



**SHIRLEY COMMUNITY PRIMARY SCHOOL  
AND SHIRLEY PRE-SCHOOL**

**PREMISES MANAGEMENT POLICY**

This is a Statutory Policy

Date of Adoption	11th July 2019
Date of Last Review	25 <sup>th</sup> February 2021
Date of Next Review	February 2022
Committee	Resources Committee

**This policy was first created in January 2013 and will be reviewed annually by the Resources Committee or as events or legislation changes require.**

## **Premises' Management**

### **1. Background to this policy**

The Education Act 1996 places a duty on the Secretary of State to prescribe standards for the premises of all maintained schools in England and Wales. Previously the Standards were set out in the Education (School Premises) Regulations 1999. However, this is now superseded in English schools by Regulations set out in the School Premises (England) Regulations 2012 (SPRs). The Regulations give suitable minimum standards for school premises, where premises are defined as "All the land and all the buildings provided for the school, including both permanent and temporary buildings and detached playing fields. 2 The term suitable is defined in the Regulations as "Any requirement that anything provided under these Regulations must be 'suitable' means that it must be suitable for the pupils in respect of whom it is provided, having regard to their ages, numbers and sex and any special requirements they may have." There are now fewer Regulations and they are less prescriptive allowing schools more flexibility in how they use their premises.

Schools are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, (revised and amended- 2<sup>nd</sup> Edition 2013) which outline provisions that must be made in relation to the work environment.

### **1. Legislation applicable to Schools**

The School Premises (England) Regulations 2012 apply to all schools maintained in England, including pupil referral units.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the School Premises Regulations.

### **2. Policy Statement**

The premises of Shirley Community Primary School and Pre-School are constantly monitored by the Business Manager, Finance & Premises Officer and site staff. The School's Health and Safety representative is responsible for reporting any concerns to the Business Manager and/or site team.

Particular attention is paid to the following areas:

#### **2.1 Toilet and Washing Facilities**

The school will provide suitable toilet and washing facilities that are for the sole use of the pupils. Separate toilet facilities are provided for boys and girls aged 8 or over, except where the facility is in a room that can be secured from the inside and intended for use by one pupil at a time. The total number of washrooms will be sufficient for all staff and pupils, including facilities for pupils with special needs, taking account of the SPRs Regulation 4 and recommendations.

#### **2.2 Medical Accommodation**

The school will ensure there are appropriate facilities for the medical and therapy needs of pupils, in accordance with SPRs Regulation 5. This will include

- A room for medical examination and treatment of pupils
- That the room can provide the short-term care of sick and injured pupils
- That the room contains a washbasin
- That the room is reasonably near a WC.
- Where a pupil requires therapy for special educational needs or disabilities, an appropriate room is provided, including for visiting specialists.

### **2.3 Health, Safety and Welfare**

The Business Manager will ensure that the school premises, and the accommodation and facilities provided therein, are maintained to standard that, in so far as is reasonably practicable, the health, safety and welfare of pupils is ensured. In accordance with The Workplace (Health, Safety and Welfare) Regulations 1992 (second edition 2013) the Business Manager will ensure the school workforce needs are met, with regards to such matters as heating, ventilation, cleanliness etc.

### **2.4 Acoustics**

The school will ensure the acoustic conditions and sound insulation of each room or other space are suitable for purpose, with regards to the nature of the activities which normally take place therein.

### **2.5 Lighting**

The school will ensure the internal lighting in each room or other internal space is suitable for purpose, with regards to nature of the activities which normally take place therein.

The school will ensure external lighting is provided in order to ensure that people can safely enter and leave the school premises.

### **2.6 Water Supply**

The Business Manager and Finance and Premises Officer ensure that the School's water supply meets the requirements of the SPRs by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- The School has a wholesome supply of water for domestic purposes including a supply of drinking water. These are readily accessible at all times when the premises are in use, and are clearly marked as drinking water.
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and any showers have an adequate supply of hot and cold water.
- The temperature of hot water at the point of use does not pose a scalding risk to users.
- The Business Manager and Finance and Premises Officer ensure 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.

