



**ST CHARLES'**  
**CATHOLIC PRIMARY**  
**SCHOOL**

**PREMISES**  
**MANAGEMENT**  
**POLICY**

<b><u>PREMISES MANAGEMENT POLICY</u></b>		
<b><u>AGREED: MAY 2016</u></b>	<b><u>REVIEWED: MAY 2018</u></b>	<b><u>NEXT REVIEW: MAY 2020</u></b>

**Our Mission at St Charles' Catholic Primary School is to...**  
**LOVE, LEARN, GROW TOGETHER**

**St Charles' Catholic Primary School**  
**Premises Management Policy**

**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 alarms, 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.

**Policy Statement**

The premises of St Charles' Catholic Primary School is monitored by the Headteacher, the School Admin Officer, the Site Manager and by a range of individuals who report their observations/concerns.

Particular attention is paid to the following areas:

**Water Supply**

Records ensure 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:

- 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 and sinks meet the above regulations.

**Drainage**

The Site 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.

**Security Arrangements**

The School Site Manager 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, 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/pupil training in security

**Lettings**

The School Admin Officer and Site Manager 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.

**Resistance to the weather**

The Site Manager 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 head Teacher and addressed according to need.

**Business and finance**

The Headteacher and Site Manager ensure 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.

The Headteacher and Site Manager ensure 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 for wheelchair users.

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

The Headteacher 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.

The Headteacher and the Site Manager ensure that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. An asbestos management programme is in place.

The Headteacher and Site Manager have 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:

- All single and double sanitary fittings contain one or two washbasins respectively
- The number of washbasins is approximately two-thirds that of the WCs/urinals
- Separate washrooms for girls and boys are provided for pupils, 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
- Staff washrooms are 'adequate' for the number of staff at the school

The Headteacher and Site Manager have ensured that there are appropriate facilities for pupils 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, Food for Thought, the Headteacher 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 school.

The Headteacher and Site Manager ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards of cleaning.

The Headteacher and Site Manager ensure that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/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 systematic feedback from staff.

The Headteacher and Site Manager ensure 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.

The Headteacher and Site Manager ensure 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 review of classrooms.

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

The Headteacher 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. The Site Manager ensures through regular checks by the teachers that any equipment used by teachers inside the school hall and outside on the playing field, is maintained in a safe condition to enable effective and appropriate use. This equipment will be maintained and checked by an external contractor when need arises.

#### **Training**

The Headteacher will ensure that all staff receive relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained electronically.

#### **Records/Log Book**

The Site Manager will maintain records of all checks that take place for the safe and effective operation of the site.

#### **Grounds Maintenance**

The contractor will attend site at regular intervals to cut the grass on lawns, trim shrubs and general weeding.

#### **Health and Safety**

All staff have a responsibility for the Health and Safety in relation to Premises Management.

#### **Cleaning**

Window cleaning is contracted out and this is carried out annually.