

Premises Management Policy



Approved by: Governing Body

Last reviewed on: September 2021

Next review due by: September 2022

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STATEMENT OF INTENT

Cornfields has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. Cornfields 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 Cornfields School in raising educational standards.

The Cornfields premises are monitored by the Head Teacher and caretaking staff, who liaise with the staff responsible for health and safety and with the Facilities Manager, responsible for support staff.

This Policy will be reviewed and monitored annually by the Head Teacher and the Governing Body.

Signed: M McKeeman

Head Teacher

Date: 1st September 2020

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.
- 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.
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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.

2. KEY RESPONSIBILITIES

- 2.1. The Proprietor, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the Cornfields School premises.
- 2.2. The Head teacher will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- 2.3. The Head Teacher will identify and undertake all maintenance and repair work within the Cornfields School premises.

3. ASBESTOS

- 3.1. The governing body, in collaboration with the Facilities Manager, and the Head Teacher, will ensure that it meets its duty to manage asbestos in the Cornfields School premises.
- 3.2. The Head Teacher, together with the Facilities Manager, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

4. WATER SUPPLY

- 4.1. The Facilities Manager will ensure that the Cornfields School's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- The Cornfields 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 have an adequate supply of hot and cold water.
- Temperatures do not exceed 43°C as stated in legislation. Sink temperature recorded daily.

5. DRAINAGE

- 5.1. The Facilities 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.

6. SECURITY

- 6.1. The Head Teacher and the Facilities Manager will ensure that the Cornfields 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 Cornfields School's perimeters are sufficiently secure.
- 6.2. The Cornfields School's security arrangements are based on a risk assessment, regularly reviewed by the Head Teacher, Facilities Manager and senior leadership team, explicitly taking into account the:
- Location of the Cornfields School.
 - Physical layout of the Cornfields School.
 - Movements needed around the site.
 - Arrangements for receiving visitors.
 - Staff/pupil training in security.

7. LETTINGS

- 7.1. The Head Teacher will ensure that Cornfields School premises, used for a purpose other than conducting the Cornfields 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.

8. WEATHER

- 8.1. The Facilities Manager will ensure that the Cornfields 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 Head Teacher.

8.2 Snow and Ice

- There are only two pedestrian routes onto the site and staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

9. EVACUATIONS

- 9.1. The Head Teacher 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.

10. ACCESSIBILITY

- 10.1. The Head Teacher will ensure that access to the campus allows all pupils, including those with SEND, to enter and leave the campus in safety by ensuring entrances are well maintained, unobstructed.

11. SUITABILITY

- 11.1. The Head Teacher 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.
- 11.2. The Head Teacher and Commercial Director will further ensure that, in terms of the design and structure of Cornfields School buildings, no areas of the Cornfields School compromise health or safety.

12. WELFARE

- 12.1. The Head Teacher and the Operations 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 or where this is not possible then there are suitable door locks to ensure privacy.
 - Separate washrooms are provided for staff which are adequate for the number of staff at the Cornfields School.
 - Changing facilities, including showers, is provided for pupils are accessible from the playing field where the exercise takes place.

12.2. The Head Teacher will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

13. CATERING

13.1. The Head Teacher, in consultation with the food tech team, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption. (See Food Safety Manual)

14. CLEANING

14.1. The Head Teacher will ensure that classrooms and other parts of the Cornfields School are maintained in a tidy, clean and hygienic state by monitoring standards.

15. MECHANICAL SERVICES

15.1. The Facilities Manager will ensure that the lighting, heating and ventilation in classrooms and other parts of the Cornfields School are satisfactory in that:

- Each room or space in the Cornfields School has lighting appropriate to its normal use.
- Each room or space in the Cornfields 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.

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

16. MAINTENANCE

16.1. The Head Teacher will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the Cornfields School's planned maintenance programme, including the statutory and best practice checks outlined in Appendix A.

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

17. FURNISHINGS

17.1. The Head Teacher, in consultation with the Facilities Manager and relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the

age and needs (including any SEND or medical conditions) if all pupils registered at the Cornfields School.

- 17.2. 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 Facilities Manager.

