



# Premises Management Policy



***Northumberland  
County Council***

Presented to Governors Sept 2017. Ratified Autumn Term 2017

## **Premises Management at Tritlington Church of England First School**

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### **Introduction:**

Effective management of the school buildings is the responsibility of the Headteacher, working closely with Governors, School Office Manager and Caretaker.

Tritlington Church of England Aided First School carefully considers the building's condition and suitability to ensure safe and continuous operation and effective management of curriculum needs.

### **Legislation:**

The Education (School Premises) Regulations (1999) prescribe the minimum standards for school premises. They include a general requirement that every part of the school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

The Health and Safety at Work Act (1974) sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees.

The Workplace (Health, Safety and Welfare) Regulations (1992) outline provisions that must be made in relation to the work environment.

Managements of Health and Safety at Work Regulations (1999).

Approved Codes of Practice and Health and Safety Executive guidance documents and standards.

Building Regulations are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

### **Responsibilities:**

The school premises are constantly monitored by the Headteacher, School Office Manager and Caretaker and by the Resources Committee of the Governing Body to ensure:-

- ❖ The management of repairs and improvements
- ❖ Policies for security and safety are prepared, monitored and reviewed
- ❖ Risk assessments are prepared and acted upon

A full premises inspection is undertaken each term. This inspection includes the:-

#### **Condition:**

- ❖ Roof
- ❖ Rainwater goods, fascia and soffit
- ❖ Walls
- ❖ Windows and doors

- ❖ Internal areas
- ❖ Water supply systems
- ❖ Lighting
- ❖ Heating and ventilation equipment
- ❖ Fire Alarm systems
- ❖ Intruder alarm
- ❖ Electrical systems
- ❖ Mechanical systems
- ❖ Grounds and fencing

#### **Suitability**

- ❖ Design
- ❖ Access
- ❖ School hall
- ❖ Group rooms
- ❖ Car parking
- ❖ ICT
- ❖ Library
- ❖ Hot meals kitchen
- ❖ Accessibility
- ❖ Environmental concerns

#### **Sufficiency:**

- ❖ School places
- ❖ Community use of the school

#### **Legislative Requirements:**

- ❖ Fire safety and risk assessment
- ❖ Asbestos
- ❖ Glazing

#### **School funding:**

- ❖ Devolved Formula Capital; Grant and LCVAP
- ❖ Structural maintenance
- ❖ Building maintenance

#### **Preventative, Planned and Reactive Maintenance Programme:**

- ❖ Reactive work
- ❖ Priority preventative and planned maintenance work

#### **School Development and Improvement Plans:**

- ❖ Feasibility studies / option appraisals
- ❖ Project work

**Self Help Projects and Procurement:**

- ❖ Live self-help applications

**Engineering, Energy and Sustainability:**

- ❖ Energy and water consumption
- ❖ Engineering Service contract
- ❖ Display Energy Certificate
- ❖ Automatic meter reading

**Site Issues:**

- ❖ Health and safety
- ❖ Security and vandalism
- ❖ Review of floor plans
- ❖ Land or boundary
- ❖ License arrangements
- ❖ Highways

**Contractors:**

The school ensures:-

- ❖ adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- ❖ the competence of contractors (competence can be judged from past experience recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required)
- ❖ where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC is registered for work in connection with gas and electrical installations respectively.
- ❖ that the contractor has a current health and safety policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

**Commissioning a large project:**

The school seeks a property professional to work with the school, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:-

- ❖ Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- ❖ Specification – with the school to producing a technical specification for the work
- ❖ Tender – going out to tender to a number of appropriate contractors
- ❖ Evaluation of Tenders – checking the validity and accuracy of the tenders

- ❖ Site Management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations
- ❖ Handover – accepting the finished project. Carrying out snagging and testing.
- ❖ Invoice check – checking the validity and accuracy of invoices.

### **Waste:**

The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment and food waste. There are things that everyone can do to contribute to this. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

### **Lettings:**

The school ensures that the premises which are used for a purpose other than conducting the school curriculum are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

### **Trees:**

The school ensures that a regular tree survey takes place (Northumberland County Council Service Level Agreement) and that all arboriculture work is carried out by a competent arboriculturist.

