



The
Hawthorns
Primary School

Premises Management

Agreed and Adopted by the Governing Body on :6/10/2020.....

Signed : ...J Dempster

The policy will be formally reviewed on: ... October 2021.....

PREMISES MANAGEMENT POLICY

This is a Statutory policy and applies to all staff of the school. The policy is available to all parents, prospective parents, school governors and authorised Inspectors.

As a maintained school the effective management of school buildings is the responsibility of the Local Authority and the school, both responsible for repair and maintenance of the premises.

This document is reviewed annually by the Sites and Buildings Committee of the governing body.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

BACKGROUND

Wokingham Borough Council and The Hawthorns Primary school has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. The task is complex. 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.

Legislation

- **The School Premises Regulations 2012** - 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 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'.

These work in conjunction with the following advice:

- DfE Advice on standards for school premises. March 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410294/Advice_on_standards_for_school_premises.pdf

- DfE Advice on Asbestos Management in Schools
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417033/asbestos_management_guidance.pdf
- Chartered Institute of Public finance and Accountancy May 2018-
https://www.cipfa.org/policy-and-guidance/reports/compliance_monitoring_for_school_premises

The school will work with the following policies:

- Health and Safety Policy
- Asbestos Management
- WBC Health and Safety manual

The school and Local Authority work within the Wokingham Borough Council Health and Safety Manual.

- <http://wsh.wokingham.gov.uk/leadership/health-and-safety/manual/>

The school premises are constantly monitored by the Headteacher, the Site Controller, the Health and Safety Advisor, the School's Sites and Buildings Committee of the Governing Body and by a range of teams/individuals who report their observations/concerns to the Staff and SLT. The school gives due regard to the regulations listed above.

The Site Controller with guidance from the School Business Manager and the responsible H&S Advisor:

- Develops the Asset Management Plan
- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the School Improvement & Development Plan
- Manage repair or improvement projects
- Prepare policies for security, fire safety, health and safety, including monitoring processes
- Ensure that risk assessments are prepared and acted upon
- Employ professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The school invests in the Local Authority Services for schools- (ref: Wokingham Borough Council Corporate Primary Brochure) and purchases the following:

- Health and Safety Service
- Insurance Service

- Procurement and Contract Management
- Property Management
- Energy management

Grounds maintenance is managed by the school through a contract agreement with a local supplier.

The following is undertaken as prescribed by legislation:

1. **Regular maintenance** is carried out, in accordance with best practice and as required by legislation including the following:

- Air Conditioning units checks
- Boiler maintenance
- Electrical appliances checks
- Fixed electrical installation testing
- Emergency lighting testing
- Local Extraction Ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door checks
- Fire extinguisher checks
- Gym equipment safety checks
- Gas appliances safety checks
- Gas pipe soundness checks
- Kitchen deep cleaning
- Pressure Vessel checks

2. **Water Supply** (Legionella):

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:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water
- 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
- the temperature of hot water supplies to showers shall not exceed 43°C.
- the school has Thermostatic Mixing Valves installed on all hot water outlets

3. **Asbestos**

The school maintains an asbestos register which contains a copy of the 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). Asbestos is managed in line with the school Asbestos Management policy, DfE guidelines in Managing Asbestos in school and Wokingham Borough Council Management of Asbestos in schools.

Other premises details:

1. **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.

2. **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.

3. **Accommodation and Building:**

- The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year.
- 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. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
- 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.
- 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, if required.

- 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.
- The Local Authority ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- The Local Authority ensure that each load bearing structure is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals.
- The Local Authority can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

4. Contractors

The school and/or Local Authority 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.
- That the contractor has read the Health and Safety Leaflet for Contractors in school, Appendix 1.

5. Commissioning a large project

- The school and/or Local Authority 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.

6. Waste

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

7. Vehicle Segregation

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

8. Lettings

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

9. Trees

- Managing the risk from trees is the responsibility of the owners and managers of the land on which they grow, it is important to note that the overall risk to human safety is extremely low.
- The school should act as a reasonable and prudent landowner; for trees in a frequently visited zone, a system for periodic, proactive checks is appropriate.
- The school will commission a tree survey every three years for which a report with priority is produced. The site including any trees of concern will be inspected and appropriate action instigated during the health and safety audit carried out by School Governors and Health and Safety Officer. Dynamic Risk Assessment will be undertaken by staff who frequently visit populated tree zones e.g. Forest School area.
- All arboricultural work is carried out by a competent arboriculturist.

10. Security

- The school ensures that daily duties with regards to the opening and shutting of the school are managed by members of the management team and /or Site controller. These are considered 'keyholders'.