18. GROUNDS

- 18.1. The Head Teacher, in consultation with the Commercial Director, and heads of physical education (PE), will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.
- 18.2. The condition of all playground areas will be monitored by the Operations Team and deficiencies addressed.

19. HEALTH AND SAFETY AUDIT

- 19.1. The Head Teacher will ensure that the Cornfields School's premises are subject to a regular health and safety audit.
- 19.2. The Operations Manager will monitor that risk assessments are completed annually for each department.

20. FINANCIAL PLANNING AND CONTROL

- 20.1. The Head Teacher, senior management team and the finance committee will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.

21. APPENDIX

A) HEALTH AND SAFETY AUDIT

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit	Yes	Survey, report and access statement covering learning, teaching and physical access.	September 2021
Asbestos	Yes	Asbestos register and management plan.	September 2021
Building and grounds condition survey	No	Inspection of building and facilities for asset management planning (AMP).	September 2021
Classroom assessment	Yes	Annual assessment with termly review.	September 2021
Control of substances hazardous to health (COSHH) risk assessment	Yes	For storage and use of any hazardous substances.	September 2021
Display energy certificate (DEC)	Yes	Requirement for buildings with floor area over 1000m ² to display the energy use of the Cornfields School buildings.	September 2021
Electrical - Portable appliance testing (PAT)	Yes	Safety checking and testing of electrical appliances.	September 2021
Electrical – Fixed wire testing	Yes	Testing of all fixed wiring boards and all distribution boards every 3-5 years.	September 2021
Emergency lighting	Yes	Inspection and testing of system, monthly checks by the Site Manager to check functionality and battery discharge tests.	September 2021
Extraction systems, including fume cupboards	N/A	Inspection and testing of dust extraction equipment.	n/a
Fire risk assessment	Yes	Inspection and annual review, or whenever any changes are made that will affect the assessment.	September 2021
Fire alarm and detection systems	Yes	Weekly bells test, six monthly fire drill and annual service and inspection.	Weekly, Monthly, Termly in accordance with fire policy
First aid equipment	Yes	Regular checks recommended to replenish equipment/stock and replace out-of-date items.	Every month. Record within first aid kits
Floor plans	N/A – no notifiable changes made	Do you have up-to-date floor and roof plans and are they updated when changes are made?	To be reviewed as and when any significant changes are made to the building

Gas safety	Yes	Inspection and certification, identification and location of gas equipment and supplies – update.	September 2021 in accordance with contracted schedule. Certificate to be issued on satisfactory completion
Gas appliance	Yes	Annual servicing for efficient operation and combustion.	September 2021 in accordance with contracted schedule. Certificate to be issued on satisfactory completion
Gas pipework	Yes	Visual inspection and testing.	September 2021 in accordance with contracted schedule. Certificate to be issued on satisfactory completion
Glazing	Yes	Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	September 2021
Incoming services and isolation points	Yes	Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	September 2021
Fixed playground and gym equipment	Yes	Inspection for condition and suitability.	September 2021
Slips and trips	Yes	Risk assessment	September 2021 as part of the H&S policy
Water hygiene and safety, legionnaires' disease – Water systems, cold water systems	Yes	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition. Water quality checks.	Water temp taken daily. Mains fed combi boilers - no standing water, no tanks, no showers – water quality checks therefore not required.
Legionnaires' disease – Low pressure hot water systems	Yes	Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps etc.	Water temp taken daily and visual inspections conducted. Maintenance conducted as and when required. No standing water or water tanks

