

AQUINAS Church of England Education Trust

"Life - Transforming - Learning"

Policy Title:	Premises Management
Responsibility:	Head Teacher
Review Body:	SBM and Premises Manager
Date:	January 21
Review:	January 22

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Asbestos](#)
4. [Water supply](#)
5. [Temperatures](#)
6. [Toilet and washing facilities](#)
7. [Accessibility](#)
8. [Drainage](#)
9. [Lighting](#)
10. [Security](#)
11. [Lettings](#)
12. [Weather](#)
13. [Invacuations and evacuations](#)
14. [Suitability](#)
15. [Fire safety](#)
16. [Catering](#)
17. [Cleaning](#)
18. [Acoustics](#)
19. [Maintenance](#)
20. [Furnishings](#)
21. [Playing fields](#)
22. [Grounds](#)
23. [Health and safety audit](#)
24. [Monitoring and review](#)

Appendices

- 1) [Health and Safety Audit](#)
- 2) [Asbestos Management Checklist](#)

Statement of intent

St Nicholas CE Primary School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider each building's:

- Condition – focussing 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 – focussing 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.

Signed by:

Headteacher

Date:

1. Legal framework

1.1. This policy will have consideration for and comply with the following legislation:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- The Equality Act 2010

1.2. This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2000) 'Guidance on first aid for schools'
- [\[Updated\]](#) DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'

1.3. This policy operates in conjunction with the following school policies:

- Asbestos Management Policy
- School Cleaning Policy
- Car Park Policy
- Asset Control Policy
- Health and Safety Policy
- Lettings Policy
- First Aid Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- Whole-School Food Policy
- School Cleaning Policy
- Fire Safety Policy
- School Security Policy

2. Roles and responsibilities

2.1. The Trust is responsible for:

- The overall implementation of this policy.

- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

2.2. The SBM is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Managing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.

2.3. The premises manager is responsible for:

- In collaboration with the headteacher, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- Conducting the [Health and Safety Audit](#).
- Conducting the [Asbestos Management Checklist](#).
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Trust H & S Director.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.

2.4. The headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the premises manager, SBM and Trust H & S Director as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and premises manager.
- Reviewing this policy in liaison with the premises manager.

3. Asbestos

- 3.1. The Trust H & S Director, headteacher and premises manager will ensure that the school meets its duty to manage asbestos in school.
- 3.2. The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times.
- 3.3. The premises manager and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.
- 3.4. The headteacher, premises manager and Trust H & S Director will establish an Asbestos Management Plan (AMP).
- 3.5. The premises manager will ensure that all staff are informed of any asbestos located within the school.
- 3.6. The premises manager, Trust H & S Director and SBM will arrange for any necessary repairs to the school regarding asbestos.
- 3.7. The premises manager will review the school's AMP annually.

4. Water supply

- 4.1. The premises manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary 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, and sinks and showers have an adequate supply of hot and cold water.

5. Temperatures

- 5.1. Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C.
- 5.2. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.

- 5.3. Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.
- 5.4. The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.
- 5.5. [Special schools, nursery schools or teaching accommodation used as a nursery] The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

6. Toilet and washing facilities

- 6.1. For pupils aged 3- 5, there will be 1 toilet and washbasin for every 10 pupils.
- 6.2. For pupils aged 4-5, there will be 1 toilet and washbasin for every 20 pupils.
- 6.3. For pupils over 5, there will be 1 toilet and washbasin per 15-20 pupils, which will be segregated into male and female for those over 8.
- 6.4. No more than 2/3rds of boys' appliances will be urinals.
- 6.5. For pupils over 11 years old, there will be 1 toilet and washbasin per 20 pupils, which will be segregated into male and female.
- 6.6. Toilet and washing facilities will be planned to ensure that:
 - Hand washing facilities are provided within the vicinity of every toilet.
 - The facilities are properly lit and ventilated.
 - They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
- 6.7. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

- 6.8. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 6.9. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
- 6.10. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.
- 6.11. The SBM will ensure that there are appropriate facilities in place for pupils who are ill, including:
 - A room for medical or dental examination.
 - A washbasin.

