



# Premises Management

July 2024



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Date of Review	Reviewer(s)	Comments
		<ul style="list-style-type: none"> <li>Section 3 'Lettings' - Changed name of committee to Lettings and Finance Committee.</li> <li>Section 13 'General cleanliness and tidiness' – Concerns about standards are to be dealt with directly with HT as we are no longer in a SLA for cleaning and caretaking.</li> </ul>



## Introduction

This document outlines the purpose, nature and operational management of the school premises for Ysgol Sant Dunawd, Banor-on-Dee. It outlines routines, responsibilities, and procedures in relation to ensuring the good management of the school premises.

This policy should be read in conjunction with the following policies:

- Child Protection & Safeguarding Policy
- Health and Safety Policy
- Fire Safety and Evacuation Policy
- Lockdown Policy

## Aims

The Premises Management Policy is designed to ensure the safety of all staff, pupils, parents/carers, visitors and other users of Ysgol Sant Dunawd and its facilities. It has been developed to support the meeting of The Education (School Premises) Regulations 1999 which set out standards for structural requirements and health, safety and welfare. It has also been developed to support adherence to the Workplace (Health, Safety and Welfare) Regulations 1992.

## Legislative Information

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, Foundation and Voluntary schools, as well as pupil referral units.

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 1999, which have specific requirements for facilities relating to staff, medical rooms and toilet/ washrooms, as well as conditions relating to boarding schools.

## Responsibilities

The premises of Ysgol Sant Dunawd are constantly monitored by the Headteacher and the Caretaker. Regular reviews of the school and school site are also undertaken by members of the Health & Safety Committee of the Governing Body and the Local Authority through various Service Level Agreements.

All members of staff, pupils, parents/carers, Governors, visitors and any other users of the site are always encouraged to report any concerns to the Headteacher.



Security Issue	Responsible Person	Specific Duties
Perimeter fencing, access routes from Sandown Road and Laurels Avenue	Headteacher and Caretaker	<ul style="list-style-type: none"> <li>All gates (except main entrance) to be locked following morning registration and unlocked for parent access before the end of the school day.</li> <li>Regular inspections.</li> <li>Maintenance and repairs.</li> <li>Proposals for upgrading.</li> <li>security as necessary.</li> </ul>
School entrances and exits	Caretaker or designated keyholder	<ul style="list-style-type: none"> <li>Daily unlocking and lock-up routines.</li> <li>Log and report incidents in the school's incident books.</li> <li>Report the incidents to Facilities Management as required.</li> </ul>
Control of visitors	<p>Secretary (8.30am to 12.30pm Monday to Friday term time)</p> <p>Members of staff including cleaner and caretaker (all other times)</p>	<ul style="list-style-type: none"> <li>Sign in and sign out</li> </ul>
Before and After School Club visitors	<p>Breakfast club staff (8:00am – 8:40am Monday to Friday term time)</p> <p>Afterschool Club staff (3:00am – 6:00pm Monday to Friday term time)</p>	<ul style="list-style-type: none"> <li>Sign in and sign out</li> </ul>
Control of contractors	<p>Secretary (8.30am to 12.30pm Monday to Friday term time)</p> <p>Members of staff including cleaner and caretaker (all other times)</p>	<ul style="list-style-type: none"> <li>Check credentials of contractors prior to contractor's arrival on site.</li> <li>Brief contractors on school Security and Health &amp; Safety requirements and arrangements.</li> <li>Day-to-day supervision of contractors on site</li> </ul>



Security of money	Secretary and Headteacher  N.B. most payments are made online.	<ul style="list-style-type: none"> <li>• Ensure all stakeholders are aware of the use of online payments and cashless operation.</li> <li>• Collection and banking of payments to the school.</li> <li>• Control of petty cash floats.</li> </ul>
Emergency procedures	Fire and Lockdown: Headteacher or designated person in absence.  First Aid and accidents: Qualified First Aiders	<ul style="list-style-type: none"> <li>• Duties and responsibilities in accordance with school's procedures.</li> <li>• Immediate treatment of injuries or illnesses prior to the arrival of emergency services.</li> </ul>
Building security Risk Assessments	Headteacher	<ul style="list-style-type: none"> <li>• Regular assessment of requirements, installation of security systems, staff training and system maintenance.</li> </ul>

