

Premises Management Policy



APPROVAL AND SIGN OFF

Version	Name/Committee	Date:
Version 1	ISP Governors	May 2021
Version 2	ISP Governors	May 2022
Version 3	ISP Governors	September 2022
Version 4	ISP Governors	September 2023

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STATEMENT OF INTENT

ISP has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. ISP School, Battle, 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 ISP School in raising educational standards.

The ISP School, Battle, premises are monitored by the Head Teacher (Caroline Belchem), with assistance from the School Administrator (Zena Maher), Health & Safety and Property Manager (Faye Shaw) and Health and Safety Governor (Andrew Belchem).

This Policy will be reviewed and monitored annually by the Head Teacher (Caroline Belchem) and the Governing Body.

Signed:

Caroline Belchem

Head Teacher: Caroline Belchem

Date: 31 08 2023

1. LEGAL FRAMEWORK

- 1.1. This policy will have consideration for and be in compliance with the following legislation:
 - The Control of Asbestos Regulations 2012.
 - 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 – February 2014.
 - Asbestos Management in Schools – November 2013.
 - Health and Safety: advice for schools – February 2013.

2. KEY RESPONSIBILITIES

- 2.1. The Director of Education (Toni Reedman), as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the ISP School premises.
- 2.2. The Head teacher (Caroline Belchem) will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- 2.3. The Head Teacher (Caroline Belchem) will identify and undertake all maintenance and repair work within the ISP School premises.

3. ASBESTOS

- 3.1. The governing body, in collaboration with the Health & Safety and Property Manager (Faye Shaw) and the Head Teacher (Caroline Belchem), alongside Rother Estate Services, will ensure that it meets its duty to manage asbestos in the ISP School premises.
- 3.2. All school buildings were built post asbestos containing materials being banned in the use of new buildings.

4. WATER SUPPLY

- 4.1. The Head Teacher (Caroline Belchem) and Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, will ensure that the ISP School's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- ISP School, Battle 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 have an adequate supply of hot and cold water.
- Temperatures do not exceed 43°C as stated in legislation. Sink temperature recorded weekly.

5. DRAINAGE

- 5.1. The Head Teacher (Caroline Belchem) and Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water and calling in external drainage specialists should problems arise in this area.

6. SECURITY

- 6.1. The Head Teacher (Caroline Belchem) and Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, will ensure that ISP School, Battle 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 ISP School's perimeters are sufficiently secure.
- 6.2. ISP School, Battle security arrangements are based on a risk assessment, regularly reviewed by the Head Teacher (Caroline Belchem), Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, explicitly taking into account the:
- Location of the ISP School.
 - Physical layout of the ISP School.
 - Movements needed around the site.
 - Arrangements for receiving visitors.
 - Staff/pupil training in security.

7. LETTINGS

- 7.1. The Head Teacher will ensure that ISP School, Battle premises, used for a purpose other than conducting ISP School, Battle'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.

8. WEATHER

- 8.1. The Head Teacher (Caroline Belchem) and Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, will ensure that ISP School, Battle 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 Head Teacher (Caroline Belchem).
- 8.2 Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

9. EVACUATIONS

- 9.1. The Head Teacher 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.

10. ACCESSIBILITY

- 10.1. The Head Teacher (Caroline Belchem) will ensure that access to the campus allows all pupils, including those with SEND, to enter and leave the campus in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible on the ground floor.

11. SUITABILITY

- 11.1. The Head Teacher (Caroline Belchem), alongside Rother Estate Services, 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.
- 11.2. The Head Teacher (Caroline Belchem) and Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, will further ensure that, in terms of the design and structure of ISP School, Battle buildings, no areas of the ISP School compromise health or safety.

12. WELFARE

- 12.1. The Head Teacher (Caroline Belchem) and Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:
- 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 ISP School, Battle.
 - Changing facilities would be provided for pupils if PE takes place on site – showers are available.
- 12.2. The Head Teacher (Caroline Belchem) will further ensure that there are appropriate facilities in place for children who are ill, including:
- A room for medical or dental examination.
 - A washbasin.