7. Accessibility

- 7.1. To be compliant with the Equality Act 2010, the headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND.
- 7.2. The accessibility strategy will include the health and safety needs of pupils with SEND.
- 7.3. The school will take account of its Accessibility Policy when managing and maintaining the school site.

8. Drainage

- 8.1. The premises manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

9. Lighting

- 9.1. Lighting will be appropriate for a learning environment.
- 9.2. Where possible, natural lighting will be used.

- 9.3. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 9.4. Lighting controls will be easy to use.
- 9.5. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- 9.6. External lighting will be provided to ensure safe pedestrian movement after dark.
- 9.7. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- 9.8. Emergency lighting will be provided for areas which are accessible after dark.
- 9.9. As pupils with SEND can have additional needs, the school will cater for these. Some of these needs may include:
 - Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
 - Avoiding glare, including high gloss paint.
 - Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
 - Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

10. Security

- 10.1. The SBM and premises manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:
 - Each building is securely locked and alarmed each night.
 - Each building has a secure entrance.
 - The school's perimeters are sufficiently secure.
- 10.2. The school's security arrangements are based on a risk assessment, which is regularly reviewed by the SBM, premises manager and SLT, that explicitly considers the:
 - Location of the school.
 - Physical layout of the school.

- Boarding accommodation.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/pupil training in security.

10.3. The School Security Policy addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors.

11. Lettings

11.1. The SBM will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.

11.2. The school's Lettings Policy will be adhered to at all times.

11.3. When letting to commercial businesses, the school will first seek the permission of the ESFA.

11.4. Hirers will make an application for hire to the Head Teacher.

11.5. When determining whether to approve an application; the Head Teacher will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

11.6. An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

12. Weather

- 12.1. The premises manager 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.
- 12.2. Any issues identified will be relayed to the SBM.
- 12.3. The school's Adverse Weather Policy will be adhered to at all times.

13. Invacuations and evacuations

- 13.1. The premises manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.
- 13.2. To ensure the safety of pupils with SEND, the premises manager will liaise with the SENCO to establish the needs of pupils.
- 13.3. Any issues will be reported to the Head Teacher and SENCO, where appropriate.
- 13.4. When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

14. Suitability

- 14.1. The SBM will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.
- 14.2. The SBM and premises manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

15. Fire safety

- 15.1. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.

- 15.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 15.3. Staff and pupils will be familiarised with emergency evacuation procedures.
- 15.4. Risk assessments will be updated if there are any significant changes to the premises.
- 15.5. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

16. Catering

- 16.1. The SBM, in consultation with the catering manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

17. Cleaning

- 17.1. The SBM will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.
- 17.2. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

18. Acoustics

- 18.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- 18.2. There will be minimal disturbance from unwanted noise.
- 18.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

19. Maintenance

- 19.1. The SBM will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's

planned maintenance programme, including the statutory and best practice checks outlined in the [Health and Safety Audit](#).

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

20. Furnishings

- 20.1. The SBM, in consultation with the headteacher and relevant members of the SLT, 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.
- 20.2. 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 premises manager.

21. Grounds

- 21.1. The SBM, in consultation with the headteacher, deputy headteacher and relevant heads of department, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.
- 21.2. The condition of all playground areas will be monitored by the premises manager and deficiencies addressed.

22. Health and safety audit

- 22.1. The SBM will ensure that the school's premises are subject to a regular [Health and Safety Audit](#).
- 22.2. The premises manager will monitor that health and safety risk assessments are completed annually for each department.

23. Monitoring and review

- 23.1. This policy is reviewed annually by the headteacher and the premises manager.
- 23.2. The next scheduled review date for this policy is July 2021.

23.3. Any changes to this policy will be communicated to all relevant staff members.

Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit	Y	Survey, report and access statement covering learning, teaching and physical access.	January 2021
Air conditioning	Y	Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	Completed 7 October 20
• Asbestos	• Y	• Asbestos register and management plan.	Completed
Car parking and vehicle/pedestrian segregation	N/A	General risk assessment required.	N/A
Building and grounds condition survey	Y	Inspection of building and facilities for asset management planning (AMP).	July 2020 awaiting Estates Director
Classroom assessment	Y	Annual assessment with termly review.	December 2020
Control of substances hazardous to health (COSHH) risk assessment	Y	For storage and use of any hazardous substances.	Up to date January 2021- new sanitising products data sheets obtained.
Display energy certificate (DEC)	Y	Requirement for buildings with floor area over 1000m ² to display the energy use of the school buildings.	Valid until 20.12.26
Duct hygiene (air conditioning, plenum heating)	Y	Inspection and testing, thorough cleaning routine determined from testing/inspection results.	December 2020
Electrical - Portable appliance testing (PAT)	Y	Safety checking and testing of electrical appliances.	Feb 2021

