



Premises Policy

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Asbestos
4. Water supply
5. Temperatures
6. Toilet and washing facilities
7. Accessibility
8. Drainage
9. Lighting
10. Security
11. Lettings
12. Weather
13. Emergency evacuations
14. Suitability
15. Fire safety
16. Catering
17. Cleaning
18. Acoustics
19. Maintenance
20. Furnishings
21. Grounds
22. Health and safety audit
23. Electrical testing and inspection
24. Other equipment, systems and storage
25. Gas and Electricity
26. Monitoring and review

Appendices

- 1) Health and Safety Audit
- 2) Asbestos Management Checklist

Statement of intent

Furze Platt Senior School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider each building's:

- Condition – focussing 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 – focussing 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.

1. Legal framework

1.1. This policy will have consideration for and comply with the following legislation:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 2012
- The Equality Act 2020

1.2. This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'

1.3. This policy operates in conjunction with the following school policies:

- Asbestos Management Plan
- Fixed Asset Policy (within Financial Procedures)
- Health and Safety Policy
- Lettings Policy
- Lockdown and Fire Evacuation Procedures
- Accessibility Plan (within Equality Policy)

2. Roles and responsibilities

2.1. The Governing Board is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

2.2. The Senior Leadership Team Line Manager is responsible for:

- Managing any lettings in line with the Lettings Policy.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and Estate Manager, Lettings Manager.

2.3. The Estate Manager is responsible for:

- In collaboration with the Headteacher, and Senior Leadership Team, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying, coordinating, and supervising maintenance and repair work, including securing any external contractor where necessary.
- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Purchasing new equipment and resources for the school.

- Conducting Health and Safety Audits.
- Conducting the Asbestos Management Checklist.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Headteacher, and Senior Leadership Team.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.

2.4. The Headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the Estate Manager, Senior Leadership Team and Governing Board as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Reviewing this policy in liaison with the Senior Leadership Team and Estate Manager.

3. Asbestos

- 3.1. The Governing Board, Headteacher, and Estate Manager will ensure that the school meets its duty to manage asbestos in school.
- 3.2. The Headteacher will ensure that the stipulations in the Asbestos Management Plan are adhered to at all times.
- 3.3. The Estate Manager will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.
- 3.4. The Estate Manager will ensure that all relevant staff are informed of any asbestos located within the school.

3.5. The Estate Manager will arrange for any necessary repairs to the school regarding asbestos.

3.6. The Estate Manager will review the school's AMP (Asset Management Plan) annually.

4. Water supply

4.1. The Estate Manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary 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 and showers have an adequate supply of hot and cold water.
- Risks relating to legionella bacteria will be managed by the school and records will be kept of checks conducted on water temperatures.

5. Temperatures

5.1. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.

5.2. Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.

5.3. The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.

5.4 Air extract systems will be employed to maintain a safe environment by removing hazardous fumes and dust. Local exhaust ventilation systems (LEVs) may be used in fume cupboards and in workshops. These systems will be examined and tested at least every 14 months. Closed water circuits which operate under pressure will be checked periodically for leaks. Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

6. Toilet and washing facilities

6.1. Toilet and washing facilities will be planned to ensure that:

- There are adequate facilities for numbers of students/staff in school • Hand washing facilities are provided within the vicinity of every toilet.
- The facilities are properly lit and ventilated.

- They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
- 6.2. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
 - 6.3. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
 - 6.4. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.
 - 6.5. The Headteacher will ensure that there are appropriate facilities in place for pupils who are ill, including a room for medical or dental examination and washbasin.

7. Accessibility

- 7.1. To be compliant with the Equality Act 2020, the school has an Accessibility Plan to ensure the premises is accessible to pupils with SEND.
- 7.2. The Accessibility Plan includes the health and safety needs of pupils with SEND.
- 7.3. The school will take account of its Accessibility Plan when managing and maintaining the school site.

8. Drainage

- 8.1. The Estate Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water – external drainage specialists will be called in should problems arise.
- 8.2 The Estate Manager will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and in severe cases can overload roofs contributing to structural failure.

9. Lighting

- 9.1. Lighting will be appropriate for a learning environment.
- 9.2. Where possible, natural lighting will be used.
- 9.3. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 9.4. Lighting controls will be easy to use.

