

Saint Martin's Catholic Academy



Premises Management Policy

*'Knowing the best that has been thought
and said and knowing that we are loved by God'*

Approved by:

Date:

Last reviewed on:

September 2022

Next review due by:

September 2023

Overview

Saint Martin's Catholic Academy has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building:

- Condition – focus 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 – focus 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.

The school premises are monitored by the site manager, who liaises with the staff responsible for health and safety and with the school Operations manager.

1. Legal framework

1.1. This policy will have consideration for and be in compliance with the following legislation:

- The Education (School Premises) Regulations 1999.
- The Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Statutory Premises Management Documents.

1.2. This policy will also have due regard to the following statutory and non-statutory guidance:

- First Aid in Schools
- Health and Safety: advice for schools

2. Key responsibilities

2.1. The governing body, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the school premises.

2.2. The Site manager and principal will be responsible for co-ordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

2.3. The Site manager will identify and undertake or contract all maintenance and repair work within the school premises.

3. Water supply

3.1. The Site Manager will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate 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, sinks and showers have an adequate supply of hot and cold water.
- Temperatures do not exceed temperatures stated in legislation.

4. Drainage

4.1. The Site manager will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

5. Security

5.1. The principal and the Site manager will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance; and that the school's perimeters are sufficiently secure.

5.2. The school's security arrangements are based on a risk assessment, regularly reviewed by the principal, site manager and senior leadership team, explicitly taking into account the:

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

6. Lettings

6.1. The principal will ensure that school premises, used for a purpose other than conducting the school's main business, are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

7. Weather

7.1. The site 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 principal.

8. Evacuations

8.1. The principal will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

9. Accessibility

9.1. The site manager will ensure that access to the school allows all pupils, including those with SEND, to enter and leave the school grounds in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

10. Suitability

10.1. The principal will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

10.2. The principal and site manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

11. Welfare

11.1. The principal and the site manager will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively.
- Separate washrooms for girls and boys are provided for pupils aged 8 years or older, and separate washrooms are provided for staff and pupils.
- Staff washrooms are adequate for the number of staff at the school.

11.2. The principal will further ensure that there are appropriate facilities in place for pupils who are ill, including:

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

12. Catering

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

13. Cleaning

13.1. The principal and the site manager will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

14. Mechanical services

14.1. The site manager will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

- Each room or space in the school has lighting appropriate to its normal use.
- Each room or space in the school has a system of heating appropriate to its normal use.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

14.2. This will be done through a programme of monitoring and systematic feedback from staff.

15. Maintenance

15.1. The principal and the site manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme.

15.2. Most of this work will take place during the school holiday periods, but smaller tasks may be completed during term time.

16. Furnishings

16.1. The site manager in consultation with the principal and relevant SLT, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) if all pupils registered at the school.

16.2. 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 caretaker.

17. Grounds

17.1. The site manager, in consultation with the principal, and PE Lead will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

17.2. The condition of all playground areas will be monitored by the site manager and deficiencies addressed.

18. Health and Safety audit

18.1. The principal will ensure that the school's premises are subject to a regular health and safety audit.

18.2. The operations manager & site manager will monitor that risk assessments are completed annually for each department.

19. Financial planning and control

19.1. The school operations manager, senior management team and the finance committee will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.