13. CATERING

- 13.1. The Head Teacher (Caroline Belchem), will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption. (See Food Safety Manual/Kitchen Compliance)

14. CLEANING

- 14.1. The Head Teacher (Caroline Belchem), alongside Rother Estate Services, will ensure that classrooms and other parts of ISP School, Battle are maintained in a tidy, clean and hygienic state by monitoring standards.

15. MECHANICAL SERVICES

- 15.1. The Head Teacher (Caroline Belchem) and Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, will ensure that the lighting, heating and ventilation in classrooms and other parts of ISP School, Battle are satisfactory in that:

- Each room or space in the ISP School has lighting appropriate to its normal use.
- Each room or space in the ISP 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.

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

16. MAINTENANCE

- 16.1. The Head Teacher (Caroline Belchem), alongside Rother Estate Services, will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the ISP School's planned maintenance programme, including the statutory and best practice checks outlined in Appendix A.

- 16.2. Most of this work will take place during the ISP School holiday periods, but smaller tasks may be completed during term time.

17. FURNISHINGS

- 17.1. The Head Teacher (Caroline Belchem), in consultation with the Health & Safety and Property Manager (Faye Shaw), alongside Rother Estate Services, and Deputy Head for Curriculum, Assessment and Planning (Amelia Stoner), 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 ISP School.

18. GROUNDS

- 18.1. The Head Teacher (Caroline Belchem), in consultation with the Health & Safety and Property Manager (Faye Shaw), Caretaker (Andrew Belchem) and Deputy Head for

Curriculum, Assessment and Planning (Amelia Stoner) will ensure that there are appropriate arrangements for providing outside space for children to play and exercise safely.

- 18.2. The condition of all playground areas will be monitored regularly and deficiencies addressed.

19. HEALTH AND SAFETY AUDIT

- 19.1. The Head Teacher (Caroline Belchem), alongside Rother Estate Services, will ensure that ISP School, Battle premises are subject to a regular health and safety audit.
- 19.2. The Head Teacher (Caroline Belchem) and Health & Safety and Property Manager (Faye Shaw) will monitor that risk assessments are completed annually for each area of the school.
- 19.3. The Governor responsible for Health & Safety will carry out an annual review of building/premises and report back to Head Teacher and Governing Body.

20. FINANCIAL PLANNING AND CONTROL

- 20.1. The Head Teacher (Caroline Belchem), Caretaker (Andrew Belchem) and Rother Estates Services will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process, in conjunction with Director of Education (Toni Reedman).

APPENDIX

a) HEALTH AND SAFETY AUDIT

Aspect	Requirement	Review Schedule
Air Conditioning	Servicing certification completed by competent person (external contractor)	Completed every 6 months
Car parking and vehicle/pedestrian segregation	Included in Risk Assessment Policy (S13)	Reviewed annually
Building and grounds condition survey	Inspection of building and facilities for asset management planning (AMP) to include glazing and tree safety	
Cesspit	n/a	n/a
Classroom assessment		
Display energy certificate (DEC)	Requirement for buildings with floor area over 1000m ² to display the energy use of the ISP School buildings	Displayed in Reception
Electrical - Portable appliance testing (PAT)	Safety checking and testing of electrical appliances by a competent person (external contractor)	Completed annually
Electrical – Fixed wire testing	Testing of all fixed wiring boards and all distribution boards every 5 years by a competent person (external contractor)	Completed every 5 years
Emergency lighting	Inspection and testing of system, monthly checks by nominated site individual to check functionality and 6 monthly for battery discharge tests by a competent person (external contractor)	Functionality test to be completed monthly Battery discharge test to be completed 6 monthly
Fire risk assessment	Inspection / assessment to be completed at premises by competent person (external contractor)	Annual review, or whenever any changes are made that will affect the assessment
Fire alarm and detection systems	Weekly bells test and fire drills to be conducted every term by nominated site individual. Fire alarm and extinguisher service and maintenance to be	Fire alarm bell test to be completed weekly Fire drill to be conducted every term Fire Alarm service to be completed 6 monthly

