

Oakfield Lodge School



Premises Management Policy

Written by: SB
Reviewed by: SN & ETr
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Next review: September 2021

Oakfield Lodge 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:

- 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 site manager who liaises with the staff responsible for health and safety and with the school business manager.

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. Amended 2018
- The Education (School Premises) Regulations 1999. Amended 2010
- The Health and Safety at Work etc. Act 1974. Act of the Parliament 2011
- 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 – February 2014.
- Asbestos Management in Schools – November 2013.
- Health and Safety: advice for schools – February 2013. Revised 2014

2. Key responsibilities

2.1. The governing body, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the school premises.

2.2. The Caretaker, Bursar and headteacher 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 premises.

3. Water supply

3.1. 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, sinks and showers have an adequate supply of hot and cold water.
- Temperatures do not exceed 43°C as stated in legislation.

4. Drainage

5.1. The Caretaker 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.

5. Security

5.1. 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.

5.2. The school's security arrangements are based on risk assessments, regularly reviewed by the headteacher, caretaker 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.

6. Lettings

6.1. The headteacher will ensure that school 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.

7. Weather

7.1. 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.

8. Evacuations

8.1. The caretaker 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.

9. Accessibility

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

10. Suitability

10.1. 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.

10.2. The headteacher 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.

11. Welfare

11.1. The headteacher and the caretaker 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.
- 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.

- Changing facilities, including showers, is provided for pupils are accessible.

12. Catering

12.1. The headteacher, in consultation with the Cheshire East Catering, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

13. Cleaning

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

14. Mechanical services

14.1. 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.

14.2. This will be done through a programme of monitoring and systematic feedback from staff.

15. Maintenance

15.1. The headteacher will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme.

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

16. Furnishings

16.1. The caretaker, in consultation with the headteacher and staff, 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.

16.2. 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 bursar.

17. Grounds

17.1. The caretaker, in consultation with the headteacher, and PE Lead will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

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

18. Health and Safety audit

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

18.2. The caretaker will monitor that risk assessments are completed annually for each department.

19. Financial planning and control

19.1. The bursar, senior management team and the Management Committee will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.