



## **Premises Management Policy**

### **Introduction**

This document outlines the purpose, nature and operational management of the school premises for Watchorn Christian School.

Watchorn Christian School carefully considers the building's condition and suitability to ensure safe and continuous operation and effective management of curriculum needs

### **Aims**

The premises management policy is designed to:

- Ensure the safety of all staff, pupils, parents / guardians, visitors and other users of Watchorn Christian School and its facilities.

### **Legislation**

- The Education (School Premises) Regulations (1999) prescribe the minimum standards for school premises. They include a general requirement that every part of the school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.
- The Health and Safety at Work Act (1974) sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees.
- The workplace (Health, Safety and Welfare) Regulations (1992) outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire, staffrooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

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.

- Management of Health and Safety at Work Regulations (1999).
- Approved Codes of Practice and Health and Safety Executive guidance documents and standards.

The premises of Watchorn Christian School are constantly monitored by the

Head teacher as well as governors, through the finance and resources committee (a standing committee of the governing body). The school also works closely with the stewards of Watchorn Church, to ensure the building is kept to a high standard.

However, all members of staff, pupils, parents / carers, governors, visitors and any other users of the site are always encouraged to report any concerns to the Head teacher.

Particular attention is paid to the following areas:

### **1. Water Supply**

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

- a. the school has a wholesome supply of water for domestic purposes including a supply of drinking water. These must be recorded.
- b. WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks).
- c. the temperature of hot water supplies to sinks shall not exceed 43°C.

### **2. Drainage**

The governing body/head teacher 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.

### **3. Load bearing structures**

The governing body/head teacher have ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 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.

### **4. Security arrangements**

The governing body / head teacher ensures the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate; 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:

- i. the location of the school
- ii. the physical layout of the school
- iii. the movements needed around the site
- iv. arrangements for receiving visitors
- v. staff/pupil training in security

### **5. Lettings**

The governing body / head teacher ensures that those of the School's premises which are used for a purpose other than conducting the school are organised to ensure that the

health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users. This is done by the church stewards, referring all new lettings to the Head so that arrangements may be discussed and necessary arrangements implemented. The school is secured by an electronic door and only people who have been DBS checked have access to a door key fob. They have also read and signed our key holder policy.

#### **6. Resistance to the weather**

The governing body 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. There is also a reporting system in place, whereby a member of the Leadership Team has responsibility for reporting building faults to the governing body.

#### **7. Emergency Evacuation**

The head teacher / governing body 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.

#### **8. Access arrangements**

The head teacher / governing body 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 and by arranging access to a ramp and lift for wheelchair users, if needed.

#### **9. Fit for Purpose**

The head teacher / governing body can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

#### **10. Classroom size**

The head teacher/ governing body 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. Particular regard will be given to ensuring that:

- a. The teacher is able to reach each pupil in a classroom in order to provide individual help and guidance
- b. In the Early Years Foundation Stage, the following floor space is provided in keeping with the requirements of registered provision:
  - 2.3 m<sup>2</sup> for those aged 3 to 5

#### **11. Health and Safety**

The Governing body / head teacher will ensure that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. This will be monitored by the designated health and safety governor.

#### **12. Washrooms**

The head teacher / governing body has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- a. Our school washrooms have one WC for every 10 pupils under 5
- b. Our school washrooms have one WC for every 20 pupils aged 5 and upwards.
- c. The number of washbasins at least equals the number of WCs/urinals
- d. All single and double sanitary fittings contain one or two washbasins respectively
- e. Staff washrooms are 'adequate' for the number of staff at the school.

### **13. Medical Room**

The head teacher has ensured that there are appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations.

### **14. Outside catering suppliers**

In consultation with our catering providers, the head teacher ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption; this includes regular inspections of the catering facilities.

### **15. General cleanliness and tidiness**

The head teacher ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the cleaner / governing body and monitoring standards of cleaning.

### **16. Sound levels**

The head teacher ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform them if problems arise as a result of deficiencies in this area.

### **17. Lighting, heating and ventilation**

The head teacher 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:

- a. 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) and a glare index limited to no more than 19.
- b. Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at a height of 0.5 metres above floor level when the external air temperature is  $-1^{\circ}\text{C}$ :
  - in medical/sick rooms:  $21^{\circ}\text{C}$
  - in teaching and library areas:  $18^{\circ}\text{C}$
  - in areas for physical education, washing or circulation:  $15^{\circ}\text{C}$ .
  - The school will ensure that these minimum temperatures will be maintained.
- c. d. The school will take all reasonable steps to ensure that controllable ventilation shall be at the following rates:

e. 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.

### **18. Decoration**

The head teacher 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.

### **19. Furniture and fittings**

In consultation with all staff, the head teacher ensures that the furniture and fittings are appropriately designed for the age and needs (including any special 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 survey of the school or as new pupils join the school.

### **20. Flooring**

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

### **21. Outdoor play equipment**

In consultation with all staff the Head teacher ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

### **Review and monitoring**

The school's premises are subject to a yearly Health and Safety check. Any matters of concern are discussed and actioned at the next meeting of the Governing Body.

Reviewed: 02/11/2020