.

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register, including associated remedial actions, and an Asbestos Management Plan. The site manager will review the school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The site manager will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the governing board and SBM, will arrange for any necessary repairs to the school regarding asbestos. The site manager and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

4. Water Supply

The maintenance officer will ensure that the school's internal water supply meets the regulatory requirements by arranging the necessary 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, sinks and showers have an adequate supply of hot and cold water

5. Temperatures

Where there is a below-normal level of physical activity due to ill health or a physical disability, eg isolation rooms, the heating systems will be able to maintain a temperature of 21 °C.

Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.

Where there is a high level of physical activity, eg PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.

The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.

The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

6. Toilet and Washing Facilities

For pupils aged 3- 5, there will be 1 toilet and washbasin for every 10 pupils.

For pupils aged 4-5, there will be 1 toilet and washbasin for every 20 pupils.

For pupils over 5, there will be 1 toilet and washbasin per 15-20 pupils,

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

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down facility.

Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.

Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.

The headteacher will ensure that there are appropriate facilities in place for pupils who are ill, including:

- a room (children's kitchen) available to be used for medical or dental examination
- a washbasin

7. Accessibility

To be compliant with the Equality Act 2010, the headteacher and SENDCo will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND.

The accessibility strategy will include the health and safety needs of pupils with SEND.

The school will take account of its Accessibility Policy when managing and maintaining the school site.

8. Drainage

The maintenance officer will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water – external drainage specialists will be called in should problems arise.

9. Lighting

- Lighting will be appropriate for a learning environment

- Where possible, natural lighting will be used
- Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- Lighting controls will be easy to use
- Blinds or other window covers will be provided, to avoid glare or excessive sunlight
- External lighting will be provided to ensure safe pedestrian movement after dark
- Outdoor sports facilities will have floodlights if they are likely to be used out of school hours
- Emergency lighting will be provided for areas which are accessible after dark

As pupils with SEND can have additional needs, the school will cater for these. Some of these needs may include:

- ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps
- avoiding glare, including high gloss paint
- using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker
- clearly marking large areas of glazing, eg with frosted glass, to avoid accidents

10. Security

The headteacher and maintenance officer will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- the building is securely locked and alarmed each night
- the building has a secure entrance
- the school's perimeters are sufficiently secure

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the maintenance officer, headteacher and SLT, that explicitly considers the:

- location of the school
- physical layout of the school
- boarding accommodation
- movements needed around the site
- arrangements for receiving visitors
- staff/pupil training in security

The School Security procedures addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors.

11. Lettings

The headteacher will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.

The school's Lettings Policy will be adhered to at all times.

When letting to commercial businesses, the school will first seek the permission of the ESFA.

Hirers will make an application for hire to the governing body.

When determining whether to approve an application; the governing body will consider the following factors:

- the type of activity
- possible interference with school activities
- the availability of facilities
- the availability of staff
- health and safety considerations
- the school's duties with regards to the prevention of terrorism and radicalisation
- whether the letting is deemed compatible with the ethos of the school
- possible impact on security

An application will not be approved if the hirer's purpose:

- is aimed at promoting extremist views
- involves the dissemination of inappropriate materials
- contravenes the statutory Prevent duty
- is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit)

12. Weather

The maintenance officer 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.

The school's Adverse Weather Policy will be adhered to at all times.

13. Invacuations, Lockdown and Evacuations

The maintenance officer will ensure there is sufficient access so that emergency invacuations, lockdowns and/or evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, the maintenance officer will liaise with the SENDCo to establish the needs of pupils.

Any issues will be reported to the governing body and SENDCo, where appropriate.

When assessing the safety of the school, the Lockdown and Evacuation procedures will be considered, and reviews will be made where necessary.

14. Suitability

The headteacher will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.

The headteacher and maintenance officer will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

15. Fire Safety

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.

Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

Staff and pupils will be familiarised with emergency evacuation procedures.

Risk assessments will be updated if there are any significant changes to the premises.

All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

16. Catering

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.

17. Cleaning

The maintenance officer will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

The school's School Cleaning procedures will be adhered to at all times.

Adequate measures are taken to prevent condensation and noxious fumes –in kitchens and other rooms.

18. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

There will be minimal disturbance from unwanted noise.

Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

19. Maintenance

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 the Health and Safety Audit.

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

20. Furnishings

The headteacher, in consultation with the SLT and class teachers, 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.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual review of furniture and fittings conducted by the maintenance officer.

21. Playing Fields

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

Playing fields which have been in use as playing fields for over 10 years are protected.

22. Grounds

The maintenance officer, in consultation with the headteacher, deputy headteacher and relevant class teachers, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

The condition of all playground areas will be monitored by the maintenance officer and deficiencies addressed.

23. Health and Safety Audit

The headteacher will ensure that the school's premises are subject to a regular Health and Safety Audit, overseen by the H&S advisory provider Compliance.

The maintenance officer will monitor that health and safety risk assessments are completed annually for each department.

24. Monitoring and Review

This policy will be reviewed by the maintenance officer and headteacher annually. The next review of this policy is shown on the front cover.