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## **Premises Management Policy**

### **Rationale**

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, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply. This policy sets out how the school meets the requirements of both legislation and best practice. The premises will be regularly kept under review by the Head of Education and Staff generally.

### **Water Supply**

The Head of Education ensures that the School's water supply meets the requirements of the *Education (School Premises) Regulations 1999* by ensuring that the appropriate legionella checks are carried out at appropriate intervals also to ensure that:

- the College has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water.
- the temperature of hot water supplies to showers does not exceed 43°C.

### **Drainage**

The Head of Education 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.

### **Load Bearing Structures**

The Head of Education ensures that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary. Where necessary in discharging these responsibilities, and with the prior approval of the Principal, the Head of Education will obtain external expert advice.

### **Security arrangements**

The Head of Education ensures the school has adequate security arrangements for the grounds and buildings by checking that each building is securely locked and alarmed each night; that each building has a secure entrance and that the School perimeter fence is secure.

The Schools' security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- the location of the School
- the physical layout of the School (multiple buildings, open spaces)
- the movements needed around the site
- arrangements for receiving visitors
- staff/pupil training in security issues

### **Lettings**

Currently the Beeches does not let any part of the school site to outside agencies or individuals.

### **Resistance to the Weather**

The Head of Education ensures that School buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

### **Evacuations**

The Head of Education 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 of the same.

### **Accessibility**

The Head of Education ensures 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.

### **Welfare**

The Head of Education have ensures that there are sufficient washrooms for staff and all learners, including facilities for SEND learners, taking account of the Education (School Premises) Regulations 1999 in that:

- Staff facilities are adequate for the number of staff at the School.
- Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and have appropriate access.

### **Catering**

The Head of Education ensures that there are adequate facilities for the hygienic preparation, serving and consumption of food.

### **Cleaning**

The Head of Education ensures that classrooms and other parts of the School are maintained in a tidy, clean and hygienic state according to the schedule for cleaning. Toilets will be checked for adequate supplies and cleanliness on a regular basis.

### **Mechanical Services**

The Head of Education 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 such that:

- Each room or other space in the School has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on).
  
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at
  - in teaching, private study and examination areas: 18°C
  - in areas for physical education, washing, sleeping or circulation: 15°C.

Adequate measures will always be 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.

### **General Maintenance**

The Head of Education ensures that there the maintenance and decoration programme is implemented. Most of this work takes place during the School holiday periods, but smaller tasks may be completed during term time.

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

### **Health and Safety**

The Beeches has a Health and Safety policy with which all persons on site must comply. Any particular matters of concern are discussed by Governors as and when required.

### **Review**

This policy is reviewed annually by Head of Education, Kathryn Black.  
Reviewed February 2018.