### **Related Policies/Procedures**

Safeguarding Health and Safety

Inclusion

Disability Equality and Accessibility Emergency Scheme

Financial Management

ICT

Risk Assessments: The Management of Health and Safety at Work Regulations

1999:

Reviewed Autumn 2016 -2018

| Inspection Points  | Comments/Action<br>Where action<br>required record on<br>separate action<br>plan) |
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| <b>Asbestos:</b><br>Note: refer to Asbestos Register and Asbestos Management Plan for frequency of formal inspections and how they carried out.<br>Known and visible asbestos materials in good condition?<br>Asbestos register held at reception where contractors would sign in to?  |   |
| <b>Access to Heights</b><br>Is there a safe access point to get on to the roof?<br>Areas prohibited during times of heavy snow fall?   |   |
| <b>Cleaners Cupboard</b><br>Cleaning substances stored securely?<br>Cleaning substances all clearly labelled to show contents?<br>Low level cleaners sink available for use?<br>Cupboard kept locked at all times not in use?  |   |
| <b>Caretakers Area:</b><br>Area sufficiently tidy/clean?<br>Kept locked when not in use?<br>All equipment correctly stored?<br>Machinery e.g., power tools securely stored?<br>PAT tested?<br>In good condition?   |   |
| <b>External:</b><br>Access routes in to the site kept clear at all times? (system of restricted access at certain times)<br>Access routes clear (and marked if necessary).<br>Access routes in to the site kept clear at all times? (system of restricted access at certain times)<br>Access routes clear (and marked if necessary)<br>As far as possible is there separation of vehicle and pedestrian traffic (also marked where possible)?<br>Where access ramps provided they are of good condition?<br>Adequate external lighting? (clearly lit pathways)<br>Steps, walkways, access routes in good condition? (no excessively raised paving slabs, obstructions etc.,) |   |

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| <p>Wheelie bins and other similar items positioned to minimise unauthorised access to roof area?</p> <p>Bin area clean and tidy?</p> <p>Rubbish and other items kept to minimum to reduce risk from arson?</p> <p>Gates in good condition? (no rust affecting hinges etc)</p> <p>Rubbish bins for pupils – clean, regularly emptied?</p> <p>Gates set up to prevent injury through misuse? (e.g. padlocks, stoppers, hinge guards – all to prevent finger or other trapping if swung on / misused)</p> <p>Trees / branches / shrubs well maintained? (not overgrown, unstable, decaying)</p> <p>Tree roots under control? (not damaging walkways etc. within play areas / general areas tree roots naturally create unevenness but judgement has to be made on any unacceptable hazard being caused)</p> <p>Site walks completed daily by Caretaker to ensure site clear of rubbish/debris/signs of animal/insect infestations (e.g. wasps/ants etc)?</p> <p>Fencing inspected and any vandalism reported.</p> <p>Boiler room – condition? free of any storage item clean/tidy?</p> <p>External area generally ok? (consider clearing of leaves, ice, moss etc., on this day as indication of how external site maintained on day to day basis)</p> <p>Drainage channels clear/no debris</p> |  |
| <p><b>Fire Prevention:</b></p> <p>Quantity of paper and combustible materials controlled &amp; stored safely?</p> <p>Heaters positioned safely?</p> <p>Fire evacuation notices displayed and up to date? (pictorial white on green)</p> <p>Fire extinguishers in place where indicated needed by fire extinguisher sticker / label or stand?</p> <p>Fire escape routes clear and fire doors not wedged open?</p> <p>Automatic fire doors not blocked?</p>  |  |
| <p><b>First Aid:</b></p> <p>Are there a suitable number of notices indicating the first aid arrangement and detailing the first aider?</p> <p>Are the first aid boxes suitable stocked? (No other items should be stored in first aid box although other items may be stored with it)&gt;</p> <p>Eye wash facilities?</p> <p>Cold storage available for medicines?</p>   |  |
| <p><b>Furniture/Fittings</b></p> <p>Is furniture checked for wear/tear damage?</p>   |  |

