

The Whitby Secondary Partnership

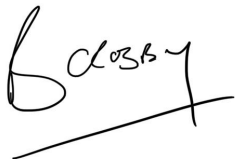
Premises Management Policy

Governance Status

This policy will be reviewed every two years.

Review dates	By Whom	Approval date
March 2022	Staff and Governors	22 March 2022
March 2024	Staff and Governors	9 April 2024

Signed by the Chairs of Governors:



Brian Crosby

PREMISES MANAGEMENT POLICY

1. Background to this policy

The Education (School Premises) Regulations 2012 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.

1.1 What legislation applies to schools and colleges?

The Education (School Premises) Regulations 2012 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, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

2. Policy Statement

The premises of the Whitby Secondary Federation are constantly monitored by the relevant Site Manager and caretaking staff. Departments have their own Health and Safety representative who are responsible for reporting any concerns to the Business or Site Manager or a caretaker.

Particular attention is paid to the following areas:

2.1 Water Supply

The Site Managers ensure that the sites' water supply meet the requirements of the *Education (School Premises) Regulations 2012* by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- the school sites have a supply of water for domestic purposes, including a supply of drinking water.
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
- the temperature of hot water supplies to showers shall not exceed 43°C.

2.2 Drainage

The site staff ensure 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.

2.3 Load-bearing structures

The NYC Property Landlord has ensured that each load bearing structure complies with the Education (School Premises) Regulations 2012 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.

2.4 Security arrangements

Site staff will ensure that the school sites have adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night and that each building has a secure entrance.

The school's security arrangements are based on risk assessments which are reviewed annually and take into account the following factors:

- the location of the site
- the physical layout of the site (eg, multiple buildings)
- the movements needed around the site
- arrangements for receiving visitors
- staff/student training in security.

5. Lettings

The site staff will ensure that those areas of the school which are used outside of the standard school working day are organised to ensure that the health, safety and welfare of students are safeguarded and that their education is not interrupted by other users. This is supported by the lettings co-ordinator referring new lettings to the Head of School/Business Manager where appropriate, so that new arrangements may be discussed beforehand and implemented as needed.

6. Resistance to the weather

Site staff will ensure that school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

7. Evacuations

Site staff will ensure that there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the site.

8. Accessibility

The Business Manager/Site staff will ensure that access to the premises allows all students, including those with special needs, to enter and leave each site in safety and comfort by ensuring that entrances are well maintained and unencumbered, and by arranging access to a ramp, if necessary, for wheelchair users.

9. Suitability

The Business Manager and site staff will ensure that, in terms of the design and structure of the accommodation, no areas compromise health or safety. There are high-level handrails on stairs above open stair-wells and asbestos management programmes are in place for each site.

10. Welfare

The Business Manager and site staff will ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 2012 in that:

- staff washrooms are 'adequate' for the number of staff working on each site
- changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible from where exercise takes place.

The Business Manager and site staff will ensure that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 2012 in that:

- there is a room for medical or dental examination
- the room contains a washbasin
- the room is reasonably near to a WC.

There are suitable rooms for this purpose located at each site and reception, first aid staff or site staff can direct staff or students to this area.

11. Catering

In consultation with the NYC Catering Service, the Business Manager and site staff will ensure that, where food is served, there are adequate facilities for its hygienic preparation, serving and

consumption. The Area Catering Manager provides regular reports on the suitability of the kitchen facilities for each site and the Business Manager and site team will assist in rectifying any issues identified in monitoring reports.

12. Cleaning

The Business Manager, assisted by site staff, will ensure that classrooms and other parts of the sites are maintained in a tidy, clean and hygienic state by liaising with the NYC Cleaning team who are contracted to clean the sites. It is also each individual employee's responsibility to ensure that their working area is clean and tidy and free from obvious hazards; this includes keeping clear walkways, not overloading shelves and ensuring that worktops and other surfaces are kept free of papers. Additional cleaning/hygiene measures have been put in place in relation to coronavirus prevention since 2020. These are detailed in the whole-school risk assessment, which has been updated each time new government guidance has been issued, and in the NYC Cleaning Services cleaning schedule and risk assessment for the schools.

13. Mechanical Services

The Business Manager, assisted by the site staff, will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory, in accordance with the Education (School Premises) Regulations 2012 in that:

- each room or other space in the school has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on)
- each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures as following:
 - in teaching, private study and examination areas: 18°C
 - in areas for physical education, washing, sleeping or circulation: 15°C.

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.

14. General Maintenance

The Business Manager, assisted by the site staff, will ensure that there is a maintenance and decoration programme. Most of this work will take place during school holiday periods, but smaller tasks may be completed during term time. The Business Manager will ensure, in liaison with the site staff, that there is appropriate flooring, in good condition, by carrying out regular visual checks and implementing necessary repairs/replacements.

15. Health and Safety Audit

The premises are subject to a yearly Health and Safety check from a NYC Education Safety Risk Advisor and this is usually undertaken in the summer term. Any matters of concern will be on the agenda for discussion at Governors' meetings and at internal meetings involving relevant staff. The Business Manager and site staff will ensure that risk assessments are completed across the school. The Senior Administrator (Finance, Premises and Health & Safety) will chase up risk assessments from departments for review and will maintain a central file of all risk assessments, which are reviewed on a rolling pattern across the three school terms each year. Department technicians will assist with these, as required.