



## Premises Management Statement

Responsible officer: I. Warnock

Review frequency: Annual

Date reviewed: 31 July 2014

Principal: R. Denial

Next Review Date: 31 August 2015

Ratified By: Governing Body

Ratified: 27 September 2013

## **Introduction**

### **Background to this policy:**

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

### **What legislation applies to schools and colleges?**

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and the premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

The E-ACT Burnham Park Academy gives due regard to the Regulations listed above.

## **Policy Statement**

The premises of The E-ACT Burnham Park Academy are monitored by the Director of Business and Finance, by the site team, by the Academy's Health & Safety Committee, and by a range of individuals who report their observations/concerns.

Particular attention is paid to the following areas:

### **Water Supply**

The site team ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water the temperature of hot water supplies to showers meet the requirements laid down.

### **Drainage**

The Site Team ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

## Security Arrangements

The Director of Business and Finance ensures the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and; that the school's perimeters are secure.

The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:

- the location of the school
- the physical layout of the school
- the movements needed around the site
- arrangements for receiving visitors
- staff/pupil training in security

## Lettings

The Director of Business and Finance ensures that the Academy premises used for a purpose other than conducting the Academy's main business (the Sports Hall; Sports Pitch, Dance studio, Hall) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

## Resistance to the weather

The Site Team ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks. Any Issues will be reported to the Director of Business and Finance and addressed according to need.

## Business and finance

The Director of Business and Finance ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks. The Director of Business and Finance ensures that access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

The Director of Finance can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

In consultation with the Principal, the Director of Finance ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by carefully monitoring the number, age and needs of pupil who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to reach each pupil in a classroom in order to provide individual help and guidance.

The Director of Business and Finance ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows

are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well; an asbestos management programme is in place.

The Director of Business and Finance Manager has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999 in 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 WCs/urinals in
- Senior School
- Separate washrooms for girls and boys are provided for pupils aged 8 or older, and separate washrooms are provided for staff and pupils - except that any disabled washrooms may be used by both boys and girls and also staff and visitors N.B. the door is capable of being secured from the inside and opens directly on to a circulation space other than stairs
- Staff washrooms are 'adequate' for the number of staff at the school
- Changing accommodation, including showers (which are hygienic and which work properly), is provided for pupils and are accessible from the playing field where the exercise takes place

The Director of Business and Finance Manager has ensured that there are appropriate facilities for pupils who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- there is a room for medical or dental examination
- the room contains a washbasin
- the room is reasonably near a WC

In consultation with our catering providers, AiP, the Director of Business and Finance ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities in the academy.

The Director of Business and Finance ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by meeting with the cleaning contractor and monitoring standards of cleaning.

The Director of Business and Finance ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her/him if problems arise as a result of deficiencies in this area.

The Director of Business and Finance ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the school has lighting appropriate to its normal
- Each room or other space 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

This is done through a programme of monitoring and through systematic feedback from staff.

The Director of Business and Finance ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

In consultation with the Principal and with the Heads of Relevant Departments, the Director of Business and Finance ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of furniture and fittings.

The Director of Business and Finance ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

In consultation with the Principal and Head of PE the Director of Business and Finance ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas is monitored and deficiencies addressed.