



Houghton Primary School
Working hard to achieve our best

Premises Management Policy and Procedures

Date reviewed and adopted:	04.07.2017
Reviewed and adopted by:	Full Governing Body
Signed: Chair of governors	
Signed: Headteacher	
Date of next review:	Summer 2018



Houghton Primary School

Introduction

At Houghton Primary School we aim to provide a safe, well maintained environment for all our pupils and staff. Effective management of the school buildings is essential to ensure safe and continuous operation 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 & 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 as 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.

Roles and Responsibilities

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

The school premises are constantly monitored by the School Business Manager, Caretaker and by the FPPS committee of the Governing Body to ensure:

- The Management of repairs and improvements

Premises Management Policy and Procedures

- Policies for security and safety are prepared, monitored and reviewed
- Risk assessments are prepared and acted upon

A full premises inspection is undertaken each half term.

This inspection includes:

Condition:

Roof, rainwater drains/guttering, fascia, soffits, walls, doors, internal areas, water supply systems, lighting, heating, ventilation, fire alarm systems, intruder alarms, electrical and mechanical systems, grounds and fencing.

Suitability:

Design, access, school hall, teaching areas, ESF building, car park.

Legislative Requirements:

Fire safety and risk assessments, asbestos, water and glazing.

School Funding

The management of school premises is funded by Devolved Formula Capital and funding committed within the school budget annually.

Preventative, Planned and Reactive maintenance Programme

Premises management is planned within a cycle which ensures preventative work is undertaken to keep all resources/facilities in good repair. Where reactive work is required within 'emergency' situations the premises team work together with experts and contractors to ensure the work is undertaken promptly and safely.

Energy and Sustainability

Energy and Water consumption is monitored. Electricity is monitored by automatic electricity readings. The school ensures a current Display Energy Certificate.

Site Issues

Health and Safety inspections are undertaken regularly. Attention is paid to security and the prevention of vandalism.

Contractors

The school ensures:

- Adequate arrangements are in place to select, appoint and monitor anyone undertaking works.

Houghton Primary School

Premises Management Policy and Procedures

- 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 works required).
- Where necessary they have the appropriate qualifications, for example GAS SAFE or NICIEC, is registered for work in connection with the 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 and siter specific conditions.

Waste

The school is committed to reducing waste and recycling as much as possible. This includes cardboard, paper, electrical equipment, ICT and food waste. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records.

Lettings

The school ensures any part of the premises which are let out to a third party are organised to ensure correct health, safety and welfare of its users.

Trees

The school ensures a regular tree survey take place in conjunction with Cambridgeshire County Council and that any arboriculture work is carried out by a competent arboriculturist.

Commissioning a large project

The school will seek a property professional to work with the school when undertaking any **large** building projects. The property professional will be commissioned to carry out the following steps:-

- Feasibility study
- Specification
- Tender
- Evaluation of tenders
- Site management
- Handover
- Invoice checking

Related Policies/Procedures

Safeguarding
Health and Safety
Accessibility Plan

Financial Management
ICT
Risk Assessments

This Policy was adopted by the Full Governing Body 4th July 2017

Due for review annually, Summer 2018

Type of Check	
Name/ Job Title	
Date	Signature

Inspection point	Yes/No/ N/a	Comments /Actions
<p>Asbestos: Note: refer to Asbestos Register and Asbestos Management Plan for frequency of formal inspections and how they carried out. Known and visible asbestos materials in good condition? Asbestos register held at reception where contractors would sign in to?</p>		
<p>Access to Heights: Is there a safe access point to get on to the roof? Areas prohibited during times of heavy snow fall</p>		
<p>Cleaners Cupboard Cleaning substances stored securely? Cleaning substances all clearly labelled to show contents? Low level cleaners sink available for use? Cupboard kept locked at all times not in use?</p>		
<p>Caretakers Area: Area sufficiently tidy/clean? Kept locked when not in use? All equipment correctly stored? Machinery e.g., power tools securely stored? PAT tested? In good condition? DIY materials e.g., paint correctly stored?</p>		

