



All learning together

Langton Primary School
Premises Management Policy

Adopted by: Full Governing Board

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Introduction

At Langton Primary School we are committed to providing a safe, well-maintained environment for our pupils and staff. Effective management of the school buildings is essential to ensure the safe operation of the curriculum. The school has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building:

- Condition; focus on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability; focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

The school premises are monitored by the Headteacher and the caretaker/cleaner, who liaise with the staff responsible for health and safety and the Governing Board.

Legal framework

This policy will have consideration for, and be in compliance with, the following legislation:

- The Education (School Premises) Regulations 2012.
- The Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Statutory Premises Management Documents.

Roles & Responsibilities

Effective management of the school buildings is the responsibility of the Headteacher working closely with the Governing Board, School Business Manager and caretaker/cleaner.

The Headteacher and Business Manager are responsible for co-ordinating and supervising maintenance and repair work, including securing external contractors as necessary.

Security

The Headteacher and the caretaker/cleaner will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance; and that the school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, regularly reviewed by the Headteacher, health and safety advisor, Governing Board and senior leadership team, explicitly taking into account the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/pupil training in security.

Accessibility

The Headteacher will ensure that access to the school site allows all pupils, including those with SEND, to enter and leave the school safely by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

The Headteacher will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

Personal Welfare

The Headteacher will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively.
- Separate toilet facilities for girls and boys are provided for pupils aged 8 years or older, and separate toilet facilities are provided for staff and pupils.
- Staff toilets are adequate for the number of staff at the school.

The Headteacher will further ensure that there are appropriate facilities in place for pupils who are ill.

Furnishings

The Head teacher in consultation with staff, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the school.

Cleaning & Decoration

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

The Headteacher will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme. Most of this work will take place during the school holiday periods, but smaller tasks may be completed during term time.

Heating & Ventilation

The Headteacher will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

- each room or space in the school has lighting appropriate to its normal use.
- each room or space in the school 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 will be done through a programme of monitoring and systematic feedback from staff.

Catering

The Headteacher, in consultation with the catering manager, will ensure that where food is prepared and served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

Waste

The school is committed to reducing waste and recycling as much as possible. This includes cardboard, paper, electrical equipment, ICT and food waste.

Grounds

The Headteacher and PE Lead will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. The condition of all playground areas will be monitored by the Headteacher and deficiencies addressed.

Weather

The Headteacher and the caretaker/cleaner will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the Headteacher. The school access is salted & gritted in winter as necessary.

Drainage

The Headteacher and the caretaker/cleaner will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

Water supply

The caretaker/cleaner will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- the school has a clean supply of water for domestic purposes, including a supply of drinking water.
- toilet facilities have an adequate supply of cold water and washbasins and sinks have an adequate supply of hot and cold water.
- temperatures do not exceed temperatures stated in legislation.

The school is committed to controlling the presence of Legionella within the school's water systems. The responsible person for the management of water hygiene at Langton Primary School is the Headteacher. These responsibilities are:

- Ensuring a risk assessment is undertaken to identify the risk of exposure to Legionella bacteria from work activities on water systems at the school.
- Regularly monitoring the implementation of necessary control measures.
- Ensuring the caretaker/cleaner is suitably instructed, informed and trained to undertake day-to-day responsibilities for managing water hygiene.
- Notifying the HSE in compliance with RIDDOR should a Legionella outbreak be suspected of being caused within the schools premises.

Asbestos

The Governor responsible for Health and safety, in collaboration with the Headteacher, will ensure that it meets its duty to manage asbestos in the school premises.

The Headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

Lettings

The Headteacher will ensure that 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.

Health and Safety audit

The Headteacher will ensure that the school's premises are subject to a regular health and safety audit. Any identified risks will be logged and monitored by the H&S governor.

Financial planning and control

The Headteacher and the Governing Board will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.