

## Premises Policy

<b>Review Date</b>	February 2024	<b>Next Review by Date</b>	February 2025
<b>Reviewed By</b>	Group Business Manager		
<b>Approved by Governing Body</b>	Sue Bennet, Health and Safety Governor		
<b>Date</b>	24.03.2025		

### 1. Introduction

This policy outlines the school's approach to managing its premises, ensuring compliance with statutory requirements and providing a safe, secure, and high-quality learning environment for all pupils, staff, and visitors. The policy aligns with the Education (Independent School Standards) Regulations 2014, relevant health and safety legislation, and current best practices.

This is a key document of the school, and it applies to all staff members. The policy is available to all parents, prospective parents, school governors and authorised inspectors.

Effective management of school buildings is the responsibility of the Business Manager (BM) with the Premises Manager (PM) and ultimately the responsibility lies with the Leadership Team (SLT).

### 2. Legislative Compliance

The school is committed to full compliance with all relevant statutory and regulatory requirements, including:

- Health and Safety at Work etc. Act 1974

- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education (Independent School Standards) Regulations 2014
- Fire Safety Act 2021 and Fire Safety (England) Regulations 2022
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013
- Gas Safety (Installation and Use) Regulations 2018

### **3. Health, Safety, and Security**

The school ensures that its premises are maintained in a safe and secure condition. This includes:

- Conducting regular risk assessments in line with HSE guidance.
- Ensuring all emergency procedures are up to date and communicated to staff and pupils.
- Regularly testing fire alarms, emergency lighting, and evacuation plans in compliance with the Fire Safety (England) Regulations 2022.
- Implementing a visitor management system to monitor access to the premises, in line with Keeping Children Safe in Education (KCSIE) 2024.

- Conducting legionella risk assessments and implementing water hygiene controls in accordance with HSE's ACOP L8 guidance.

#### **4. Fire Safety**

The school complies with the Regulatory Reform (Fire Safety) Order 2005 and subsequent updates, ensuring:

- Annual fire risk assessments are conducted and reviewed following any significant changes to the premises.
- Fire detection and alarm systems meet British Standard BS 5839.
- Fire extinguishers are serviced annually in line with BS 5306-3:2017.
- Fire drills are conducted termly, with records maintained for compliance.
- Personal Emergency Evacuation Plans (PEEPs) are developed for pupils and staff requiring assistance during an evacuation.

#### **5. Water Supply and Drainage**

The school ensures that:

- Drinking water is readily available and meets water quality standards.
- Water systems are maintained to prevent risks of legionella, following HSE's ACOP L8 guidance.
- Drainage systems are regularly inspected and maintained to prevent health hazards and structural damage.

#### **6. Accommodation Requirements**

The school ensures that all premises meet the requirements of the Independent School Standards (2014), Part 5 – Premises of and Accommodation at Schools, including:

- Adequate classroom space, with appropriate ventilation, lighting, and heating.

- Suitable toilet and washing facilities, accessible for all pupils, including those with disabilities.
- Medical accommodation that meets the needs of pupils who are ill or require first aid.

## **7. Lighting, Heating, and Ventilation**

The school ensures that:

- Lighting is sufficient to support effective learning and safety throughout the premises.
- Heating systems maintain comfortable temperatures, in accordance with Workplace (Health, Safety, and Welfare) Regulations 1992.
- Ventilation is adequate, with compliance to HSE guidance on indoor air quality, including the use of CO<sub>2</sub> monitors where necessary.

## **8. Accessibility and Suitability**

The school ensures its premises are suitable for all users by:

- Conducting regular accessibility audits in line with the Equality Act 2010.
- Providing accessible toilet facilities and appropriate adaptations for pupils with disabilities.
- Maintaining safe entry and exit routes, including wheelchair access where required.

## **9. Maintenance and Repairs**

- A planned maintenance schedule is in place to ensure the long-term upkeep of the premises.
- Reactive maintenance procedures are in place to address urgent repairs efficiently.
- All maintenance work complies with the Construction (Design and Management) Regulations 2015.

## **10. Furniture and Equipment**

The school ensures that:

- Furniture and equipment are suitable for the needs of all pupils and staff.
- Specialist equipment for pupils with SEND is maintained in good working order.
- All equipment is checked regularly for safety and compliance with PUWER 1998 and LOLER 1998.

## **11. Cleaning and Waste Management**

- The school follows strict hygiene standards, ensuring that cleaning schedules meet requirements for health and safety.
- Waste disposal complies with the Waste (England and Wales) Regulations 2011.
- Hazardous materials are stored and disposed of in accordance with HSE guidelines.