<p>External: Access routes into the site kept clear at all times? (system of restricted access to staff and deliveries at certain times)</p> <p>Access routes clear (and marked if necessary).</p> <p>As far as possible is there separation of vehicle and pedestrian traffic</p> <p>Adequate external lighting? (clearly lit pathways) Steps, walkways, access routes in good condition? (no excessively raised paving slabs, obstructions etc.,)</p> <p>Wheelie bins and other similar items positioned to minimise unauthorised access to roof area? Bin area clean and tidy? Rubbish and other items kept to minimum to reduce risk from arson? Gates in good condition? (no rust affecting hinges etc)</p> <p>Rubbish bins for pupils – clean, regularly emptied? 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>Boiler room – condition? free of any storage item clean/tidy?</p>		
<p>Grounds: Trees / branches / shrubs well maintained? (not overgrown, unstable, decaying) Groundsman 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>External area generally ok? (consider clearing of leafs, 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>Fire Prevention:</p> <p>Quantity of paper and combustible materials controlled & stored 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>First Aid:</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)</p> <p>Eye wash facilities?</p> <p>Cold storage available for medicines?</p>		
<p>Furniture/Fittings</p> <p>Is furniture checked for wear/tear damage?</p> <p>Is furniture kept in clean condition?</p> <p>Correct furniture for correct key stages?</p> <p>Is furniture stored/stacked correctly?</p> <p>Not impinging on access/exit routes></p> <p>Shelving stable and secure?</p> <p>Work storage areas tidy?</p> <p>Objects stored safely and/or securely?</p>		

<p>General Premises Windows damage free operating correctly and window panes and frames clean (inside and out)?</p> <p>External store units clean/operational/free from damage? Finger Shields fitted? Condition? Window vents opened/closed (weather dependent). Clean of debris (leaves, moss) insects/bird nesting?</p> <p>Glazing in good condition? Guttering clear from debris? No broken brackets/signs of vandalism? External paint? Cracking/peeling?</p>		
<p>Harmful Substances (COSHH) - General: Substances with orange hazard warning labels being stored safely? Bottles clearly labelled with details of content and hazard (indicated by symbol)? Stored safely to prevent container damage or accidental mixing? (e.g. pool chemicals store dry acid separately to bleach)</p> <p>Flammable substances stored in metal container / cupboard?</p> <p>Appropriate personal protective equipment available and used where necessary? (e.g. possibly goggles, gloves, apron depending on process)?</p> <p>Are there suitable arrangements for dealing with spillages.</p>		
<p>Housekeeping Floors/surfaces clean? Glass clean? Bins (sufficient and emptied daily)? Combustible items not stored near heat sources or sources of ignition? Mats clean and inspected for wear/tear?</p>		

<p>Blinds fitted correctly, no loose parts/cords? All lights working correctly? Sufficient cleaning products in toilet areas/Medical Room?</p> <p>Indoor Working Environment: Is there matting at entrances to minimise slips risk when raining outside? Is the temperature acceptable? (e.g. not excessively hot or cold for long periods of time? Is it felt that there is adequate ventilation / air movement? Is there adequate control over lighting to ensure it is light enough for staff? Is there reasonable access to toilet facilities, with hand washing facilities, hot water, soap and means to dry hands?</p>		
<p>Legionella Are temperature checks being taken and recorded in the legionella risk assessment monitoring sheets? Is there evidence that where temperatures are too high or too low action is being taken? Are irregularly used water outlets flushed and complete record in register?</p>		
<p>Portable Electrical Appliances Is there evidence that portable electrical items are tested (e.g. labels)? Spot check a couple of items: No damage to cable No damage to plugs casing or bent pins No evidence of overheating (burn marks or discolouration) On/off switch working correctly</p>		
<p>Slips & Trips (indoors) Cables around the premise positioned safely? Floors, stairs, steps, walkways in good clean condition? Are general routes / corridors / walkways within the premise clear of</p>		

obstructions?		
<p>External Play Equipment: Items are checked each year by an external provider, however:</p> <p>Items recommended for consideration in report have been rectified. Playground equipment regularly checked e.g., no splinters, loose nuts/bolts, broken ropes etc)? Containers (no loose screws/hinges/doors/lids operating correctly. Contents stores correctly) Safety surface in good condition? Checked for moss/weed growth?</p>		
<p>Recording Logs/Records All log books kept up to date? COOSH in place? Office Staff / Groundsman informed of any required work? Caretakers reports completed bimonthly and any works reported to Business manager</p>		

The above list is not exhaustive and is subject to review