9.5. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

9.6. External lighting will be provided to ensure safe pedestrian movement after dark.

9.7. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

9.8. Emergency lighting will be provided for areas which are accessible after dark.

9.9. As pupils with SEND can have additional needs, the school will cater for these. Some of these needs may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

10. Security

10.1. The Estate Manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

10.2. The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Senior Leadership Team, Estate Manager, Headteacher and Governors, that explicitly considers the:

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

11. Lettings

11.1. The Senior Leadership Team will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.

11.2 The school's Lettings Policy will be adhered to at all times

11.3. Hirers will make an application for hire to the Lettings Administrator

11.4. When determining whether to approve an application; the Lettings Administrator and Senior Leadership Team will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

11.5. An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

12. Weather

12.1. The Estate Manager 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.

12.2. Any issues identified will be relayed to the Senior Leadership Team.

13. Emergency evacuations

13.1. The Estate Manager will ensure there is sufficient access so that emergency evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

13.2. To ensure the safety of pupils with SEND, the Estate Manager will liaise with the SENDCO to establish the needs of pupils.

13.3. When assessing the safety of the school, the Lockdown and Evacuation Procedures will be considered, and reviews will be made where necessary.

14. Suitability

14.1. The Estate Manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

15. Fire safety

15.1. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.

15.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

15.3. Staff and pupils will be familiarised with emergency evacuation procedures.

15.4. Risk assessments will be updated if there are any significant changes to the premises.

16. Catering

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

17. Cleaning

17.1. The Estate Manager will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

18. Acoustics

18.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

18.2. There will be minimal disturbance from unwanted noise.

19. Maintenance

19.1. The Estate Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme.

19.2. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

20. Furnishings

- 20.1. The Estate Manager, in consultation with the Headteacher and relevant Heads of Department, 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.
- 20.2. Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the Estate Manager.

21. Grounds

- 21.1. The Estate Manager, in consultation with the Headteacher, Deputy Headteacher and relevant Heads of Department, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.
- 21.2. The condition of all playground areas will be monitored by the Estate Manager and deficiencies addressed.
- 21.3 Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.
- 21.4 The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

22. Health and safety audit

- 22.1. The Estates Manager will ensure that the school's premises are subject to a regular Health and Safety Audits.
- 22.2. The Estate Manager will monitor that health and safety risk assessments are completed annually for each department.

23. Electrical testing and inspection

- 23.1. A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.
- 23.2. Any electrical testing and inspection will be carried out by a competent person.

24. Other equipment, systems and storage

24.1. In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the school will ensure that lifts used by employees for work are safe to use. Plans will be implemented to ensure the safety of users in the event of the lift breakdown or stopping between floors.

24.2. The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

25. Gas and Electric

25.1. Appropriate signage, e.g. clearly visible hazard warning posters, will be placed on storage room doors which are used for electrical and gas equipment.

25.2. All staff members working in areas with gas equipment will be made aware of the location of isolation valves, which are kept accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.

25.3. Gas equipment and appliances will be purchased from reputable suppliers, and equipment that is hired or borrowed will be suitable for use before using it and maintained as necessary. The Estate Manager will maintain an accurate inventory of all gas equipment purchased by the school.

25.4. All gas equipment will be installed by a suitability trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes. The engineer's suitability to install or repair gas equipment will be confirmed, e.g. by showing their Gas Safe identification card.

25.5. The physical environment where gas equipment is installed will be assessed by the Estate Manager to ensure its suitability, e.g. that it is dry, clean and ventilated. All gas equipment will be kept clear of combustible materials, heat sources and naked flames and stored appropriately, in line with the school's COSHH Policy.

25.6. All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by the Estate Manager. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.

25.7. Gas pipes and flues will be made of a suitable rigid material, e.g. metal, and these will be checked for any damage on a daily basis by the Estate Manager. All gas appliances will have the ability to be isolated from the gas supply.

25.8. Carbon monoxide detectors will be installed by the Estate Manager and inspected on a monthly basis.

25.9. Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. No more than 15kg of flammable gases will be stored on the school premises at any time.

25.10. Any isolation valve defects will be reported immediately to the Estate Manager so that appropriate repairs can be arranged, and the equipment is not used. Damaged or leaking gas equipment will not be used and will be immediately reported to the Estate Manager for repair or safe disposal.

25.11. Repairs to gas appliances and fixtures will be carried out by a Gas Safe registered engineer. Engineers carrying out repairs on gas equipment will be given sufficient space, access, ventilation and illumination to allow them to carry out the work safely.

26. Monitoring and review

26.1. This policy is reviewed annually by the Headteacher and Estate Manager. The next scheduled review date for this policy is April 2025.

