

# PERRYFIELDS PRIMARY PRU



## PREMISES MANAGEMENT POLICY

<b>Review Date</b>	<b>Reviewed Date</b>	<b>Reviewer</b>	<b>Action</b>
<b>December 2018</b>	<b>December 2018</b>	<b>Management Committee</b>	<b>Ratified by Management Committee 22.05.2018.</b>
<b>December 2019</b>			

## Overview

This policy should be read in conjunction with the Health and Safety Policy which goes into more depth within certain areas. Perryfields Primary PRU has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building:

- **Condition** – focus 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** – 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.

The school premises are monitored by the Headteacher and Finance Manager who liaise with the named Member of the Management Committee responsible for health and safety and with any external services.

## The Management of Health and Safety

The general duties imposed by the Health and Safety at Work Act are supported by more detailed provisions in the Managements of Health and Safety at Work Regulations 1999 (MHSWR). Under the MHSWR (regulation 7) employers need to appoint one or more competent persons to assist in undertaking the measures necessary for compliance with the requirements and prohibitions imposed by legislation. Under the MHSWR a person is deemed to be competent if they have an adequate combination of training and experience or knowledge. Regulation 7 (8) requires employers to consider appointing a competent person who is in their employment, this is in preference to one who is not.

There are three main areas in terms of what constitutes a competent person:

- Core knowledge of the subject
- Experience to apply that knowledge correctly
- Personal qualities needed to undertake functions effectively

Once a person is deemed to be competent arrangements must be put in place to ensure that this level of competence is retained e.g. through regular training.

## Risk Assessment

Where a risk assessment is required it should be “a suitable and sufficient assessment of the risks”. A suitable and sufficient assessment of risks would:

- correctly identify any significant risk that is reasonably foreseeable
- enables the assessor to decide what action needs to be taken and what the priorities should be
- is appropriate for the type of activity

- will remain valid for a reasonable time
- Reflects what employers may reasonably practicably be expected to know about the risks associated with their undertaking.

A risk assessment must be reviewed and updated where necessary, for example if there are developments that could possibly suggest that the risk assessment is no longer valid. It is regarded as good practice to carry out a regular review of any risk assessment regardless of whether any changes have occurred. The Health and Safety Executive have produced a useful guide “Five Steps to Risk Assessment”

**Step 1:** Identify hazards, i.e. anything that may cause harm.

**Step 2:** Decide who may be harmed, and how.

**Step 3:** Assess the risks and take action.

**Step 4:** Make a record of the findings.

**Step 5:** Review the risk assessment.

## **1. Legal framework**

- 1.1. This policy will have consideration for and be in compliance with the following legislation:
  - 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.
- 1.2. This policy will also have due regard to the following statutory and non-statutory guidance:
  - First Aid in Schools
  - Health and Safety: advice for schools

## **2. Water supply**

- 2.1. The Finance Manager 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, sinks and showers have an adequate supply of hot and cold water.
  - Temperatures do not exceed temperatures stated in legislation.

## **3. Drainage**

- 3.1. The Finance Manager will ensure that there is adequate drainage for hygienic 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.

#### **4. Security**

4.1. The Headteacher and the Finance Manager 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;
- each building has a secure entrance;
- the school's perimeters are sufficiently secure.

4.2. The school's security arrangements are based on a risk assessment, regularly reviewed by the Headteacher, Finance Manager and senior leadership team, explicitly taking 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.

#### **5. Weather**

5.1. The Headteacher and Finance Manager 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 communicated to the Management Committee.

#### **6. Evacuations**

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

#### **7. Accessibility**

7.1. The Headteacher and Finance Manager will ensure that access to the site allows all pupils, including those with SEND, to enter and leave in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

#### **8. Suitability**

8.1. 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.

8.2. The Headteacher and Finance Manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

## **9. Welfare**

9.1. The Headteacher and the Finance Manager will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively.
- Separate washrooms for girls and boys are provided for pupils aged 8 years or older, and that separate washrooms are provided for staff and pupils.
- Staff washrooms are adequate for the number of staff at the school.

9.2. The Headteacher will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- A space for medical or dental examination.
- A washbasin within the immediate vicinity.

## **10. Catering**

10.1. The Headteacher, in consultation with the Finance Manager, will ensure that where food is prepared and served, there are adequate facilities in place for its hygienic preparation, serving and consumption. In addition to this, those staff preparing food will have the Food Hygiene Certificate qualification.

## **11. Cleaning**

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

## **12. Mechanical services**

12.1. The Headteacher and Finance Manager 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.

12.2. This will be done through a programme of monitoring and systematic feedback from staff and external property services reports and recommendations.