	completed by a competent person (external contractor)	Fire Extinguisher service to be completed annually
Fire Safety Checks	Inspection and testing of fire doors and escape routes by nominated site individual	To be completed daily & monthly
First aid equipment	Regular checks completed to replenish equipment/stock and replace out-of-date items by first aiders	Completed quarterly
Floor plans	Up-to-date floor plans to be positioned in lobby areas and stairwells	Updated if / when there are any significant changes
Gas safety	Inspection and certification of gas equipment by competent person (external contractor, gas safe registered)	Completed annually
Incoming services and isolation points	Isolation Points for water, electric and gas within the building should be labelled as such	Updated if / when there are any changes
Intruder Alarm	Service of system to be completed by Estate Services	Estate Services
Fixed playground and gym equipment	Inspection and maintenance	Completed annually
Lift Maintenance	n/a	n/a
Radon	Maximum Radon potential is 1-3%.	n/a Radon is not a problem in this area - No further action needed
Slips and trips	Included in Risk Assessment Policy	Reviewed annually
Water hygiene and safety, legionnaires' disease – Water systems, cold water systems	Risk assessment and management plan completed by competent person (external contractor) Weekly water temperature checks completed by nominated site individual	Water Risk Assessment to be completed and reviewed every 2 years Water temperature checks to be completed weekly

Workstation assessment	Self-assessment DSE to be completed by each staff member (where relevant)	Reviewed annually or when workstation significantly changes or moves
Working at height	Included in Risk Assessment Policy (G12)	Reviewed annually
Planned preventative maintenance (PPM)	Any other plant or machinery on site is subject to PPM as per the manufacturer's instructions	As per manufacturer's instructions

SCHEDULE
b) MANAGEMENT INSPECTION OF PREMISES

AREA	DAILY	WEEKLY	MONTHLY	SIX MONTHLY	ANNUALLY	OTHER
ESCAPE ROUTES AND EXIT DOORS	✓ <i>(Check and record)</i>		✓ <i>(Automatic fire door check)</i>			
FIRE ALARM	✓ <i>(Visual check of panel indicator light for normal condition)</i>	✓ <i>(Test at least 1 break glass call point each week and record)</i>		✓ <i>(Test by a competent engineer)</i>		
EMERGENCY LIGHTING			✓ <i>(Visual check of indicator lights on lighting units)</i>	✓ <i>(Test by a competent engineer of lighting)</i>		
FIRE EXTINGUISHERS			✓ <i>(Visual)</i>		✓ <i>(Test by a competent engineer)</i>	
TRAINING RECORDS					✓ <i>(Ensure all training records are up to date)</i>	✓ <i>(Induction to be recorded as required)</i>
FIRE DRILLS						✓ <i>(Once per half term)</i>
FIRE RISK ASSESSMENT					✓ <i>(Inspected by a competent person)</i>	
FIXED WIRE TEST						✓ <i>(Every 5 years)</i>

AREA	DAILY	WEEKLY	MONTHLY	SIX MONTHLY	ANNUALLY	OTHER
PORTABLE APPLIANCE TEST					✓ (Inspected by a competent person)	
WATER TEST		✓ (Temperature checks for all taps)				✓ (Risk Assessment reviewed every 2 years)
GAS BOILER					✓ (Test by a competent engineer)	
H&S AUDIT			✓ (Inspection by H&S Co-Ordinator)		✓ (Inspected by a competent person)	
EQUIPMENT INSPECTION					✓ (Test by a competent engineer)	
CARBON MONOXIDE DETECTORS			✓ (Test and replace batteries if required)			
AIR-CONDITIONING				✓ (Test by a competent engineer)		
FIRST AID KITS						✓ (Check and replenish stock termly)