26.2. Any changes to this policy will be communicated to all relevant staff members.

Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Accessibility Plan	Yes	Survey, report and access statement covering learning, teaching and physical access.	As required
Air conditioning	Yes	Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	6 Monthly 2024
Asbestos	Yes	Asbestos register and management plan.	Annually November 2024
Car parking and vehicle/pedestrian segregation	Yes	General risk assessment required.	Annually April 2024
Building and grounds condition survey	Yes	Inspection of building and facilities for asset management planning (AMP).	Annually April 2024
Classroom assessment	Yes	Annual assessment with termly review.	Annually March 2024
Control of substances hazardous to health	Yes	For storage and use of any hazardous substances.	Annually December 2024

Aspect	Existing document (Y/N)	Requirement	Review date
(COSHH) risk assessment			
Display energy certificate (DEC)	Yes	Requirement for buildings with floor area over 1000m ² to display the energy use of the school buildings.	Annually January 2024
Air conditioning	Yes	Inspection and testing, thorough cleaning routine determined from testing/inspection results.	6 monthly June 2024
Electrical - Portable appliance testing (PAT)	Yes	Safety checking and testing of electrical appliances.	Annually Summer 2024
Electrical – Fixed wire testing	Yes	Testing of all fixed wiring boards and all distribution boards every three to five years.	Five yearly December 2024
Electrical – Stage lighting	Yes	Annual test and inspection by a competent person.	Annually December 2024
	Yes	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	Annually December 2024

Aspect	Existing document (Y/N)	Requirement	Review date
Emergency lighting	Yes	Inspection and testing of system, monthly checks by the Facilities Manager to check functionality and battery discharge tests.	Monthly
Extraction systems, including fume cupboards	Yes	Inspection and testing of dust extraction equipment.	Annually Summer 2024
	Yes	Local exhaust ventilation.	Annually Summer 2024
Fire risk assessment	Yes	Inspection and annual review, or whenever any changes are made that will affect the assessment.	Annually Nov 2024
Fire alarm and detection systems	Yes	Weekly fire bell test, six monthly fire drill and annual service and inspection.	Service and inspection done 2 times over the year
Fire doors	Yes	Checked regularly to ensure functioning correctly.	As required
Fire extinguishers and appliances	Yes	Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	Annually April 2024

Aspect	Existing document (Y/N)	Requirement	Review date
First aid equipment	Yes	Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	Termly
Floor plans	Yes	Up-to-date floor and roof plans are created when changes are made.	As required
Gas safety	Yes	Inspection and certification, identification and location of gas equipment and supplies – update.	Annually Summer 2024
Gas appliance	Yes	Annual servicing for efficient operation and combustion.	Summer 2024
Gas pipework	Yes	Visual inspection and testing.	Annually Summer 2024
Glazing	Yes	Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	As required
Incoming services and isolation points	Yes	Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	Marked up on Fire Zone Map
Lifts and hoists	Yes	Thorough examination, full maintenance and inspection.	Annually Spring 2024
Lightning conductors	Yes	Inspection and full test to assess adequacy of earthing, evidence of corrosion.	Annually August 2024

Aspect	Existing document (Y/N)	Requirement	Review date
Planned preventative maintenance (PMP)	Yes	PMP in place for all buildings, plants and equipment.	As required
	Yes	Current servicing records are available.	As required on Parago
	Yes	Annual maintenance inspections completed.	As required on Parago
Fixed playground and gym equipment	Yes	Inspection and testing.	Annually Summer 2024
Shared premises	Yes	Risk assessment carried out and updated as necessary. Regular communications with Leisure Centre regarding premises issues.	As required
Slips and trips	Yes	General risk assessment carried out and updated as necessary.	As required
Tree safety	Yes	Risk assessment carried out and updated as necessary.	Annually February 2024
Water hygiene and safety, legionnaires' disease – water systems, cold water systems	Yes	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	Annually Summer 2024

Aspect	Existing document (Y/N)	Requirement	Review date
Legionnaires' disease – Low pressure hot water systems	Yes	Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps, etc.	Monthly
Water and surface temperature	Yes	Risk assessment carried out and updated as necessary.	Monthly
Workstation assessment	Yes	Analysis of all workstations to assess any health and safety risks.	As required
Working at height	Yes	Risk assessment carried out and updated as necessary.	As required

Asbestos Management Checklist

Criteria	Yes	Further action needed
<p>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.</p>	Yes	NO
<p>Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.</p>	Yes	NO

<p>Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.</p>	Yes	No
<p>Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>	Yes	No
<p>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.</p>	Yes	No
<p>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p>	Yes	NO

<p>Are any in-house staff who may undertake maintenance work adequately trained? Training needs to be appropriate for the work.</p>	Yes	NO
<p>Awareness training – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p>	Yes	As Required
<p>Training for work with asbestos that does not require a licence from the HSE – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p>	Yes	NO
<p>Training for asbestos work that does require a licence from the HSE – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>	Yes	NO

Further action needed

Action required	Action taken	Date	Signature