



South East Cornwall Multi Academy Regional Trust

Premises Management Document

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Background

As a Trust, the Secretary of State for Education is empowered to set out the standards for school premises under the School Premises Regulations 2012 and Part 5 of the revised Education (Independent School Standards) (England) Regulations 2010, which came into force in January 2013. The standards are stipulated in the DfE's 'Advice on standards for school premises - March 2015', which prescribes the minimum standards for school premises. The advice is non-statutory but is produced to help us understand our obligations and duties under these Regulations.

Schools are also covered by the Workplace (Health, Safety and Welfare) Regulation 1992, which outline provisions that must be made in relation to the work environment.

A school's premises comprise all the land and all the buildings provided for the school, including both permanent and temporary buildings and detached playing fields.

Any requirement that anything provided under these Regulations must be "suitable" means that it must be suitable for the pupils in respect of whom it is provided, having regard to their ages, numbers and sex and any special requirements they may have.

A pupil has "special requirements" if the pupil has any needs arising from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision which is additional to or different from that generally required by children of the same age in schools other than special schools.

General Overview

Premises are constantly monitored by the Business Manager, the Site Manager (Estate Manager), school administrator or caretaker as well as cleaning staff. Leaders of Learning report any departmental concerns to the Site Manager or appropriate person, and any member of staff can and should report any issue via the online Helpdesk or in person as appropriate to the circumstance.

Water Supply

The school responsible site manager ensures that the water supply meets the requirements of the ISS Regulation 23F 2010 by ensuring that the appropriate legionella checks are carried out at appropriate intervals to guarantee that:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water which should be available at all times when the school is open and be in a separate area to the toilet facilities;
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water;
- the temperature of hot water supplies to showers shall not exceed 43°C. and other outlets do not pose a scalding risk at the point of use.

Drainage

The school responsible site manager ensures that there is an adequate drainage system for hygiene purposes and the disposal of waste water and surface water, including all rain water goods, by carrying out regular visual checks, ensuring that regular maintenance is carried out and calling in drainage specialists as appropriate to prevent or address problems.

Lighting

The school responsible site manager ensures that the internal lighting meets the requirements of the ISS Regulation 23E by ensuring that the lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein. Additionally, that external lighting is provided in order to ensure that people can safely enter and leave the school premises.

For lighting to be suitable, attention needs to be paid to:

- giving priority to daylight in all teaching spaces, circulation, staff offices and social areas;
- providing lighting controls that are easy to use and easily accessible;
- providing means to control daylight and sunlight, to avoid glare, excessive internal illuminance and summertime overheating;
- providing external lighting to ensure safe pedestrian movement after dark
- floodlighting outdoor sports areas;
- providing emergency lighting in areas accessible after dark.

Lighting for pupils with special educational needs including visual impairment and other disabilities, may have additional lighting requirements and specialist advice may be needed. Key points include:

- colour and contrast, which can help people to locate doors and their handles, stairs and steps, handrails and barriers, switches and socket outlets, etc.;
- glare should be avoided (including from high gloss finishes that can appear as glare sources when they reflect bright lights);
- use of light sources such as high frequency fluorescent luminaires to avoid subliminal flicker that can induce epileptic fits in susceptible pupils;
- large areas of glazing should be clearly marked to avoid accidents, glazing certificates should be obtained for the correct standard of glass used;
- additional local task lighting may be needed and these areas assessed as required.

Toilet and Washing Facilities

The school responsible site manager ensures that there are suitable toilet and washing facilities provided for the sole use of pupils and are identified as such. There should also be separate suitable provision made for staff and adult use and identified as such.

Separate toilet facilities for boys and girls aged 8 years or over are provided except where the toilet facility is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time, e.g. an ARB facility.

Suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the school year who receive physical education.

Where separate facilities are provided under paragraph 6.1 and 6.2 for pupils who are disabled, they may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled.

