

Hay-on-Wye Primary School

Premises Management Policy

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**Approved by the Chair of Governors and Head teacher**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of Governors)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head teacher)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Statement of intent

Hay-on-Wye Primary School has a duty to ensure that buildings under their control comply with the statutory and regulator standards.

Hay-on-Wye Primary 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 Hay-on-Wye Primary School in raising educational standards.

Hay-on-Wye Primary School premises are monitored by the Head teacher, who acts as the Site Manager, the Handyman and the Cleaner/Caretaker.

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.

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 Head teacher, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of Hay-on-Wye Primary 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.

3. Asbestos

3.1. As the building was constructed in 2018, there is no asbestos in the building.

4. Water supply

4.1. The Head teacher will ensure that Hay-on-Wye Primary 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 43ºC as stated in legislation.

5. Drainage

5.1. The Head teacher 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 will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that the building is securely locked and alarmed each night; that each building has a secure entrance; and that the school’s perimeters are sufficiently secure.

6.2. The school’s security arrangements are based on a risk assessment, regularly reviewed by the 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.

7. Lettings

7.1. The Head teacher will ensure that the 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.

8. Weather

8.1. The Head teacher 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 appropriate body.

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, 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 site allows all pupils, including those with special educational needs and/or disabilities, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

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 will further ensure that, in terms of the design and structure of the school buildings, no areas of the school compromise health or safety.

12. Welfare

12.1. The Head teacher 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 are provided for staff and pupils.
* Staff washrooms are adequate for the number of staff at the school.
* Changing facilities are provided for pupils and are accessible from the playing field/MUGA 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 catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

14. Cleaning

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

15. Mechanical services

15.1. The Head teacher 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.

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 school’s planned maintenance programme, including the statutory and best practice checks.

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

17. Furnishings

17.1. The Head teacher will ensure that the furniture and fittings are appropriately designed for the age and needs (including any special educational needs, disabilities or medical conditions) of all pupils registered at the school.

18. Grounds

18.1. The Head teacher 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 Head teacher and all teaching and non-teaching staff and deficiencies addressed.

19. Health and Safety audit

19.1. The Head teacher will ensure that the school’s premises are subject to a regular health and safety audit.

19.2. The Head teacher will monitor that risk assessments are completed annually for each department.

20. Financial planning and control

20.1. The Head teacher and Governing Body will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.