Daily duties include:

- The opening and unlocking of the school buildings
- The deactivation of the alarm system
- The opening and unlocking of the school grounds
- A daily inspection of the site

- The locking of the grounds during school hours
 - The closing and locking of the school site
 - The activation of the alarm system
 - The closing and locking of the school buildings, including windows
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- The school ensures that alarm access codes and keys are only known to ‘Keyholders’
 - The school ensures that the alarm system is tested and inspected bi-annually.
 - Out of hours management of the premises and the site, in the absence of the site controller, is managed by Keyholding response and SCS Alarm Management. The site controller will be notified via a telephone cascade arrangement if the alarm is triggered out of hours.
 - Cameras operate at key strategic points within the school grounds.
 - The school ensures that keys for internal doors and storage are kept locked in a cupboard within the school.
 - The school ensures that staff/lettings are aware of the access code. In the case of staff/Letting agreements a code of conduct is signed regarding responsibility and confidentiality of being a key holder.
 - The school ensures that all members of staff and visitors are signed in and out of the buildings and the grounds.
 - The school ensures staff and visitors wear identification whilst in the school buildings and grounds.

GOVERNING BODY

The School’s premises are subject to a regular Health and Safety checks by the Sites and Buildings Health & Safety Committee. The Health and Safety Governor or delegated governor with the Headteacher, Site Controller and Health and Safety Advisor carry out a termly inspection of the Site. See Appendix 2.

Any matters of concern are discussed at regular Health and Safety Meetings chaired by Sites and Buildings Committee.

The Sites and Buildings Committee would report matters of concerns to the Full Governing Body (FGB) if required.

The Sites and Buildings committee provides an annual report to the FGB on Health and Safety matters.

Management of this policy.

This policy is a Statutory Policy required to be reviewed annually.

Approved on: 6/10/2020

Next Review: October 2021

Appendix 1

Minimise risks and reduce hazards. The school should be provided with a works schedule and risk assessment.

You must ensure that tools, ladders, electrical equipment etc are used correctly and must not be left unattended. Take care not to create tripping hazards e.g. trailing cables.

Please follow the agreed safe system of work for the task you are carrying out – should you run into any unexpected difficulties liaise with the school's site controller.

Please report any accidents or incidents that occur whilst working at the school.

School equipment – please check with a member of staff before using any equipment belonging to the school.

Insurance documents must be available if requested.

Parking If your vehicle needs to be parked anywhere other than the car park please contact reception. Driving speed must be no higher than 5 mph.

Additional information

If required, Hot Work permits can be obtained from Mr Cardrick.



The
Hawthorns
Primary School



**Contractors Working on Site
Information and Safety Advice**



WOKINGHAM
BOROUGH COUNCIL

Welcome to The Hawthorns School

This leaflet has been designed to protect you, our staff and children whilst work is taking place at this school. If anything has not been covered please ask. We thank you for your co-operation while at the school.

Headteacher	Ms Raha Razeghi
Site Manager	Mr David Cardrick 07986681357
School Office	01189 791676

Please sign-in at reception on arrival and book-out when leaving, ensuring that you return your visitor's badge.

School starts 9.00am, ends 3.30pm

Asbestos Risk Management Plan

A copy of the school's asbestos register can be obtained from the school office. You are required to check the location before commencing any intrusive work. If, during your work, asbestos is found or suspected work must stop immediately and the incident reported to the persons named above.

Fire and Emergency Evacuation

If the **Fire Alarm** sounds (a long continuous ring) please leave the building immediately by the nearest exit. Make your way round to the assembly point on the back playground and report to the Emergency Co-ordinator.

Lockdown

If the **Lockdown Alarm** sounds (a pulsed ring) there are a set of procedures which require pupils to be kept inside the building. In the event of the alarm please report to reception. This is the same process for a **Broadmoor Hospital Alert**.

First Aid is available at reception and in other areas of the school.

Pupils' safety, security and well being are priorities. Please abide by these rules.

Safeguarding We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Staff toilets are as you enter the school's main corridor, on the right hand side.

Pupil toilets must not be used.

If work entails being in pupil toilets do not enter until a member of staff has cleared them.

School and its grounds are **non-smoking areas**. You are not permitted to smoke anywhere on the school grounds, including electronic cigarettes.

Security doors should be kept properly closed.

No inappropriate language please. Children are very perceptive.

Mobile Phones The school has a strict no mobile phone policy where children are present throughout the school. Staff, parents, helpers and visitor mobile devices should be switched off during the times that children are present. Please go to reception if required to make a call.

Pupils may chat to you and that's fine, but please don't initiate conversations with pupils. This is to protect you as well as the children.

