

# PREMISES MANAGEMENT POLICY

## ISP Whitstable



**Approved by:** Governing Body

**Date:** July 2024

**Last reviewed on:** July 2024

**Next review due by:** July 2025

## CONTENTS:

STATEMENT OF INTENT .....	3
1. LEGAL FRAMEWORK .....	4
2. KEY RESPONSIBILITIES.....	4
3. ASBESTOS .....	4
4. WATER SUPPLY .....	5
5. DRAINAGE .....	5
6. SECURITY .....	5
7. LETTINGS .....	6
8. WEATHER.....	6
9. EVACUATIONS .....	6
10. ACCESSIBILITY .....	6
11. SUITABILITY .....	6
12. WELFARE .....	7
13. CATERING .....	7
14. CLEANING .....	7
15. MECHANICAL SERVICES .....	8
16. MAINTENANCE.....	8
17. FURNISHINGS .....	8
18. GROUNDS .....	8
19. HEALTH AND SAFETY AUDIT.....	8
20. FINANCIAL PLANNING AND CONTROL .....	8

## STATEMENT OF INTENT

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

The ISP premises are monitored by the Head Teacher and School Leadership Team, with assistance from the Health & Safety and Property Manager.

This Policy will be reviewed and monitored annually by the Head Teacher and the Governing Body.

Signed: Carole Cox

Head Teacher

Date: July 2024

## **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, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of the ISP Whitstable premises.
- 2.2. The Head teacher will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- 2.3. The Head Teacher will identify and undertake all maintenance and repair work within the ISP Whitstable premises.

## **3. ASBESTOS**

- 3.1. The governing body, in collaboration with the Health & Safety and Property Manager and the Head Teacher, will ensure that it meets its duty to manage asbestos in the ISP Whitstable premises.
- 3.2. The Head Teacher and Health & Safety and Property Manager will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

## 4. WATER SUPPLY

- 4.1. The Head Teacher and Health & Safety and Property Manager will ensure that the ISP Whitstable's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:
- The ISP Whitstable 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 43°C as stated in legislation. Sink temperature recorded daily.

## 5. DRAINAGE

- 5.1. The Head Teacher and Health & Safety and Property 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.

## 6. SECURITY

- 6.1. The Head Teacher and Health & Safety and Property Manager will ensure that the ISP Whitstable 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 Whitstable's perimeters are sufficiently secure.
- 6.2. The ISP Whitstable's security arrangements are based on a risk assessment, regularly reviewed by the Head Teacher, Health & Safety and Property Manager and senior leadership team, explicitly taking into account the:
- Location of the ISP Whitstable.
  - Physical layout of the ISP Whitstable.
  - 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 Whitstable premises, used for a purpose other than conducting the ISP Whitstable'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 and Health & Safety and Property Manager will ensure that the ISP Whitstable 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.
- 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 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.

## 11. SUITABILITY

- 11.1. The Head Teacher 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 and Health & Safety and Property Manager will further ensure that, in terms of the design and structure of ISP Whitstable buildings, no areas of the ISP Whitstable compromise health or safety.

## **12. WELFARE**

12.1. The Head Teacher and Health & Safety and Property 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.
- The number of washbasins is at least two-thirds that of the toilets/urinals in senior school.
- 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 ISP Whitstable.
- Changing facilities, including showers, are provided for pupils being accessible from the playing field where the exercise takes place.

12.2. The Head Teacher 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.

## **13. CATERING**

13.1. The Head Teacher, in consultation with the food tech team, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption. (See Food Safety Manual)

## **14. CLEANING**

14.1. The Head Teacher will ensure that classrooms and other parts of the ISP Whitstable are maintained in a tidy, clean and hygienic state by monitoring standards.

## **15. MECHANICAL SERVICES**

15.1. The Head Teacher and Health & Safety and Property Manager will ensure that the lighting, heating and ventilation in classrooms and other parts of the ISP Whitstable are satisfactory in that:

- Each room or space in the ISP Whitstable has lighting appropriate to its normal use.
- Each room or space in the ISP Whitstable 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 will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the ISP Whitstable'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 Whitstable holiday periods, but smaller tasks may be completed during term time.

## **17. FURNISHINGS**

17.1. The Head Teacher, in consultation with the Health & Safety and Property Manager 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) if all pupils registered at the ISP Whitstable.

## **18. GROUNDS**

18.1. The Head Teacher, in consultation with the Health & Safety and Property Manager and heads of physical education (PE), will ensure that there are appropriate arrangements for providing outside space for pupils 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 will ensure that the ISP Whitstable's premises are subject to a regular health and safety audit.

19.2. The Head Teacher and Health & Safety and Property Manager will monitor that risk assessments are completed annually for each department.

## **20. FINANCIAL PLANNING AND CONTROL**



- 20.1. The Head Teacher, 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.

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2	Policy review – May 2021
3	Policy review – Jan 2022
4	Policy review – July 2022
5	Policy Review – July 2023
6	Review – July 2024
7	Reviewed July 2025