## **12. Lettings and Use of School Premises by External Parties**

- All external use of premises requires a risk assessment and compliance with the school's Health and Safety Policy.
- Safeguarding procedures apply to all lettings, in line with KCSIE (2024).
- Appropriate insurance and liability cover must be in place for external groups using the school premises.

## **13. Monitoring and Review**

This policy will be reviewed annually to ensure it remains in compliance with current legislation and best practices. The Facilities/Premises Manager and Senior Leadership Team are responsible for implementing and monitoring the policy.

The school premises are constantly monitored by the Premises Manager, by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the Premises Staff and SLT. The school gives due regard to the regulations listed above. The school will regularly review if there are sufficient resources to manage the premises effectively.

The Premises Manager/ Health & Safety Co-ordinator

- Develops the Asset Management Plan
- Prepares a Long-Term Maintenance Plan which is prioritised within available budgets using the School 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.

In addition to the legislation compliance above, the school undertakes the following:

### **Water Supply (Legionella);**

The school arranges 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 45oc) which 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 and sinks (including deep sinks) and showers have an adequate supply of hot and cold water
- The temperature of hot water supplies to showers should be between 38oc and 43oc
- The school has installed TMV in hand basins
- The storage tank should hold water at a minimum of 60oc

Other premises details;

### **1. Drainage**

The school ensures that there is an adequate drainage system for hygienic purposes and the disposal of wastewater 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**

- The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaption 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.
- 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.
- The school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- 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.



#### **4. Building and Grounds**

- The school ensures 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 school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.
- The school does not use the swimming pool at Sundial House.

#### **5. Contractors**

The school 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, preselection, evaluation or a combination that takes into consideration the nature and scale of the works required)
- Where necessary has the appropriate qualifications, for example NICIEC registered for work in connection with 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.

#### **6. Commissioning a large project**

The school 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 contactors
- iv. Evaluation of Tenders – checking the validity and accuracy of the tenders
- v. Site Management – regular site visits to check the progress and quality to 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.

## **7. 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 will plan towards forming an ECO group which will steer some of this element.
- The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

## **8. Vehicle Segregation**

- The school ensures that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner where reasonably practicable and plan towards finding resolutions if not.

## **9. 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.

The school's premises are subject to regular Health and Safety checks by the Health & Safety Committee, the Premises Manager, The Responsible Governor with Health & Safety responsibilities. Any matters of concern are discussed at regular Health and Safety Meetings chaired by the Responsible Health and Safety Officer. This group consists of a School Governor, Responsible Safety Officer, the Premises Manager and where necessary departmental representatives.

The PM will be responsible for the day-to-day organisation and management of all statutory/regulatory/general Health & Safety, mechanical & electrical systems including upkeep of all relevant policies and risk assessments therein.

The policies and risk assessments are indexed and all available on the school network.

Further policies specific to premises management are the key holders policy and the lettings policy found on the school network in the Policies Team

\*In the current instance the Premises Manager is also the H&S co-ordinator

## ***Appendix 1***

### ***Statutory instruments applicable to premises management: (not exhaustive)***

*HSW act 1974 (Health and Safety at Work)*

*Management of Health and Safety at Work regs 1999*

*The Education (School Premises) Regulations 1999*

*Workplace (Health Safety and Welfare) regs 1992*

*Occupiers Liability Act 1957*

*Occupiers Liability Act 1984*

*Safety Signs and Signals regs 1996*

*First Aid regs 1981*

*H&S Information for Employees regs 1989 (consultation doc)*

*H&S Consultation with Employees regs 1996*

*Safety Reps and Safety Committees regs 1977*

*Regulatory Reform (fire safety) order 2005*

*Electricity at Work regs 1989*

*The Gas Safety (installation and use) Regulations 1998*

*CDM regs 2007 (construction design and management)*

*LOLER regs 1998 (lifting operations and lifting equipment)*

*Work at Height regs 2005*

*Manual Handling regs 1992*

*Control of Noise at Work Regulations 2005*

*Control of Vibration at Work regs 2005*

*PUWER regs 1998 (provision and use of work equipment)*

*Safe use of work equipment regs 1998*

*DSE regs 1992 (display screen equipment)*

*PPE at work regs 1992 (personal protective equipment)*

*RIDDOR regulations 1995 (reporting of diseases or dangerous occurrences)*

*COSHH 2002 (control of substances hazardous to health)*

*Control of Asbestos Regulations 2012*

*Control of Lead at Work Regulations 2002*

*Dangerous Substances and Explosive Atmosphere regs 2002*

*Pressure Equipment regs 1999*

*Pressure Systems Safety Regulations 2000*

*Ionising Radiation regs 1999*