



PREMISES MANAGEMENT POLICY

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1. Introduction

The Education (School Premises) Regulations 1999 and 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: access and egress, building fabric, toilet facilities, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and clean water supply. This policy sets out how The Vanguard School meets the requirements of both legislation and best practice.

2. Water Supply

The Site Manager ensures that the school's water supply meets the requirements of the Education (School Premises) Regulations 1999 and 2012 by ensuring that the appropriate legionella checks are carried out at appropriate intervals also to ensure that:

- the school has a wholesome supply of water for domestic purposes including a supply of clean 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 and basins does not exceed 41°C

To reduce the risk of Legionella infection the water distribution system will be maintained in a hygienic condition and steps taken to:

- Ensure that water supplies are distributed to the point of mixing, either below 20°C for cold supplies or above 55°C for hot supplies
- Ensure that hot water is stored at or above 60°C

<http://www.beama.org.uk/asset/022A6360-7B36-4F5B-A192238D9C4F896E/>

3. Drainage

The Site Manager 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. Where practicable, run-off rainwater will be re-used.

4. Load Bearing Structures

The Site Manager ensures that each load bearing structure complies with the Education (School Premises) Regulations 1999 and 2012 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 Site Manager will obtain external expert advice.

5. Security arrangements

The Site Manager 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 and gates are 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
- the movements needed around the site
- arrangements for receiving visitors including zoning
- staff/pupil training in security issues

6. Lettings

School operations outside the normal working day are organised to ensure that the health, safety and welfare of pupils and visitors are safeguarded and pupils' education is not interrupted by other users of the site. This is done by referring all new lettings to the Site

Manager (or the Principal in their absence) so that arrangements may be reviewed and the necessary arrangements implemented.

7. Resistance to the Weather

The Site Manager ensures that school buildings continue to provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

8. Evacuations

The Site Manager ensures there is sufficient access so that emergency service arrivals and school evacuations can be accomplished safely for all pupils, including those with special needs and disabilities, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same at least weekly.

9. Accessibility

The Site Manager ensures that access to the school allows all pupils, 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.

10. Welfare

The Site Manager ensures that there are sufficient washrooms for staff and pupils, including facilities for SEND pupils, taking account of the Education (School Premises) Regulations 1999 and 2012 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 pupils and have appropriate access.

11. Catering

The Site Manager ensures that there are adequate facilities for the hygienic preparation, serving and consumption of food and post-meal cleaning.

12. Cleaning

The Site Manager ensures that classrooms and other parts of the School are maintained in a tidy, clean and hygienic state including supervision of contracted personnel on-site.

13. Mechanical Services

The Site 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 1999 and 2012 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 take place)
- Flickering / fluorescent lighting is avoided in keeping with our pupil profile
- Each room or other space has a system of heating and ventilation 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: 16°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.

14. General Maintenance

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

15. Health and Safety

The school 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.

16. Review

This policy will be reviewed bi annually by Governors and Executive Principal.