

# **WOODLANDS PRIMARY SCHOOL**



## **PREMISES MANAGEMENT POLICY**

**Updated: June 2016**  
**Review Date: May 2018**

# **WOODLANDS PRIMARY SCHOOL PREMISES MANAGEMENT POLICY**

## **Introduction**

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

Woodlands Primary School carefully considers the building's condition and suitability to ensure safe and continuous operation and effective management 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 and 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 so 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.
- Management 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'.

## **Responsibilities**

The school premises are constantly monitored by the Headteacher, School Business Manager, Site Maintenance Officers, Health and Safety Lead and by the Premises/Health & Safety Committee of the Governing Body to ensure:

- The management of repairs and improvements
- Policies for security and safety are prepared, monitored and reviewed
- Risk assessments are prepared and acted upon

An annual meeting is held with a representative of Cheshire West and Chester Council Health & Safety Team to ensure that relevant Health and Safety procedures/maintenance plans are in place.

These include the:

Condition of:

- Roof
- Rainwater goods, fascia and soffit
- Walls
- Windows and doors
- Internal areas
- Water supply systems
- Lighting
- Heating and ventilation equipment
- Fire Alarm System
- Intruder Alarm
- Electrical Systems
- Grounds and Fencing
- Drainage
- CCTV

#### Suitability:

- Design
- Accessibility
- School Halls
- Group Rooms
- Car Parking
- ICT
- Library
- Kitchens
- Environmental Concerns

#### Sufficiency

- School places
- Community use of the school

#### Legislative Requirements

- Fire Safety
- Risk Assessment
- Water Hygiene
- Asbestos
- Glazing

#### School funding:

- Devolved Formula Capital – Grant
- Structural Maintenance
- Building Maintenance

#### Preventative, Planned and Reactive Maintenance Programme:

- Reactive work
- Prioritise preventative and planned maintenance work

#### School Development and Improvement Plans:

- Feasibility studies /option appraisals
- Project work

#### Energy and Sustainability:

- Energy and water consumption
- Display Energy Certificate
- Meter reading

#### Site Issues:

- Health and Safety
- Security and Vandalism
- Review of floor plans
- Site lease/licence arrangements
- Park and highways

#### Contractors:

##### The school ensures:

- That adequate arrangements are in place to select, appoint and monitor any contractors undertaking works
- 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 the works required)
- Where necessary has the appropriate qualifications, for example GAS Safe or NICIEC
- Is registered for work in connection with 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 any site specific conditions.

#### Commissioning a large project

The school seeks a property professional to work with the school, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:

- Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- Specification – with the school to producing a technical specification for the work
- Tender – going out to tender to a number of appropriate contractors
- Evaluation of Tenders – checking the validity and accuracy of the tenders
- Site Management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health and Safety requirements and relevant legislation and regulations
- Handover-accepting the finished project. Carrying out snagging and testing.
- Invoice check – checking the validity and accuracy of invoices.

#### Waste:

The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. There are little things that everyone can do to contribute to this. The school has an ECO Silver Award.

The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

#### Traffic Management:

The school has a Traffic Plan and Risk Assessment to ensure that appropriate traffic management systems are in place on site and that pedestrians and vehicles can circulate in a safe manner.

#### Lettings:

The school ensures that the premises which are used for a purpose other than conducting the school curriculum (Halls, Staff rooms, Group rooms) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

#### Trees:

The school ensures that a regular tree survey takes place and that all arboriculture work is carried out by a competent arboriculturist through CWAC.

#### Related Policies:

Safeguarding

Health and Safety

Curriculum

Inclusion

Fire Risk Assessment

Building Risk Assessment

Security Risk Assessment

Disability Equality and Accessibility

E-Safety

Staff Handbook

**This policy/document was reviewed by:**

**Signed** ..... **Date** .....

**Position** .....

**Signed** ..... **Date** .....

**Position** .....

**The next revision date is:**