



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

PREMISES MANAGEMENT POLICY

Aspiration – Respect – Excellence

Monitoring, Evaluation and Review

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HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

PREMISES MANAGEMENT POLICY

Background to this Policy

The Education (School Premises) Regulations 2012 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, staff rooms, weather protection, noise, lighting and heating/ventilation and water supply.

Aims

- Ensure the premises are secure and safe for all users
- Ensure the premises are organised and maintained on a day to day basis
- Ensure the premises provide an environment which supports student learning and pastoral care
- Ensure a repair and maintenance plan is in place to address the needs of the premises

What legislation applies to schools and colleges?

The Education (School Premises) Regulations 2012 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. Highdown School and Sixth Form Centre gives due regard to the Regulations listed above.

Policy Statement

The premises at Highdown School and Sixth Form Centre are monitored by the Governors Finance Staffing and Premises Committee, School Manager, the Estates Team and by a range of individuals who report their observations/concerns.

- The Estates Manager is responsible for organising the maintenance programmes related to the premises. This will include daily checking of the site to identify issues.

- All staff have the responsibility to report any issues of premises breakdown or disrepair to the School Manager.
- The Estates Manager is responsible for the effective working of all school plant.
- Any plans for premises development will include the most effective sustainability options.

Particular attention is paid to the following areas:

1. Water Supply

The Estates Team ensures that the academy's water supply meets the requirements of the Education (School Premises) Regulations 2012 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- the academy 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 current requirements.
- All supplies and stored water are monitored to comply with L8 including;
 - identify and assess sources of risk
 - manage any risks
 - prevent or control any risks
 - keep the correct records

2. Drainage

The Estates Team 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. Security Arrangements

The Estates 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 Leadership, explicitly taking into account:

- Safeguarding
- The location of the school
- The physical layout of the school
- The movements needed around the site
- Arrangements for receiving visitors

Student training in safety and security is delivered through assemblies, PSHCE lessons by tutors and Heads of Achievement.

4. Lettings

The School Manager ensures 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 students are safeguarded and their education is not interrupted by other users. This is in line with the Academy's Lettings Policy and the operations of Highdown Sport and Leisure Ltd.

5. Resistance to the weather

The Estate 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 School Manager and addressed according to need and budget provision.

6. Access and Egress

The Estate Manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks. The School Manager and the Estates Manager ensure that access to the school allows all students, 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.

7. Classrooms and other areas

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

In consultation with the Headteacher, the School Manager ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students 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 access each pupil in a classroom in order to provide individual help and guidance.

The School Manager ensures that, in terms of the design and structure of the accommodation, no areas of the 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 wells.

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

8. Asbestos

The Academy maintains an asbestos register which contains a copy of the asbestos management survey. This shows where asbestos has been identified or suspected in the premises. Approved, registered contractors are employed to deal with any removals (where premises contain asbestos this does not mean that there is a danger to health, safety or welfare. If asbestos is in good condition and is not in an area where it will be damaged by every day activities, then it is safer to leave it in place).

9. Washroom & Changing facilities

The School Manager and Estate Manager have ensured that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of The Education (School Premises) Regulations 2012 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
- Appropriate washrooms for students are provided
- Some separate washrooms are provided for staff and students - disabled washrooms may be used by both boys and girls as well as the new communal toilets. 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 students and are accessible from the playing field where the exercise takes place.

10. First Aid and Welfare Facilities

The School Manager has ensured that there are appropriate facilities for students who are ill in accordance with The Education (School Premises) Regulations 2012 in that:

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

11. Catering Facilities

In consultation with the academy's catering providers, the School Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager and where applicable, Environmental Health inspector to make regular reports on the kitchen facilities in the school.

12. Cleaning Services

The Estates Manager ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards and meeting with the Assistant Estates Manager and the Housekeeping Team.

13. Lighting and Heating

The Estates 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 2012 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 feedback from staff.

14. Decoration & Flooring

The School Manager and Estates 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.

In consultation with the Headteacher and the Leadership Team, the School Manager, subject to budget, ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of regular reviews undertaken by the School Manager and the Estates Manager.

The School Manager ensures that there is appropriate flooring in good condition by reports from the Estates Manager who will carry out regular visual checks and will implementing any necessary repairs/replacements.

15. Outside spaces

In consultation with the Headteacher, The School Manager ensures that there are appropriate arrangements for providing outside space for students to use safely. The condition of all recreational areas and the school fields are monitored by the Estate Manager and deficiencies addressed.

The Highdown School and Sixth Form Centre have a wholly owned subsidiary company -Highdown Sport and Leisure Ltd – which operates out of the sports building on the Academy site. All operations of this company and monitored and controlled by a group of Directors consisting of the Headteacher, School Manager, Estate Manager and 3 Governors. Meetings are held quarterly to discuss all operational aspects of the business.

16. Health and Safety Audit

The Site is subject to continuous Health and Safety monitoring. Any matters of concern are discussed and actioned at the next Finance, Staffing and Premises Committee.

17. Security

The Estates Team are responsible for the security of the premises on a day to day basis. The Estates Manager will arrange the opening and closing times of the premises. Currently, the Academy is open from 6:30am to 6.30pm Monday to Friday during term time and 8am to 4pm Monday to Friday during the school holidays. All staff intending to come into school out of hours must make arrangements beforehand with the School Manager. CCTV systems are in place around the site for details about CCTV and who can access the recordings please refer to the CCTV Policy.