Number of facilities: - The regulations do not set the minimum number of fittings to be provided in relation to the ages and numbers of pupils. Generally, the needs of younger pupils are likely to be greater than those for older ones. So, for example, a provision of one toilet and washbasin for every ten pupils under 5 years old would be adequate, while that ratio could be doubled for pupils aged 5-11 to one toilet and washbasin for every 20 pupils. For pupils over 11 one toilet per 20 pupils would be sufficient, but there is scope to reduce the number of washbasins where the washing facilities are shared.

Planning of Facilities

Toilet facilities should be planned and designed so that the following apply:

- hand washing facilities are provided within or in the immediate vicinity of every toilet;
- the rooms containing them are adequately ventilated and lit;
- they are located in areas around the school that provide easy access for pupils and allow for informal supervision by staff, without compromising pupils' privacy;
- where there is unisex provision (under ISS 23A (1) (b)), the privacy of the occupant needs to be ensured and this will be achieved by, for example, having adequate enclosure and a full height door.

Facilities for Disabled Pupils

Each toilet for disabled pupils needs to contain one toilet and one washbasin (and possibly a shower or other wash down fitting) and have a door opening directly onto a circulation space that is not a staircase and which can be secured from the inside. Where possible, the number and location of accessible toilets will be sufficient to ensure a reasonable travel distance for users that does not involve changing floor levels.

Changing Accommodation and Showers for pupils

It is preferable for showers to be in areas separated from toilets and they need to provide adequate privacy. Consideration may also be given to providing changing rooms, with or without showers, at primary schools for pupils who need to wear sports kit for physical education, but this is not required under the regulations.

Medical Accommodation and Facilities

Schools should be able and capable of providing suitable accommodation in order to cater for the medical and therapy needs of its pupils primarily, but also be able to support the immediate medical needs of staff and visitors to the school.

The accommodation should be suitable in order that medical examination and treatment of pupils can be undertaken safely and securely and have ready access to washing facilities and be close by to a toilet.

This accommodation may be used for other purposes, apart from teaching, provided that it is always readily available to be used for medical purposes.

Suitable accommodation or Therapy rooms should be provided for students with special educational needs or disabilities. In mainstream schools this may involve assistance from visiting specialists, such as a physiotherapist or speech therapist.

Some therapy can take place in a teaching space or in a small quiet room, such as an office. The dedicated accommodation can be used for other purposes, except teaching, so long as it is readily available for medical use when needed.

Fire Safety and Evacuation

The Regulatory Reform (Fire Safety) Order 2005 requires schools to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape.

These risk assessments will include ensuring procedures are in place to reduce the likelihood of fire and maintaining fire ISS Regulation 23C. The standard is met if the school ensures that the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured. This also involves the maintaining of fire detection and alarm systems, and familiarising staff and pupils with emergency evacuation procedures.

These risk assessments will need updating if any significant changes to the premises or their use takes place.

It is advisable that practice evacuation procedures are conducted at least once a term and that records are kept and any actions arising from these practices recorded and actioned.

Allowances should be made for students with special educational needs and the procedure adjusted accordingly. There should also be arrangements made for Refuge Areas that are on floors above Ground Floor to temporarily hold non ambulant students and staff until further advice is received to fully evacuate.

Asbestos Management

The Business Manager, supported by the school responsible site manager, are responsible for ensuring that there is a regular inspection of the school premises in accordance with Regulation 4 of the Control of Asbestos Regulations (2012). Schools must have an Asbestos Management Plan that is maintained and kept up to date.

The Business Manager, supported by the school responsible site manager are also required to complete an annual return of an Asbestos Management Assurance Process (AMAP) to the ESFA (Education Skills and Funding Agency).

The inspection should include all areas of the site to assess the condition of known areas of asbestos as well as recording any removals or new areas. There must be an Asbestos Management Plan containing a register of all identified asbestos and its condition, that is readily available and maintained up-to-date. This must be made available to all contractors that visit site.