## **13. Maintenance**

13.1. The Headteacher and Finance Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme (Asset Management Plan).

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

#### **14. Furnishings**

14.1. The Headteacher, SLT and Finance Manager will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEN or medical conditions) of all pupils registered at the school.

14.2. Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the Headteacher and Finance Manager.

#### **15. Grounds**

15.1. The Headteacher, and Finance Manager will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

15.2. The condition of all playground areas will be monitored by the Headteacher and Finance Manager and deficiencies addressed.

#### **16. Asbestos**

16.1 The Control of Asbestos Regulations 2012 came into force on 6th April 2012. In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos now have additional requirements. i.e. notification of work, medical surveillance and record keeping. All other requirements remain unchanged.

16.2 The duty to manage asbestos is contained in Regulation 4 of the Control of Asbestos Regulations 2012. It requires the person who has the duty (i.e. the duty holder') to:

- Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises and if so, its amount, where it is and what condition it is in.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep up to date a record of the location and condition of the asbestos containing materials or materials which are presumed to contain asbestos.
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take necessary steps to put the plan into action
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

## **17. Control of Substances Hazardous to Health (COSHH)**

17.1 The Control of Substances Hazardous to Health Regulations 2002 (COSHH) place a duty on employers to control the risks to employees and others which arise from exposure to substances hazardous to their health that are associated with the employers' work activities. This can be done through identifying, assessing and where possible preventing or adequately controlling exposure to the hazardous substances. The purpose of the regulation is to prevent ill health.

17.2 The Control of Substances Hazardous to Health Regulation 2004 (COSHH 2004) introduced changes to the regulations; a simpler exposure limit was introduced so that workplace exposure limits now replace occupational exposure standards and maximum exposure limits.

17.3 The eight principles of good practice are:

1. Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
2. Take into account all relevant routes of exposure- inhalation, skin absorption and ingestion- when developing control measures.
3. Control exposure by measures that are proportionate to the health risk
4. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
5. Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
6. Check and review regularly all elements of control measures for their continuing effectiveness.
7. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
8. Ensure that the introduction of control measures does not increase the overall risk to health and safety.

## **18. Fixed Electrical Installation Tests**

18.1 The Electricity at Work Regulations 1989 state that all electrical systems and equipment used in the working environment should be in a safe condition.

18.2 The installations should be maintained to prevent danger; the Health & Safety Executive recommend that to comply with the regulations, an appropriate system of periodic visual inspection and testing by a competent person should be implemented at all places of work. At Perryfields Primary PRU PAT testing is conducted annually.

## **19. First Aid**

19.1 All first aid boxes, first aid kits and first aid rooms (where provided) should be checked regularly to ensure no contents are outside their expiry date.

19.2 First aid boxes should be made of suitable material, protect the contents and be clearly marked. It should be noted that first aid does not include the treatment of minor illnesses - e.g. headaches – therefore headache pills and/or other medications must not be kept in the first aid box.

## **20. Car Parking and Pedestrian/Vehicle Segregation**

20.1 The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17) covers the layout of traffic routes, traffic management systems and the provision of signage. The main areas of the regulation are:

- Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner.
- Traffic routes in a workplace shall be suitable for the persons or vehicles using them, sufficient in number, suitable positions and of sufficient size. It may sometimes be difficult to provide “sufficient separation” between pedestrians and vehicles where layouts and traffic routes have already be constructed, therefore the regulation is qualified by the statement “so far as is reasonably practicable”
- All traffic routes shall be suitably indicated, where necessary, for reasons of health and safety.

20.2 A risk assessment is carried out to include, traffic movement within the site, pedestrian/vehicle segregation, car parking and how the routes are signed.

## **21. Emergency Lighting**

21.1 Emergency Lighting is lighting that is installed in a building to provide a degree of illumination when the normal lighting fails. In terms of fire safety the most important component of an emergency lighting is the “escape lighting” which is provided to illuminate escape routes to an extent sufficient to enable occupants to evacuate the building in safety.

21.2 There is routine inspection and testing of emergency lighting. This includes an external service check.

## **22. Fire Safety**

22.1 Fire alarm systems should have a weekly alarm test with all call points being tested. The system is also subject to regular inspections and tests by a competent person in an agreed external Service Level Agreement.

22.2 All fire doors are in efficient working order and are regularly checked and maintained by a competent person.

22.3 Fire fighting equipment is maintained and inspected by a competent person at least once a year. This involves a visual inspection of the extinguisher and a check

of the contents and stored pressure. A written record is kept of the date of the last maintenance examination.

### **23. Health and Safety audit**

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

23.2. The Headteacher and Finance Manager will monitor that risk assessments are completed annually for each identified area of the school site.

### **24. Financial planning and control**

24.1. The school Finance Manager, senior leadership team and the Resources Committee will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.