Aspect	Existing document (Y/N)	Requirement	Review date
Electrical – Fixed wire testing	Y	Testing of all fixed wiring boards and all distribution boards every three to five years.	August 2023
Emergency lighting	Y	Inspection and testing of system, monthly checks by the premises manager to check functionality and battery discharge tests.	First ACE check annually – November 2020
Fire risk assessment	Y	Inspection and annual review, or whenever any changes are made that will affect the assessment.	Sept 20 – risk assessed IT equipment and storage. ATS to provide.
Fire alarm and detection systems	Y	Weekly fire bell test, six monthly fire drill and annual service and inspection.	January 21
Fire doors	Y	Checked regularly to ensure functioning correctly.	Weekly check undertaken.
Fire extinguishers and appliances	Y	Inspection and testing of equipment	Every 6 months by First Ace
First aid equipment	N	Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	Termly (KG)
Floor plans	Y	Up-to-date floor and roof plans are created when changes are made.	Kept in site manager's office.
Gas safety	Y	Inspection and certification, identification and location of gas equipment and supplies – update.	Annual Nov 20
Gas appliance	Y	Annual servicing for efficient operation and combustion.	Annual Nov 20
Gas pipework	Y	Visual inspection and testing.	Annual Nov 20

Aspect	Existing document (Y/N)	Requirement	Review date
Glazing	N	Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	As required
Incoming services and isolation points	Y	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.	Yes - As required
Planned preventative maintenance (PMP)	Y	PMP in place for all buildings, plants and equipment.	September 19 and 2020 awaiting Estates Director
	Y	Current servicing records are available.	
	Y	Annual maintenance inspections completed.	
Gym equipment	Y	Inspection and testing.	Jan 2021 KL has contacted – awaiting response.
Radon	N	Risk assessment carried out and updated as necessary.	Estates Director advice
Shared premises	N/A	Although we don't own the common, we do us it and we do carry out daily risk assessment for glass and needles Risk assessment carried out and updated as necessary.	
Slips and trips	N	Risk assessment carried out and updated as necessary.	Ongoing – risk assessment by KL
Tree safety	N/A	Risk assessment carried out and updated as necessary.	By Chislehurst Commons as not on school premises
Water hygiene and safety, legionnaires' disease –	Y	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection.	Monthly Thermoserv contract

Aspect	Existing document (Y/N)	Requirement	Review date
water systems, cold water systems		Tank condition and water quality checks will be regularly undertaken.	23 December 2020
Legionnaires' disease – Low pressure hot water systems	Y	Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps, etc.	6 monthly Thermoserv KL to check date
Water and surface temperature	Y	Risk assessment carried out and updated as necessary.	Monthly by KL
Workstation assessment	Y	Analysis of all workstations to assess any health and safety risks.	January 21 (KC)
Working at height	Y	Risk assessment carried out and updated as necessary.	Annually - KL

Asbestos Management Checklist

Criteria	Yes	Further action needed
Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.	Yes	
Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.	Yes	
Does the management survey highlight the location of ACMs? All areas of the school premises should be included:	Yes	

storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.		
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.	Yes	
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 information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.	No	Management plan completed and stored in site manager's office.
Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.	Yes	
<p>Are any in-house staff who may undertake maintenance work adequately trained? Training needs to be appropriate for the work.</p> <p>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> <p>Training for work with asbestos that does not require a licence from the 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> <p>Training for asbestos work that does require a licence from the HSE – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>	No	No training required due to the quantity, location and number of staff who would have exposure..

Further action needed

Action required	Action taken	Date	Signature
-----------------	--------------	------	-----------

Filing of data sheets	KC and KL to audit data sheet filing system.		
	.		

Name (and position): Sophie Sear Head Teacher	Signature:	Date: 13.01.21
St Nicholas CE Primary School:		