



Premises Management Policy

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Background to this policy:

- 1 Part 5 of the Education (Independent School Standards) England Regulations 2010 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.
- 2 Provisions that are covered by these regulations include: toilet facilities, fire alarms, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

What legislation applies to schools and colleges?

- 3 Part 5 of the Education (Independent School Standards) England Regulations 2010 apply to all academies in England and Wales. It is important that all schools covered by the regulations adhere to these provisions.
- 4 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, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.
- 5 Alderbrook School gives due regard to the Regulations listed above.

Policy Statement

- 6 The premises of Alderbrook School are monitored by the Headteacher, the Chair of Governors, the Chair of Business Management, by the site team, by the school's Health & Safety Committee, the Facilities Manager, and by a range of individuals who report their observations/concerns.
- 7 Particular attention is paid to the following areas:

Water Supply

- 8 The site team ensures that the School's water supply meets the requirements of Part 5 of the Education (Independent School Standards) England Regulations 2010 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure compliance with: **ISS Regulation 23F** — (1) The standard in this paragraph is met if the proprietor ensures that—
 - (a) suitable drinking water facilities are provided;
 - (b) toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water;
 - (c) cold water supplies that are suitable for drinking are clearly marked as such; and
 - (d) the temperature of hot water at the point of use does not pose a scalding risk to users.(2) The facilities provided under sub-paragraph (1)(a) will be suitable only if— (a) they are readily accessible at all times when the premises are in use; and (b) they are in a separate area from the toilet facilities.

Drainage

- 9 The Site Team 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. BPA Premises Management V2a

Security Arrangements

- 10 The Facilities Manager and Business Management Committee 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 and; that the school's perimeters are secure. The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:
 - the location of the school
 - the physical layout of the school
 - the movements needed around the site
 - arrangements for receiving visitors
 - staff/pupil training in security

Lettings

- 11 The Facilities Manager and Business Management Committee ensures that the Academy premises used for a purpose other than conducting the Academy's main business (the Sports Hall; Sports Pitch, Dance Studio, Hall) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

Resistance to the weather

- 12 The Site Team 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. Any Issues will be reported to the Facilities Manager, and the Business Management Committee and addressed according to need.

Business and Finance

- 13 The Chair of Governors, Chair of the Business Management Committee, Headteacher and Facilities Manager ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks. The Chair of Governors, Chair of the Business Management Committee, Headteacher and Facilities 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 where required.
- 14 The Facilities Manager can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.
- 15 In consultation with the Headteacher, the Facilities Manager ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs

(including any special needs) of pupils by carefully monitoring the number, age and needs of pupils who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance.

- 16 The Facilities Manager ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well; an asbestos management programme is in place.
- 17 The Facilities Manager has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of Part 5 of the Education (Independent School Standards) England Regulations 2010 in that:
- 18 **ISS Regulation 23A** — (1) Subject to sub-paragraph (2), the standard in this paragraph is met if the proprietor ensures that—
 - a. suitable toilet and washing facilities are provided for the sole use of pupils;
 - b. separate toilet facilities for boys and girls aged 8 years or over are provided except where the toilet facility is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time; and
 - c. suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the school year who receive physical education.

(2) Where separate facilities are provided under sub-paragraph

 - d. for pupils who are disabled, they may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled.

Toilets and washing facilities for staff

- 19 Toilets and washing facilities for staff may also be used by visitors. They should be separate from those provided for pupils, except where they are designed for use by those who are disabled.
- 20 The Facilities Manager has ensured that there are appropriate facilities for pupils who are ill in accordance with Part 5 of the Education (Independent School Standards) England Regulations 2010 in that:
- 21 **ISS Regulation 23B** —(1) The standard in this paragraph is met if the proprietor ensures that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including—
 - (a) accommodation for the medical examination and treatment of pupils;
 - (b) accommodation for the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and
 - (c) where a school caters for pupils with complex needs, additional medical accommodation which caters for those needs.

(2) The accommodation provided under sub-paragraphs (1)(a) and (b) may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purposes set out in sub-paragraphs (1)(a) and (b).