B) ASBESTOS MANAGEMENT - CHECKLIST

	Yes/No	Further action needed
<p>Is the school management team aware who has the overall legal responsibility for the management of maintenance and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the premises – this is the duty holder. In some cases, these responsibilities may be shared between duty holders.</p>	Yes	Nil
<p>Has the duty holder carried out a management survey? A management survey should identify what type of ACMs are present and where they are.</p>	Yes	Nil
<p>Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors etc.</p>	Yes	Potentially in toilet cisterns and query lathe and plaster. Contractors to be made aware before disturbing the building fabric.
<p>Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>	Yes	Nil – assessed as very low
<p>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available and relevant information. It should set out what is going to be done, when it is going to be done, and how it is going to be done – both for any remedial work and for ongoing management action like periodic checks. It should set out clear lines of responsibility. The plan can be written or held as a computer-based record and should be readily accessible. See http://www.hse.gov.uk/pubns/indg223.pdf for further information</p>	n/a	Risk assessed as very low and only if fabric of building is disturbed. Contractors made aware of this and shown report before works undertaken
<p>Are precautions in place to ensure anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to carry out any work on the premises does not start before they are given the information about any asbestos present. The information should be supplied well before any work starts so that the correct precautions can be implemented.</p>	Yes	All relevant contractors are provided with a copy of the survey report to read prior to the commencement of works
<p>Are any in-house staff, who may undertake maintenance work, adequately trained? Training needs to be appropriate for the work. Awareness training – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p>	Yes	Nil
<p>Training for work with asbestos that does not require a licence from HSE – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher, e.g. installing cables in areas containing undamaged asbestos materials.</p>	N/A	No staff will conduct such activities and this will be contracted to suitably qualified and experienced companies.
<p>Training for asbestos work that does require a licence from HSE – this includes most work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs</p>	N/A	No staff will conduct such activities and this will be contracted to suitably qualified and experienced companies.

Further action needed:

Action required	Action taken and when
Nil	

Name (and position): AJ McKeeman, Facilities Manager	Signature: AJ McKeeman	Date: 1 st September 2020
Name of School: Cornfields School		

C) WATER TEMPERATURE READINGS

This table will be used to check daily temperatures and will be retained in the school office for inspection

WC:	WEEK 1			WEEK 2			WEEK 3			WEEK 4			Notes:
FLOOR	1	2	3	1	2	3	1	2	3	1	2	3	
MON													
TUES													
WED													
THUR													
FRI													
WC:	WEEK 1			WEEK 2			WEEK 3			WEEK 4			Notes:
FLOOR	1	2	3	1	2	3	1	2	3	1	2	3	
MON													
TUES													
WED													
THUR													
FRI													
WC:	WEEK 1			WEEK 2			WEEK 3			WEEK 4			Notes:
FLOOR	1	2	3	1	2	3	1	2	3	1	2	3	
MON													
TUES													
WED													
THUR													
FRI													

SCHEDULE
D) MANAGEMENT INSPECTION OF PREMISES

AREA	DAILY	WEEKLY	QUARTERLY	SIX MONTHLY	ANNUALLY	OTHER
ESCAPE ROUTES AND EXIT DOORS	✓ <i>(Check and record)</i>					
FIRE ALARM	✓ <i>(Visual check of panel indicator light for normal condition)</i>	✓ <i>(Test at least 1 break glass call point each week and record)</i>		✓ <i>(Test and record as a Fire Drill)</i>	✓ <i>(Test by a competent engineer)</i>	
EMERGENCY LIGHTING	✓ <i>(Visual check of indicator lights on lighting units)</i>				✓ <i>(Test by a competent engineer of lighting)</i>	
FIRE EXTINGUISHERS	✓ <i>(Visual)</i>				✓ <i>(Test by a competent engineer)</i>	
TRAINING RECORDS	✓ <i>(Induction to be recorded)</i>				✓ <i>(Refresh and record on induction)</i>	
FIRE DRILLS				✓ <i>(All staff -fire drills)</i>		
FIRE RISK ASSESSMENT					✓ <i>(Inspected by a competent person)</i>	✓ <i>(External Provider)</i>
FIXED WIRE TEST						✓ <i>(Every 5 years)</i>
PORTABLE APPLIANCE TEST					✓ <i>(Inspected by a competent person)</i>	
WATER TEST						✓ <i>Advised not required due to combi boilers and lack of standing water</i>

AREA	DAILY	WEEKLY	QUARTERLY	SIX MONTHLY	ANNUALLY	OTHER
GAS BOILER					✓ <i>(Test by a competent engineer)</i>	
H&S AUDIT			✓ <i>(Inspection by H&S Officer)</i>			
EQUIPMENT INSPECTION					✓ <i>(Test by a competent engineer)</i>	