## Long Term premises Management

Particular attention is paid to the following areas:

### 1. Water Supply

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

- a) The school has a wholesome supply of water for domestic purposes including a supply of drinking water. These must be recorded.
- b) WCs and urinals have an adequate supply of cold water and washbasins and sinks (including deep sinks) have an adequate supply of hot and cold water.
- c) The temperature of hot water supplies sinks shall not exceed 43°C.

### 2. Security arrangements

The Caretaker and Headteacher 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; that the school's perimeters are secure. The school's security arrangements are based on a risk assessment for the school and are reviewed by Senior

Management, explicitly taking into account:



- i. The location of the school.
- ii. The physical layout of the school.
- iii. The movements needed around the site.
- iv. Arrangements for receiving visitors.
- v. Staff/ pupil training in security.

### **3. Lettings**

The Caretaker and Headteacher ensures that areas of the school's premises which are used for a purpose other than conducting the school are organised to ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by other users. This is done by referring all new lettings to the Finance and Lettings Committee (made up of the Headteacher and representatives of the Governing Body) so that arrangements may be discussed and necessary arrangements implemented. Further information can be found in the school's Lettings Policy.

### **4. Resistance to the weather**

The Caretaker 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. There is also a reporting system in place for staff to record general concerns regarding site safety.

### **5. Emergency Evacuation**

The Headteacher and Caretaker ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with additional needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

### **6. Access arrangements**

The Headteacher and Caretaker ensures that access to the school allows all pupils, including those with additional 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, if needed.

### **7. Fit for Purpose**

The Headteacher or Caretaker can give reasonable assurances that the premises are fit for purpose through reference to appropriate documentation.

### **8. Classroom size**

In consultation with the local authority, the Headteacher ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any additional needs) of pupils 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. Regard will be given to ensuring that:

- a) The teacher can reach each pupil in a classroom to provide individual help and guidance.
- b) In the Early Years Foundation Phase, the following floor space is provided in keeping with the requirements of registered provision: 2.3 m<sup>2</sup> for those aged 3 to 5.

## **9. Health and Safety**

The Caretaker and Headteacher will ensure that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. This will be monitored by the Headteacher and designated Health and Safety Governor.

## **10. Washrooms**

The Headteacher has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with additional needs, taking account of the Education (School Premises) Regulations 1999 in that:

- a) Our school washrooms have one WC for every 10 pupils under 5.
- b) Our school washrooms have one WC for every 20 pupils aged 5 and upwards.
- c) The number of washbasins at least equals the number of WCs/urinals.
- d) All single and double sanitary fittings contain one or two washbasins respectively.
- e) Separate washrooms for girls and boys are provided for all pupils.
- f) Staff washrooms are 'adequate' for the number of staff at the school.

## **11. Outside catering suppliers**

In consultation with our catering providers, the Headteacher ensures that where food is served, there are adequate facilities for hygienic preparation, serving and consumption; this includes regular inspections of the catering facilities.

## **12. General cleanliness and tidiness**

The Headteacher ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the cleaner and caretaker and monitoring standards of cleaning. Any significant issues will be dealt with directly with the Headteacher.

## **13. Sound levels**

The Headteacher ensures that the sound insulation and acoustics allow effective teaching and communication. Staff are invited to inform the Headteacher if problems arise as a result of deficiencies in this area.

## **14. Lighting, Heating and Ventilation**



The Headteacher 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.

### **15. Decoration**

The Headteacher ensures 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.

### **16. Furniture and fittings**

In consultation with all staff, the Headteacher ensures that the furniture and fittings are appropriately designed for the age and needs (including any additional needs) of all pupils registered at the school by responding to specific requests for appropriate.

