



St. Luke's Catholic Primary School

Premises Management Policy May 2023- 24

Academic Year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
20-21	E Murtagh	M Grealis	D Fitzmaurice	P Stitt
21/22	E Murtagh	M Grealis	D Fitzmaurice	P Stitt
22/23	E Murtagh	C Foulds	G Murphy	P Stitt
23/24	E Murtagh	C Fairman	G Murphy	P Stitt

Policy Review Dates

Review Date	Changes made	By whom	Date shared with staff
May 2020	General –dates	E Murtagh	February 2020
May 2021	General updates	S Bell	June 21
June 2022	General Updates	S Bell/P Stitt	June 22
May 2023	Changes of personnel	E Murtagh	June 23

Signed:  Chair of Governors

Signed:  Headteacher

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Statement of intent

St Luke's Catholic Primary School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school will consider each building's:

- **Condition:** focussing on the physical state of the premises to ensure safe and continuous operations, as well as other issues involving building regulations and other non-education centric statutory requirements.
- **Suitability:** focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2020) 'Good estate management for schools'

This policy operates in conjunction with the following school policies:

- Asbestos Management Policy
- Asbestos Management Plan
- School Cleaning Policy
- Car Park Policy
- Asset Management Policy
- Health and Safety Policy
- Lettings Policy
- First Aid Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- Whole-School Food Policy
- Fire Safety Policy
- School Security Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The Bursar is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and good value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary.
- Managing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Completing the Health & Safety annual audit

The Caretaker is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy in collaboration with the Headteacher.
- Identifying and undertaking any maintenance and repair work.
- Completing the Asbestos Management Checklist.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

The Headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the Premises Manager, BURSAR and governing board as appropriate.
- Ensuring that the premises-related needs of people with SEND are met, e.g. accessibility.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. the Caretaker .
- Reviewing this policy in liaison with the Caretaker and administrator.
- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.

3. Asbestos

The governing board, Headteacher and Caretaker will ensure that the school meets its duty to manage asbestos in school.

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register (including associated remedial actions) and an Asbestos Management Plan. The Premises Manager will review the school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The Premises Manager will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the governing board and BURSAR, will arrange for any necessary repairs to the school regarding asbestos. The Premises Manager and Headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The Headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff and workers in will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

4. Water supply

The Premises Manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8.
- A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services.

5. Temperatures

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21 °C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15 °C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1 °C.

Closed water circuits which operate under pressure will be checked periodically for leaks. Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

6. Toilet and washing facilities

The following toilet and washbasin facilities will be in place:

- For pupils aged **3-5**, there will be **1** toilet and washbasin for every **10** pupils.
- For pupils aged **6-10**, there will be **1** toilet and washbasin per **15** pupils, which will be segregated into male and female for those over **8**.
- No more than **two thirds** of male toilets will be urinals.

Toilet and washing facilities will be planned to ensure that hand washing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

Disabled toilets will have a toilet, washbasin. Disabled toilets will also have a door opening directly onto a circulation space and can be secured from the inside.

The BURSAR will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

7. Accessibility

To be compliant with the Equality Act 2010, the Headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND. The accessibility strategy will include the health and safety needs of pupils with SEND. The school will take account of its Accessibility Policy when managing and maintaining the school site.

8. Drainage

The Premises Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

The Premises Manager will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and in severe cases can overload roofs contributing to structural failure.

9. Lighting

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting

controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

External lighting should be provided to ensure safe pedestrian movement after dark. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours. Emergency lighting will be provided for areas which are accessible after dark.

Some of the adaptations the school will make may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

The Premises Manager will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

10. Security

The Bursar and Premises Manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Bursar, Premises Manager and SLT, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

11. Lettings

The Bursar will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others. The school's Lettings Policy will be adhered to at all times.

When letting to commercial businesses, the school has sought the permission of the LA and the DfE, through the local authority.

Hirers will make an application for hire to the governing board. When determining whether to approve an application; the governing board will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency

The Premises Manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the BURSAR. The school's Adverse Weather Policy will be adhered to at all times.

12. Invacuations and evacuations

The Premises Manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, the Premises Manager will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the governing board and SENCO, where appropriate.

When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

13. Suitability

The Bursar will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The BURSAR and Premises Manager will further ensure

that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

14. Fire safety

School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff.

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The Premises Manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

15. Catering

The Bursar, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

16. Cleaning

The Bursar will be responsible for managing cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

17. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise.

18. Maintenance

The Bursar will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

19. Furnishings

The Bursar, in consultation with the Headteacher and relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils registered at the school.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the Premises Manager.

20. Grounds

The Bursar, in consultation with the Headteacher, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas will be monitored by the Premises Manager and deficiencies addressed. The school will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

21. Health and safety audit

The Bursar will ensure that the school premises are subject to a regular Health and Safety Audit, this will take place annually and is provided by the Local Authority. The Premises Manager will monitor that health and safety risk assessments are completed annually for each department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up-to-date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

22. Electrical testing and inspection

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit. The results of the visual inspection will be written in a log book as a permanent record of the condition of the electrical equipment.

It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

Testing of all distribution boards in mobile accommodation will be conducted on an annual basis.

23. Other equipment, systems and storage

In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the school will ensure that lifts used by employees for work are safe to use. Plans will be implemented to ensure the safety of users in the event of the lift breakdown or stopping between floors.

The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

24. Monitoring and review

This policy is reviewed annually by the Headteacher and the Premises Manager. The next scheduled review date for this policy is **May 2024**.

Any changes to this policy will be communicated to all relevant staff members.