## **2.6 Outdoor Space**

The school will ensure the outdoor facilities and space are used to provide physical education to pupils in accordance with the school curriculum, and for pupils to play outside.

### **Other Premises Matters**

#### **3. Premises Security**

The Business Manager, Finance and Premises Officer and site team will ensure the School has adequate security arrangements for the grounds and buildings, by making sure the building is securely locked and alarmed each night, the building is secure from intruders when open and its perimeter fences are secure. Security arrangements will be reviewed annually by members of the Leadership Team taking into account the following:

- the location of the School
- the physical layout of the School
- the movements needed around the site
- arrangements for receiving visitors
- staff/pupil training in security
- Emergency evacuation and invacuation procedures

#### **4. Lettings**

The Business Manager will ensure that those areas of the School used during, and outside of, the standard School working day are organised to ensure that the health, safety and welfare of pupils are safeguarded, and that their education is not interrupted by other users. This is done by referring all new lettings to the Business Manager so that arrangements may be discussed and the necessary arrangements implemented.

#### **5. Weather Resistance**

The Business Manager, Finance and Premises officer and site team will ensure the School buildings are protected from reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks, in conjunction with advice from the appointed property management company. The SBM will respond to reports of building faults by the Leadership Team, where appropriate.

#### **6. Evacuation and Invacuations**

The Business Manager will ensure there is sufficient access and space so that emergency evacuations or invacuations can be accomplished safely for all pupils, staff and visitors, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

#### **7. Accessibility**

The Business Manager, Finance and Premises Officer and site team will ensure that access to the School allows for all persons, including those with special needs, to enter and leave the School in safety and comfort. Entrances will be maintained and unencumbered, and accessible where possible to wheelchair users.

## **8. Suitability for Purpose**

The Business Manager and Finance and Premises Officer will ensure that, in terms of the continuing design and structure of the accommodation, no areas of the School are allowed to compromise health or safety. For example, high-level hand rails on stairs above an open stair well and the maintenance of an asbestos management programme if appropriate.

## **9. Catering**

In consultation with the appointed catering service and the extended school team, the Business Manager will ensure where food is served to pupils there are adequate facilities for its hygienic preparation, serving and consumption. The catering service will provide regular reports on the suitability of the kitchen facilities, and ensure compliance with The Food Safety and Hygiene (England) Regulations 2013, per the requirements of the City Council Environmental Health Department. Adequate measures will be taken to prevent condensation and noxious fumes in kitchens and other rooms, by monitoring and staff input.

## **10. Cleaning**

The Business Manager, Finance and Premises officer and site team will ensure that teaching and non-teaching areas of the School are maintained in a tidy, clean and hygienic state, by liaising with the School cleaning employees and external cleaning company, who is contracted to clean the School.

## **11. General Maintenance**

The Business Manager and Finance and Premises Officer will ensure there is a rolling programme of maintenance and decoration. Most work will take place during the School holiday periods, but smaller tasks may be completed during term time. The Business Manager and Finance and Premises officer ensure that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements, e.g. replacement of carpet joining strips.

## **12. Health and Safety Audit**

The Leadership Team will determine when the school premises need to be subject to a Health and Safety check from a Health and Safety Officer.

Any matters of concern are discussed termly at the Resources Committee meetings.

The Leadership Team are responsible for ensuring risk assessments are completed across all School areas.

### **Related Policies and Procedures**

- All Statutory Regulations
- Health and safety Policy
- Compliance Monitoring in Council Buildings
- Fire Risk Assessment
- Other Risk Assessment
- Evacuation Procedure

This policy was adopted by the Resources Committee as a delegated responsibility on behalf of the Governing Body: 6 July 2016 and was reviewed as a delegated responsibility on behalf of the Governing Body on 25<sup>th</sup> February 2021.

Signed ..... Chair of the Resources Committee

Date .....