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| <p>Is furniture kept in clean condition?<br/> Correct furniture for correct key stages?<br/> Is furniture stored/stacked correctly?<br/> Not impinging on access/exit routes&gt;<br/> Shelving stable and secure?<br/> Work storage areas tidy?<br/> Objects stored safely and/or securely?</p>  |  |
| <p><b>General Premises</b><br/> Windows damage free operating correctly and window panes and frames clean (inside and out)?<br/> All roller shutters operating correctly?<br/> External store units clean/operational/free from damage?<br/> Finger Shields fitted? Condition?<br/> Window vents opened/closed (weather dependent).<br/> Clean of debris (leaves, moss) insects/bird nesting?<br/> Glazing film in good condition where present? (no bubbling &amp; peeling)<br/> Guttering clear from debris?<br/> No broken brackets/signs of vandalism?<br/> External paint? Cracking/peeling?</p>                              |  |
| <p><b>Grounds</b><br/> Landscaping works by private contractor.<br/> Daily checks carried out by Caretaker</p>   |  |
| <p><b>Harmful Substances (COSHH) - General:</b><br/> Substances with orange hazard warning labels being stored safely?<br/> Bottles clearly labelled with details of content and hazard (indicated by symbol)?<br/> Stored safely to prevent container damage or accidental mixing? (e.g. pool chemicals store dry acid separately to bleach)<br/> Flammable substances stored in metal container / cupboard?<br/> Appropriate personal protective equipment available and used where necessary? (e.g. possibly goggles, gloves, apron depending on process)?<br/> Are there suitable arrangements for dealing with spillages.</p> |  |
| <p><b>Housekeeping</b><br/> Floors/surfaces clean?<br/> Glass clean?<br/> Bins (sufficient and emptied daily)?<br/> Combustible items not stored near heat sources or sources of ignition?<br/> Mats clean and inspected for wear/tear?<br/> Blinds fitted correctly, no loose parts/cords?</p>  |  |



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| <p>All lights working correctly?<br/>Sufficient cleaning products in toilet areas</p>   |  |
| <p><b>Indoor Working Environment:</b><br/>Is there matting at entrances to minimise slips risk when raining outside?<br/>Is the temperature acceptable? (e.g. not excessively hot or cold for long periods of time?<br/>Is it felt that there is adequate ventilation / air movement?<br/>Is there adequate control over lighting to ensure it is light enough for staff?<br/>Is there reasonable access to toilet facilities, with hand washing facilities, hot water, soap and means to dry hands?<br/>Is there access to drinking water?</p> |  |
| <p><b>Legionella</b><br/>Are temperature checks being taken and recorded in the legionella risk assessment monitoring sheets?<br/>Is there evidence that where temperatures are too high or too low action is being taken?<br/>Are irregularly used water outlets flushed and complete record in register?</p>  |  |
| <p><b>Portable Electrical Appliances</b><br/>Is there evidence that portable electrical items are tested (e.g. labels)?<br/>Spot check a couple of items:<br/>No damage to cable<br/>No damage to plugs casing or bent pins<br/>No evidence of overheating (burn marks or discolouration)<br/>On/off switch working correctly</p>   |  |
| <p><b>Slips &amp; Trips (indoors)</b><br/>Cables around the premise positioned safely?<br/>Floors, stairs, steps, walkways in good clean condition?<br/>Are general routes / corridors / walkways within the premise clear of obstructions?</p>   |  |
| <p><b>External Play Equipment:</b><br/><b>Items are checked each year by an external SLA provider, however:</b><br/>Items recommended for consideration in report have been rectified.<br/>Playground equipment regularly checked e.g., no splinters, loose nuts/bolts, broken ropes etc)?<br/>Containers (no loose screws/hinges/doors/lids operating correctly. Contents stores correctly)<br/>Safety surface in good condition?<br/>Checked for moss/weed growth?</p>  |  |

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| <b>Recording Logs/Records</b> |  |
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All log books kept up to date?

COOSH in place?

Office Staff / Groundsman informed of any required work?

Dates / notification of any vandalism recorded?