

# Premises Management Policy

## **1 Introduction**

This document outlines the purpose, nature and operational management of the school premises for Al Ameen Primary School.

### *Linked Policies*

This policy should be read in conjunction with the following policies:

- Health and Safety
- Fire safety and water quality surveys associated with the above
- Food Safety
- Lettings

## **2 Aims and objectives**

The premises management policy is designed to ensure the safety of all staff, pupils, parents / guardians, visitors and other users of Al Ameen Primary School and its facilities.

### *Legal framework and background*

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

### *What legislation applies to schools and colleges?*

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

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 Education (School Premises) Regulations and its revisions (Advice on standards for school premises, March 2015), which include requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

## **3 Premises Management**

The premises of Al Ameen Primary School are constantly monitored by the Headteacher and the caretaker as well as governors through the finance and resources committee (a standing committee of the governing body). However, all members of staff, pupils, parents / carers, governors, visitors and any other users of the site are always encouraged to report any concerns to the Headteacher.

### **Particular attention is paid to the following areas:**

#### **1. Water Supply**

The caretaker ensures that the School's water supply meets the requirements of the *Education (School Premises) Regulations 1999* by ensuring that the appropriate 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.
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) have an adequate supply of hot and cold water.
- the temperature of hot water supplies to showers / sinks shall not exceed 43°C.

## **2. Drainage**

The Caretaker / Headteacher 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.

## **3. Load bearing structures**

The Caretaker / Headteacher has ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it 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 when necessary.

## **4. Security arrangements**

The caretaker / Headteacher ensures the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked; that each building has a secure entrance with security arrangements as appropriate; that the school's perimeters are secure. The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:

- 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

## **5. Resistance to the weather**

The caretaker ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out visual checks. There is also a reporting system in place, whereby a member of the Leadership Team has responsibility for reporting building faults to the caretaker.

## **6. Emergency Evacuation**

The Headteacher / caretaker 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.

## **7. Access arrangements**

The Headteacher / caretaker 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 and by arranging access to a ramp for wheelchair users, if needed.

## **8. Fit for Purpose**

The Headteacher / caretaker can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority.

## **9. Classroom size**

The Headteacher 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. Particular regard will be given to ensuring that:

- the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance
- In the case of an emergency, students will be able to evacuate in a timely fashion

## **10. Health and Safety**

The Caretaker / Headteacher will ensure that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. This will be monitored by the designated health and safety representative.

## **11. Washrooms**

The Headteacher / caretaker has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the recent guidelines published by the DFE in that:

- Separate washrooms for girls and boys are provided for all pupils
- Washrooms for pupils are adequate for the number of pupils at the school
- Staff washrooms are 'adequate' for the number of staff at the school.
- Adequate washroom facilities in place in the boarding blocks.

## **12. Medical Room**

The Headteacher has ensured that there are appropriate facilities for pupils who are ill in that:

- there is a room for medical purposes
- the room contains a washbasin
- the room is reasonably near a WC

## **13. Catering**

In consultation with our catering providers, the Headteacher ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption; this includes regular inspections of the catering facilities.

## **14. General cleanliness and tidiness**

The Headteacher ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the cleaner / caretaker and monitoring standards of cleaning.

## **15. Sound levels**

The Headteacher ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform him if problems arise as a result of deficiencies in this area.

## **16. Lighting, heating and ventilation**

The Headteacher ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with current regulations.

a. the lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein; and external lighting is provided in order to ensure that people can safely enter and leave the school premises.

b. Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied).

- o in medical/sick rooms: 21°C
- o in teaching and library areas: 18°C
- o in areas for physical education, washing or circulation: 15°C.

The school will ensure that these minimum temperatures will be maintained.

c. the surface temperature of any radiator or exposed pipework does not exceed 43°C.

d. The school will take all reasonable steps to ensure that controllable ventilation shall be in all occupied areas.

- o in all occupied areas: at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate;
- o in teaching accommodation, medical/sick rooms, sleeping and living accommodation: eight litres for each of the usual number of people present when the areas are occupied;
- o in washrooms: at least six air changes an hour.

e. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms

This is done through a programme of monitoring and through systematic feedback from staff.

## **17. Decoration**

The Headteacher ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

## **18. Furniture and fittings**

In consultation with all staff, the Headteacher ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at the school by responding to specific requests for appropriate

### **1. Flooring**

The caretaker / headteacher ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs / replacements.

### **2. Maintenance of the external area**

Grounds Upkeep

It is important that the school site is clean, tidy and safe. Playgrounds are checked on a daily basis for obstructions, mess and damage.

## **Cleaning**

The school site is cleaned and tidied by the site manager on a regular basis in a planned rolling programme. In addition, a 'deep clean' of the outdoor areas is organised during the school holidays. Playground rubbish should be cleared on a daily basis as this can give a bad impression to parents and visitors alike

## **Repairs and Maintenance**

All repairs and maintenance are conducted in a timely fashion without impacting on the running of the school. The Management Team will maintain a list of planned works and arrange for the supervision of these activities. Work will be prioritised according to health and safety, impact on day-to-day school life and cost.

## **Areas out of bounds**

Where there are areas out of bounds for pupils, these will be clearly marked and cordoned off. Pupils will be made aware of areas not accessible to them.

### **3. Outdoor play equipment**

In consultation with all staff the Headteacher ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

### **4. Fixed PE equipment**

The Headteacher ensures a once per year check of all fixed PE equipment is undertaken.

Date agreed: 20/10/17

Review date: October 2019

Signed: **M Rahman**  
Head Teacher