PREMISES INSPECTION CHECKLIST

This checklist has been designed to record the results of the premises inspection that is carried out three times per year. Any remedial action should be completed in the comments box.

Date of inspection:

Inspected by:

	Yes	No	Action
Internal Building			
Are floors clean and in good condition?			
Are floors clearly marked if levels change?			
Are floors non-slip (without any trip hazards)?			
Is the ceiling secure and in good condition (e.g. tiles not loose)?			
Are asbestos containing materials in good condition and not damaged in any way (where applicable)?			
Are there signs of damp on walls, ceiling or floor?			
Is the room in a good state of decoration?			
Is shelving/racking secure?			
Do displays obstruct walkways or exits?			
Is the furniture in good condition, stable and secure (e.g.; bookcases, shelves, tables, chairs etc)?			
Is the furniture placed to allow easy movement within the area?			
Is the furniture used suitable for its purpose (e.g.; adjustable chairs are used at the computer in the office.			
Are all work surfaces kept clean and well disinfected when area is multi purposed e.g. cooking, design technology?			

	Yes	No	Action
Are storage areas tidy?			
Are items stored in appropriate places (e.g.; light items high up, heavy items waist height, etc)?			
Are hand tools stored suitably (e.g.; scissors, craft knives)			
Are windows secured and in good condition (e.g.; frames not rotten, glass not cracked, etc)?			
Do any opening windows obstruct pathways or open into play areas?			
Are doors in good condition and open easily (e.g.; frames not rotten)?			
Are doors readily accessible and an appropriate width for their purpose?			
General			
Are socket protectors required?			
Have all portable electrical appliances been tested within the last 12 months?			
Are electrical appliances stored and used away from water?			
Are extension cables fully extended when in use?			
Where extension cables are used, are these in good visual condition and tested on an annual basis?			
Are there cables trailing across walkways?			
Are light switches easily accessible?			
Are radiators/heaters an appropriate temperature (e.g.; not hot to touch) and not obstructed by furniture?			

	Yes	No	Action
Are any television/computer/data projector cables: stored safely? in good condition? not too tightly coiled? not trailing across floor?			
Are cloakroom areas clean, tidy, and free from trip hazards and falling objects?			
Are fridges and microwaves regularly cleaned?			
Specific Areas – PE Areas/Hall/Dining Room			
If necessary, are lights protected against impact or are covered (e.g.; diffusers)?			
Are radiators/heaters protected from impact?			
Is all equipment stored appropriately and safely stacked?			
Is all equipment in good condition?			
Is all equipment used for assemblies e.g. OHP, portable projectors stored safely?			
Is all access equipment regularly tested and maintained and appears to be in good condition?			
If dual purpose area, is the floor cleaned after lunchtime?			
Are there suitable warning signs for when cleaning is in progress (e.g.; hazard slippery floor)?			
Are first aid supplies stored out of reach of children in appropriately marked boxes?			
Specific Areas - Toilets			
Are all taps working sufficiently to allow a flow of water?			
Is the water an appropriate temperature?			
Is there a supply of paper towels or toilet roll?			

	Yes	No	Action
Are there suitable sanitary disposal facilities for pupils and staff?			
Are all drains covered?			
Are there any unpleasant odours?			
Is the area kept hygienically clean?			
Is water supplied labelled "drinking water"?			
Specific Areas – Caretaker/Storage			
Is the room locked?			
Is equipment provided to enable access to high storage (e.g.: steps, kick stool etc)?			
Is all access equipment regularly tested, maintained and appears to be in good condition?			
Are hazardous substances and cleaning substances kept securely out of reach of children?			
Is the ventilation sufficient for the room?			
External Building/Areas			
Are pipes and guttering in good visual condition and secure?			
Are there loose wires, etc?			
Is the building deteriorating (e.g.: cracks appearing on brick work, signs of damp)?			
Is the building in a good state of decoration?			

	Yes	No	Action
Are litter bins receptacles readily accessible?			
Are drains covered and do not present a trip hazard?			
Are paths and roads in good condition (e.g.; not cracking, weeds growing through concrete)?			
Are car parks well lit and usage restricted if necessary (e.g.; 'staff only' parking)?			
Is vehicle access restricted and managed?			
Are fences in good condition and secure?			
Are gates well maintained and open easily?			
Are playgrounds in good condition?			
Where play equipment is provided e.g. bikes, trikes, are these visually inspected and in good condition?			
Where fixed play equipment is installed, is it in good condition and visually inspected?			
If a safety surface has been installed is it in good condition and visually inspected?			
Is the sports field in good condition (e.g.; no holes, etc)?			
Are the grounds tidy and well kept?			
Is pond securely fenced and access restricted?			

Actions:

