

Mary Hare School

Premises Management Policy

Responsible Person	Health and Safety Manager
Principal	Dr Nick Papas
Approved by	Health and Safety Committee
Planned Review Date	October 2018
Date Reviewed	September 2013

Background to this Policy

The Regulations

The School Premises (England) Regulations 2012 (SI 2012/1943), the Education Independent (School Standards) (England) Regulations 2010 (SI 2010/1997 but amended by 2010/2962 and 2010/979), and the Education (Non-Maintained Special Schools) (England) Regulations 2011 (SI 2011/1627 but amended by 2010/979) stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004, but amended, although not particularly substantially half a dozen times in the last 20 years), and the Health and Safety at Work Act 1974 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 School Premises (England) Regulations 2012 (SI 2012/1943), the Education Independent (School Standards) (England) Regulations 2010 (SI 2010/1997 but amended by 2010/2962 and 2010/979), the Education (Non-Maintained Special Schools) (England) Regulations 2011 (SI 2011/1627 but amended by 2010/979) 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 (SI 1992/3004, but amended, although not particularly substantially half a dozen times in the last 20 years), apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the School Premises (England) Regulations 2012 (SI 2012/1943), which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

The Governing Body and staff of Mary Hare School give due regard to the Regulations listed above.

Policy Statement

The premises of Mary Hare School are monitored by the Director of Business and Finance, the Facilities and Estate Manager, maintenance staff and health and safety representatives from each department.

Particular attention is paid to the following areas:

Water Supply

The Facilities and Estates Manager ensures that Mary Hare School's water supply meets the requirements of the above Regulations by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- Mary Hare 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.

Drainage

The Facilities and Estates Manager 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.

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.

Buildings

The Facilities and Estates Manager ensures that each load bearing structure complies with the Regulations listed above 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.

Security Arrangements

The Director of Business and Finance and Facilities and Estates Manager ensure Mary Hare 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 and; that Mary Hare School's perimeters are secure.

Mary Hare School security arrangements are based on a risk assessment for the school and are regularly reviewed by the Director of Business and Finance, the Estates and Facilities Manager and senior staff, explicitly taking into account:

- the location

- the physical layout
- boarding accommodation
- the movements needed around the premises
- arrangements for receiving visitors
- staff training in security

Lettings

The Director of Business and Finance ensures that where Mary Hare School premises are used for purposes other than conducting the school's main business (eg. the swimming pool , Arlington Arts Centre, fitness room, gym, sports pitches, grounds, dance studio, halls), that they are organised to ensure the health, safety and welfare of pupils is safeguarded and their education is not interrupted by other users.

Resistance to the weather

The Facilities and Estates Manager ensures that Mary Hare 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 Director of Business and Finance and addressed according to need.

Evacuations

The Estates and Facilities Manager 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.

Accessibility

The Estates and Facilities Manager ensures that access to Mary Hare School allows all students, including those with special needs, to enter and leave the campus in safety and comfort by ensuring entrances are well maintained and unencumbered and by ensuring buildings are wheelchair accessible.

In consultation with the Principal, the Director of Business and Finance 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 the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance.

Suitability

The Director of Business and Finance can give reasonable assurances that Mary Hare School has not been condemned by the Environmental Health Authority through reference to appropriate documentation.

The Director of Business and Finance ensures that, in terms of the design and structure of the accommodation, no areas of Mary Hare 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.

Welfare

The Director of Business and Finance Manager has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account the above Regulations 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 the Secondary School
- Separate washrooms for girls and boys are provided for pupils aged 8 or older, and separate washrooms are provided for staff and pupils - 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 pupils and are accessible from the playing field where the exercise takes place

The Director of Business and Finance Manager has ensured that there are appropriate facilities for pupils who are ill in accordance with above Regulations, in that:

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

Catering

In consultation with the Catering Manager, the Director of Business and Finance 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 at Mary Hare School.

Cleaning

The Director of Business and Finance ensures that classrooms and other parts of Mary Hare School are maintained in a tidy, clean and hygienic state by meeting with the Housekeeping Manager and monitoring standards of cleaning.

Acoustics

The Director of Business and Finance ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/him if problems arise as a result of deficiencies in this area.

Mechanical Services

The Director of Business and Finance ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Regulations, in that:

- Each room or other space in the school has lighting appropriate to its normal
- 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 systematic feedback from staff.

Maintenance

The Director of Business and Finance 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.

Furnishings

In consultation with the Principal and with the Heads of Relevant Departments, the Director of Business and Finance ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at Mary Hare School by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of furniture and fittings.

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

Grounds

In consultation with the Principal and Head of PE, the Director of Business and Finance ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas is monitored and deficiencies addressed.

Health and Safety Audit

The Director of Business and Finance ensures that Mary Hare School premises are subject to an annual health and safety audit and risk assessments are completed annually for each department.

Premises Management Responsibilities

Area of Responsibility	Responsible Person	Evidence
Currency of Regulations	Ian Frey	External H&S consultancy, continued professional development; Health and Safety Committee (HSC) minutes
Annual Policy review	Ian Frey	HSC minutes
<u>Water supply</u> <ul style="list-style-type: none"> - annual chlorination and sampling - Monthly temperature checks - Termly system flushing - Fault reporting 	Ian Frey David Gibson David Gibson All staff	Certificates Online report Online report Online fault reporting system
<u>Drainage</u> <ul style="list-style-type: none"> - Maintenance contract for sewage treatment works and effluent tanks - Maintenance contract for drain problems, regular flushing and repairs - Fault reporting 	Ian Frey Ian Frey All staff	Contract Contract Online fault reporting system
<u>Security</u> <ul style="list-style-type: none"> - Maintenance contract for CCTV - Daily building lockup and security checks - External lighting - Boarding house door entry systems - Annual Risk assessment 	Ian Frey David Gibson David Gibson David Gibson; Care Team Leaders Ian Frey	Contract Rota Online fault reporting system Online fault reporting system Current risk assessment
<u>Lettings</u> <ul style="list-style-type: none"> - Signing in/out - Insurance checks - SMT approval - Child Protection issues 	Howard Care Staff/ Arlington Arts reception staff Ian Frey Heads of Care; Dr N Papas Lucie Nolan	Signing in/out book Current certificates SMT Meeting Minutes SMT meeting minutes
<u>Resistance to weather</u> <ul style="list-style-type: none"> - Planned refurbishment programme 	Paul Jackson, Ian Frey	Capital and discretionary spending proposals, action plan and approval

- Fault reporting	All staff	Online reporting system
- Fault/repair management	David Gibson	Non-disc spending report
<u>Evacuations</u>		
- Weekly fire tests	Care Team Leaders, Heads of Departments	Online health and safety log
- Termly fire tests - boarding accommodation	- Care Team Leaders	Online health and safety log
- Monthly evacuation route audit	Heads of Departments	SMT minutes; HSC minutes
<u>Accessibility</u>		
- Annual Access audit	Robin Askew	Current Audit and Action Plan
- Risk assessments	Robin Askew	Current risk assessments
- Premises improvement programme	Paul Jackson; Ian Frey	Capital/Discretionary spending approval and Action Plan
<u>Suitability</u>		
- Building/Contents insurance	Paul Jackson	Current Insurance certificates
- Fire Safety Audit	Ian Frey	West Berks Fire Safety Audit
- Accessibility Audit	Robin Askew	Current Audit and Action Plan
- Approved Contractors	Paul Jackson; Ian Frey	References; Method Statements; Insurance certificates; CDM
- Premises improvement programme	Paul Jackson; Ian Frey	
Planning/building approval	Ian Frey	Planning/Building Regs certificates; EHO certificates
<u>Welfare</u>		
- Sufficient washroom facilities for staff, pupils, boarders and visitors.	Ian Frey; Robin Askew; Lucie Nolan, Ros Congdon; Louise Osborn	Current Care Standards Action Plan; Accessibility Audit Action Plan;
- Sufficient medical facilities for pupils	Paula Bartlett; Lucie Nolan	Capital/discretionary spending approval
<u>Catering</u>		
- Risk Assessments	Paul Leverton	Current risk assessments
- Annual EHO Inspection	Paul Leverton	Current certificates
- Annual Refurb/Equipment management	Paul Jackson; Paul Leverton	Current Proposals/Action Plan and spending approval
<u>Cleaning</u>		
- Risk Assessments	Pam Swift	Current risk assessments
- Safe storage of chemicals (termly audit)	Pam Swift; Ian Frey	COSHH records, data sheets and termly audit report/Action plan
- Update meetings	Paul Jackson; Pam Swift	Meeting minutes/Action Plan
<u>Acoustics</u>		
Teaching areas	Dr Nick Papas	Planning/building approval notices; external certification

<u>Mechanical Services</u> - Adequate heating systems - Adequate lighting systems - Adequate extraction systems - Adequate condensation prevention - Fault reporting - Fault/repair management	Ian Frey; David Gibson Ian Frey; David Gibson Ian Frey Ian Frey All staff David Gibson	Current contracts for fuel, servicing, maintenance and emergency call out. Electrical safety inspection certificates; small works certificates; daily maintenance programme; PAT testing certification Current contracts for dust extraction systems, air conditioning systems; air circulation systems Double glazing; natural ventilation. Online fault reporting Non-discretionary spending Non-disc spending report
<u>Maintenance</u> Planned maintenance Daily maintenance Repairs reporting Repairs management	Ian Frey; David Gibson David Gibson All staff David Gibson	Current service and maintenance agreements Non –disc spending report Online fault reporting system Non-discretionary spending reports
<u>Furnishings</u> - Disability requirements - Repairs and replacement - New furniture - Fault reporting - Fault management	Robin Askew David Gibson Paul Jackson; Ian Frey; Heads of Department All staff David Gibson	Needs assessments Non-disc spending Cap/Disc spending proposals, action plans and approval. Online fault reports Non-desc spending report
<u>Grounds</u> - Maintenance and upkeep of activity areas - - Activity schedule - - Risk Assessment of Activities	Steve Barratt Cheryl Colby; Dr N Papas Cheryl Colby; Dr N Papas	Grounds maintenance programme; non desc spending report. Current schedule of requirements Current risk assessments
<u>Health and Safety Audit</u> - 3 times per year (internal) - Annually (external)	Rosemary Sanders-Rose; Ian Frey Croner H&S Consultants	Audits reports and Action plans Audit report and Action plan