



COOMBE
WOOD
SCHOOL

Premises Management Policy

Policy Area

School Document

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Version

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Statement of intent

Coombe Wood 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 1999
- 1.2. This policy will also have due regard to the following statutory and non-statutory guidance:
 - DfE (2014) 'Guidance on first aid for schools'
 - DfE (2014) 'Health and safety: advice on legal powers and duties'
 - 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:
 - [Health and Safety Policy](#)
 - [First Aid Policy](#)
 - [Fire and Emergency Evacuation Policy](#)
 - [Lock Down procedure](#)

2. Roles and responsibilities

- 2.1. The Local Advisory Board is responsible for:
 - The overall implementation of this policy.
 - Ensuring the proper maintenance and repair of the school.
 - Ensuring the school is accessible and suitable for students, staff and visitors with SEND.
 - Ensuring that the school complies with the relevant health and safety and premises management legislation.
- 2.2. The school in conjunction with Portakabin is responsible for:
 - Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
 - Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
 - Purchasing new equipment and resources for the school.
- 2.3. The site supervisor is responsible for:

- In collaboration with the headteacher and office manager the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work – or informing Portakabin via the office manager where appropriate.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the office manager.
- 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 students.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and site supervisor.
- Reviewing this policy in liaison with the office manager and site supervisor.

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3. Water supply

3.1. The premises 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.

4. Temperatures

4.1. Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C.

- 4.2. 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.
- 4.3. 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.
- 4.4. 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. Toilet and washing facilities

The ESFA and Portakabin are responsible for compliancy of Coombe Wood School's current temporary accommodation in the following areas:

- 5.1. For students over **11** years old, there will be **one** toilet and washbasin per **20** students, which will be segregated into male and female.
- 5.2. Toilet and washing facilities will be planned to ensure that:
 - 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 students, and allow for supervision by members of staff, without compromising the privacy of students.
- 5.3. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
- 5.4. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 5.5. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
- 5.6. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.
- 5.7. Ensure that there are appropriate facilities in place for students who are ill, including:
 - A room for medical or dental examination.
 - A washbasin.

6. Accessibility

- 6.1. To be compliant with the Equality Act 2010, the headteacher will create an accessibility strategy, to ensure the premises is accessible to students with SEND.
- 6.2. The accessibility strategy will include the health and safety needs of students with SEND.
- 6.3. The school will take account of its Accessibility Policy when managing and maintaining the school site.

7. Drainage

- 7.1. The site supervisor will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

8. Lighting

- 8.1. Lighting will be appropriate for a learning environment.
- 8.2. Where possible, natural lighting will be used.
- 8.3. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 8.4. Lighting controls will be easy to use.
- 8.5. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- 8.6. External lighting will be provided to ensure safe pedestrian movement after dark.
- 8.7. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- 8.8. Emergency lighting will be provided for areas which are accessible after dark.
- 8.9. As students 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.

9. Security

9.1. The ESFA and Portakabin 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.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

9.2. The school's security arrangements are based on a risk assessment, which is regularly reviewed and explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/student training in security (eg lockdown procedure)
- Dangers presented by the permanent building site run by Wates.

10. Weather

10.1. The site supervisor 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.

10.2. Any issues identified will be relayed to Portakabin

11. Evacuations

11.1. The site supervisor will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with SEND, by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

11.2. When assessing the safety of the school, the Lockdown and Fire Evacuation Policies will be considered, and reviews will be made where necessary.

12. Fire safety

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

- 12.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 12.3. Staff and students will be familiarised with emergency evacuation procedures.
- 12.4. Risk assessments will be updated if there are any significant changes to the premises.

13. Catering

- 13.1. The Executive Head of Catering for Folio Education Trust will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

14. Cleaning

- 14.1. The site supervisor will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.
- 14.2. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

15. Grounds

- 15.1. The ESFA are responsible for ensuring that there are appropriate arrangements for providing outside space for students to play and exercise safely.
- 15.2. The condition of all playground areas will be monitored by the site supervisor and deficiencies addressed.

16. Health and safety

- 16.1. The site supervisor and office manager will monitor that health and safety risk assessments are completed annually.