

Birkdale High School



Birkdale
High School

Aspire - Thrive - Succeed

Premises Management Policy



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<i>Date of Policy:</i>	<i>February 2018</i>
<i>Member of staff responsible:</i>	<i>Finance & Business Manager</i>
<i>Review date:</i>	<i>February 2021</i>

Background to this policy

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 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. Birkdale High School gives due regard to the Regulations listed above.

Policy Statement

The premises of Birkdale High School are monitored by the Headteacher, Business Manager, the site team, the School's Health & Safety Committee, and by a range of individuals who report their observations/concerns.

The Business Manager with assistance from the Site Manager;

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.

The school undertakes the following as prescribed by legislation;

The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following checks, testing and servicing;

- a. Air Conditioning units
- b. Boiler maintenance
- c. Electrical appliances
- d. Fixed electrical installation testing
- e. Emergency lighting testing
- f. Local Extraction Ventilation
- g. Fire risk assessments
- h. Fire alarm testing
- i. Fire door checks
- j. Fire extinguisher checks
- k. Gym equipment safety checks
- l. Gas appliances safety checks
- m. Gas pipe soundness checks
- n. Kiln and ceramic electrical equipment checks
- o. Kitchen deep cleaning
- p. Lift safety checks
- q. Machinery tooling checks
- r. Pressure vessel checks

Water Supply (Legionella)

The site team ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that appropriate checks are carried out at required intervals to ensure that:

- The school has a wholesome supply of water for domestic purposes including a supply of drinking water. WCs have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water the temperature of hot water supplies to showers meet the requirements laid down..
- Temperature of hot water supplies shall not exceed 43 degrees centigrade.

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.

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, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required) where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- 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.

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 contractors

iv. Evaluation of Tenders – checking the validity and accuracy of the tenders

v. Site Management – regular site visits to check the progress and quality of 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.

Waste

The school is committed to reducing its waste and recycling as much as we can.

The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

Vehicle Segregation

The school ensures that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner.

Drainage

The Site Team 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.

Security Arrangements

The Business Manager ensures the school has adequate security arrangements for the grounds and buildings. The Site staff ensure that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and; 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/student training in security

Lettings

The Business Manager ensures that when the Academy premises are used for a purpose other than conducting the School's main business (the Sports Hall; Sports Pitch, Drama studio, Media Hall) activities are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users.

Resistance to the weather

The Site Team 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. Any Issues will be reported to the Business Manager and addressed according to need.

Health and Safety

The Site Manager ensures 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. The Site Manager ensures that access to the school allows all students, 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.

The Site Manager can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

In consultation with the Headteacher, the site team ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of students 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 student in a classroom in order to provide individual help and guidance.

The Site Manager ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well; an asbestos management programme is in place.

The Site Manager has ensured that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in 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 WCs/urinals in an area
- Separate washrooms for girls and boys are provided for students aged 8 or older, and separate washrooms are provided for staff and students - except that any disabled washrooms may be used by both boys and girls and also staff and visitors N.B. the door is capable of being secured from the inside and opens directly on to a circulation space other than stairs
- Staff washrooms are 'adequate' for the number of staff at the school
- Changing accommodation, including showers (which are hygienic and which work properly), is provided for students and are accessible from the playing field where the exercise takes place

The Business Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

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

In consultation with our catering providers, Mellors Ltd, the Business Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities in the academy.

The Site Manager & Business Manager ensure that all that areas of the school are maintained in a tidy, clean and hygienic state. There is a feedback procedure in place for all staff and contract management meetings and cleaning audits are carried out with the cleaning company to monitor cleanliness and contract performance.

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

The Site Manager ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the school has lighting appropriate to its normal use
- Each room or other space 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

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

The Business/ Site Manager 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.

In consultation with the Headteacher and with the Heads of Departments, the Business Manager ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at the school by responding to specific requests for appropriate furniture and fittings which are required by Departments.

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

In consultation with the Headteacher and Head of PE the Business Manager ensures that there are appropriate arrangements for providing outside space for students to play safely through regular consultation. The condition of all playground and playing field areas is monitored and deficiencies addressed.

Dissemination of the policy

Teachers, Heads of Department and Governing Body will have access to an electronic copy of the policy in the staff handbook which is available in the shared area. Parents will have access to a copy on the school website.

Policy review

The policy will be reviewed annually by the Business Manager. A report with any recommendations will be considered by the Governing Body. The policy will be formally reviewed by governors every three years.