- (3) For the purposes of sub-paragraph (1)(c), a pupil has “complex needs” if the pupil has profound and multiple learning difficulties in addition to other significant difficulties, such as a physical disability or sensory impairment, which require provision which is additional to or different from that generally required by children of the same age in schools other than special schools or by children with special requirements
- 22 The requirements for medical and therapy rooms enable pupils who are ill or injured to be looked after appropriately, and for therapy to be offered to those with special educational needs or disabilities who need it. In mainstream schools this may involve assistance from visiting specialists, such as a physiotherapist or speech therapist.
- 23 In consultation with our catering providers, Solihull Catering Services, the Facilities Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities in the academy.
- 24 The Facilities Manager ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by meeting with the cleaning contractor and monitoring standards of cleaning.
- 25 The Facilities Manager ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/him if problems arise as a result of deficiencies in this area.
- 26 **ISS Regulation 23D** — The standard is met if the proprietor ensures that the acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities which normally take place therein.
- 27 In a school with a good acoustic environment, people will experience:
- good sound quality – enabling people to hear clearly, understand and concentrate on whatever activity they are involved in;
 - minimal disturbance from unwanted noise (such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic).
- 28 In classrooms, class bases and other areas used for teaching, this will allow teachers to communicate without straining their voices. In some types of spaces, such as music rooms, recording studios, open-plan areas and rooms where pupils with hearing impairment are taught, there are additional requirements that may require higher acoustic standards than those for normal class bases.
- 29 The Facilities Manager ensures that the lighting, heating and ventilation, in classrooms and other parts of the school, where reasonably practicable, are satisfactory in accordance with Part 5 of the Education (Independent School Standards) England Regulations 2010 in that:
- 30 **ISS Regulation 23E** — The standard in this paragraph is met if the proprietor ensures that—
- the lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein; and

- external lighting is provided in order to ensure that people can safely enter and leave the school premises.

31 For lighting to be suitable, attention needs to be paid to:

- achieving adequate light levels, including the lighting of teachers' and pupils' faces for good visual communication;
- giving priority to daylight in all teaching spaces, circulation, staff offices and social areas;
- providing adequate views to the outside or into the distance to ensure visual comfort and help avoid eye strain;
- providing lighting controls that are easy to use;
- providing means to control daylight and sunlight, to avoid glare, excessive internal illuminance and summertime overheating;
- providing external lighting to ensure safe pedestrian movement after dark;
- floodlighting outdoor sports areas;
- providing emergency lighting in areas accessible after dark.

32 Further guidance on lighting in schools can be found in Lighting Guide 5, "Lighting for Education" (LG5), and British Standard BS EN 12464-1.

Lighting for pupils with special educational needs

33 Pupils with special educational needs, including visual impairment and other disabilities, may have additional lighting requirements and specialist advice may be needed. Key points include:

- colour and contrast, which can help people locate doors and their handles, stairs and steps, switches and socket outlets, etc.;
- glare should be avoided (including from high gloss finishes that can appear as glare sources when they reflect bright lights);
- use of light sources such as high frequency fluorescent luminaires to avoid subliminal flicker that can induce epileptic fits in susceptible pupils;
- large areas of glazing should be clearly marked to avoid accidents
- additional local task lighting may be needed.

34 This is done through a programme of monitoring and through systematic feedback from staff. The Facilities Manager 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.

35 In consultation with the Headteacher and with the Heads of relevant Departments, the Facilities Manager ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of classrooms.

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

- 37 In consultation with the Headteacher and Head of PE, the Facilities Manager ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas is monitored and deficiencies addressed. The Facilities Manager also in collaboration with the Head of PE ensures through regular checks by the teachers that any equipment used by teachers inside the gym and outside on the playing field, is maintained in a safe condition to enable effective and appropriate use. This equipment will be maintained and checked by an external contractor by an annual visit and when need arises.
- 38 **ISS Regulation 23G** — (1) The standard in this paragraph is met if the proprietor ensures that suitable outdoor space is provided in order to enable— (a) physical education to be provided to pupils in accordance with the school curriculum; and
- 39 (b) pupils to play outside.
- 40 (2) Sub-paragraph (1) does not apply in relation to an alternative provision Academy

Training

- 41 The Headteacher, Chair of Governors, Chair of the Business Management Committee and the Facilities Manager will ensure that all staff receive relevant training to ensure the effective use and safe operation of the site and equipment. Records of training will be maintained electronically.

Records/Log Book

- 42 The Facilities Manager will maintain records of all checks that take place for the safe and affective operation of the site.

Grounds Maintenance

- 43 Grounds Maintenance at Alderbrook is contracted out. The contractor will attend site at regular intervals to cut the grass on pitches and lawns, paint line markings on pitches, tracks and cricket fields, trim hedge and general weeding.

Health and Safety

- 44 There are a number of committees and staff that have a responsibility for the Health and Safety in relation to Premises Management. These are detailed in the school Health and Safety Policy.
- 45 **ISS Regulation 23C** — The standard in this paragraph is met if the proprietor ensures that the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.

Cleaning

- 46 Window cleaning is contracted out and this is carried out annually.