The plan will identify the safe systems of work required to prevent disturbance of potential asbestos materials and action required should these be disturbed. Specific areas which are at risk will be notified to the staff in those areas.

Building Security arrangements

The Business Manager, supported by the school responsible site manager and caretaking team make sure the school has adequate security arrangements for the grounds and buildings by ensuring that:

- each building is securely locked and alarmed each night;
- each building has a secure entrance;
- the school perimeter is secure as appropriate, other than recognised access points, which ideally should be covered by CCTV.

The SMART school's security arrangements are based on a risk assessment which takes into account:

- location;
- physical layout (e.g. multiple buildings, playing areas and sports fields);
- movement around the site;
- arrangements for receiving visitors and deliveries;
- staff and student information and training in security.

Letting arrangements

The Business Manager, supported by the school responsible site manager ensures that those areas used outside of the standard school day are organised in such a way as to ensure that the health, safety and wellbeing of students are safeguarded and their education is not interrupted. This includes validation of insurance and indemnity cover and Child Protection policies of all external users of the school site.

All new lettings are referred to the Business Manager for approval.

Lettings and the use of school facilities after school hours should be regularly discussed and reviewed at local governing body meetings.

Suitability

The Business Manager and/or the school responsible site manager, ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety and that there is sufficient and suitable educational rooms and facilities, outdoor space for recreation, physical education and sport.

Building and equipment compliance checks

The Business Manager and/or the school responsible site manager, ensures the periodic compliance inspections, testing and checks are conducted to time, to the agreed standard and maintains a record to evidence this. All issues arising are evaluated by the Business Manager and/or the school responsible site manager, and either actioned or escalated to the Head Teacher and LGC as appropriate for action.

The school responsible site manager ensures that load bearing structures comply with the ISS 2010 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary. This mainly involves lighting and sound gantries as a routine.

Catering

The Business Manager and/or the school responsible site manager, is responsible for ensuring that food is available for all pupils when the school is open.

In consultation with the catering contractor as appropriate, the Business Manager and/or the school responsible site manager, ensures that where food is served, there are adequate facilities for hygienic preparation, serving and consumption.

The Business Manager and/or the school responsible site manager is responsible for monitoring the provision of the catering provider as appropriate and ensuring that all services meet the highest quality possible and value for money.

Cleaning

The Business Manager and/or the school responsible site manager, ensures that classrooms, toilets, corridors and all other parts of the school buildings are maintained in a tidy, clean and hygienic state, in consultation with the cleaning provider as appropriate.

The Business Manager and/or the school responsible site manager is responsible for monitoring the provision of the cleaning provider as appropriate and ensuring that all services meet the highest quality possible and value for money.

General maintenance

The Business Manager and/or the school responsible site manager ensures that there is a maintenance and decoration programme, with major tasks taking place during the holiday periods, but smaller tasks may be completed during term time as appropriate.

The Business Manager and/or the school responsible site manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements, also ensuring that any trip hazards are remedied.

Health, Safety and Well-being

The school's premises are subject to regular Health and Safety checks by suitably qualified and experienced practitioners. The Business Manager and/or the school responsible site manager also undertake regular site inspections and reviews.

The Health and Safety governor undertakes routine Health and Safety walks with the Business Manager and is appraised of serious issues as they arise.

All matters of Health, Safety and Wellbeing are discussed at the Health, Safety and Wellbeing Committee, including a review of all accidents and the outcomes of the investigation.

Leaders of Learning are responsible for ensuring risk assessments are completed and implemented in their departments for all departmental activity. They are responsible for the operation of safe classrooms and should abide by the Code of Practice for Safe Classrooms.

The Business Manager and/or the school responsible site manager, is responsible for ensuring risk assessments are completed and implemented for whole school facilities and services. These should be reviewed on a regular basis by a suitably qualified and experienced practitioner.