

# **St. Theresa's Catholic Primary School**

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Catholic Primary School



## **PREMISES MANAGEMENT POLICY**

“We learn together, we play together, we pray together, we grow together in the love of God”

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Catholic Primary School



## Validation Grid

<b>Title</b>	Premises Management Policy
<b>Author</b>	Barbara Costa
<b>Associate Author</b>	N/A
<b>Committee</b>	Finance
<b>Target Audience</b>	All staff, governors and parents
<b>Stakeholders Consulted</b>	Governors
<b>Curriculum / Non Curricular</b>	Non Curricular
<b>Associated Policies / Documents</b>	Finance, Health and Safety, Lettings, Lone Working, Accessibility Plan, Asbestos Management, Adverse Weather, Supporting Pupils with Medical Conditions and First Aid, Legionella
<b>New Policy or Review of Existing Policy</b>	Review
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Chair of Governors

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### **Statement of intent**

St. Theresa's Catholic Primary School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building's:

- Condition – focussing 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 – focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

A suitability review is completed by Barkers Associates yearly and a building inspection is carried out every 5 years.

The school premises are monitored by the site manager.

## 1. Legal framework

This policy will have consideration for and be in compliance with the following legislation:

- Statutory Premises Management Documents
- The Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Site security guidance'
- DfE (2023) 'Managing asbestos in your school'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Good estate management for school (GEMs)'
- DfE (2023) 'Good estate management for schools: estate management competency framework'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'

## 2. Key responsibilities

*The Governing Body and the Headteacher will be responsible for:*

- Taking a strategic approach to the management of the school's land and buildings, in line with business planning objectives.
- Having the right plans and documents in place to help create an environment that supports good teaching and learning.
- Ensuring the school's policies and procedures help to manage the estate effectively and efficiently.
- Understanding the legal interests, limitations, and responsibilities for the school estate.
- Possessing a comprehensive understanding of the condition, suitability and sufficiency of the land and buildings on the school estate.
- Using the knowledge of the school estate to inform strategic planning and decision-making.
- Delivering effective performance management across the estate.
- Ensuring energy, water and other resources are used efficiently and waste is kept to a minimum.
- Ensuring the school estate is safe for all users.
- Ensuring that the condition of the school estate and supporting policies fully comply with relevant legislation and regulatory standards.
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all estate-related projects deliver the desired outcomes.
- Ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan.

- Ensuring the school is accessible and suitable for pupils, staff and visitors with disabilities.
- The proper maintenance and repair of the school Asbestos is managed in line with the Asbestos Management Plan
- The school is accessible and suitable for pupils, staff and visitors with SEND
- The school complies with the relevant health and safety and premises management legislation

*The Headteacher is also responsible for:*

- The safety of the school's staff and pupils
- Reporting any issues with the premises to the Site Manager and/or the Governing Body, as appropriate
- Supervising the delivery of activities identified in the estate strategy and asset management plan
- Identifying and addressing training needs of operative staff
- Ensuring operational working practices are actively and consistently applied across the estate that reflect the school's strategic approach
- Monitoring, collecting and assisting in producing information for reporting to senior leadership and governing body
- Ensuring operative staff carry out their activities in accordance with organisational estate-related policies and procedures
- Acting promptly to deal with estate issues and condition risks
- Making sure work is approved and signed off in line with set processes and procedures as necessary
- Keeping keep track of spending across the estate in line with available budgets
- Challenging others appropriately where they see wastage and raising with team or manager as appropriate
- Ensuring recognised financial procedures and practices are being followed
- Implementing business continuity and emergency planning processes
- Ensuring that the premises meet the needs of people with SEND
- Managing the relevant staff members who are responsible for the management of the premises
- Ensuring the school's fixtures and furnishings are high-quality and value for money
- Purchasing new equipment and resources for the school
- Organising the annual health and safety audit
- Ensuring any potential risks are identified, formally recorded, assessed and managed

*The Office Staff are responsible for:*

- Managing any lettings in line with the school Lettings Policy
- Booking repairs and maintenance
- Booking the statutory inspections

*The Site Manager is responsible for:*

- The day to day implementation and management of the stipulations outlined in this policy
- Identifying and undertaking maintenance and repair work
- Identifying and escalating concerns about areas for improvement on the school estate

- Providing basic information about the school estate to senior leadership as appropriate
- Working within set processes and procedures relating to the management and operation of the estate
- Assisting and supporting external contractors on site to ensure procurement requirements are met
- Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis
- Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur
- Reporting condition and any health and safety issues to appropriate colleagues
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place
- The security of the school, including locking down the school after-hours and reopening the school
- Conducting the relevant premises risk assessments, e.g. fire safety
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989

### **3. Asbestos**

- 3.1. The Governing Body, in collaboration with the Headteacher and the site manager, will ensure that it meets its duty to manage asbestos in the school.
- 3.2. The Headteacher, together with the site manager, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.
- 3.3. The Headteacher, in collaboration with the site manager, will put together an asbestos management plan to manage the risks to school staff and pupils regarding exposure to asbestos.
- 3.4. The Headteacher will ensure that all staff are informed of any asbestos located within the school.

For information on how the school manages any risks relating to asbestos, please refer to the school's Asbestos Management Policy.

### **4. Water supply**

The school has a contract with Integrated Water Services who will ensure that the school's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- The school 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 and showers have an adequate supply of hot and cold water.
- The hot water at the point of use does not pose a scalding risk.

For information on how the school manages any risks relating to the legionella bacteria, please refer to the school's Legionella Management Plan.

## **5. Temperatures**

- 5.1. Where there is a normal level of physical activity associated with teaching, the heating systems will be able to maintain a temperature of 18°C.
- 5.2. Where there is a high level of physical activity, e.g. hall during P.E., the heating systems will be able to maintain a temperature of 15°C.
- 5.3. The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is -1°C.
- 5.4. In the school nursery, the temperature of any radiator (including exposed pipework) that could be touched by a pupil, will not exceed 43°C.
- 5.5. Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections.
- 5.6. Air conditioning systems will checked and serviced every year.

## **6. Toilet and washing facilities**

- 6.1. The Headteacher will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with SEND
- 6.2. For pupils under 5 years of age, there will be one toilet and washbasin for every 12 pupils.
- 6.3. For pupils aged over 5 years of age there will be one toilet and washbasin for every 15 pupils. These will be segregated into male and female for pupils over the age of 8.
- 6.4. Toilet and washing facilities will be planned to ensure that:
  - Hand washing facilities are provided within the vicinity of every toilet.
  - The facilities are properly lit and ventilated.
  - They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
- 6.5 Disabled toilets will have a toilet and washbasin.
- 6.6 Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- 6.7 Where possible, a number of facilities will be available, to ensure a reasonable travel distance which does not involve changing floor levels.
- 6.8 There will be appropriate facilities in place for pupils who are ill, including a medical room and a washbasin.

## **7. Pupils with SEND**

- 7.1 In order to be compliant with the Equality Act 2010, an accessibility plan will be implemented to ensure the premises are fully accessible to pupils with SEND.

- 7.2 The accessibility plan will include the health and safety needs of pupils with SEND.

## **8. Drainage**

- 8.1 The site manager will ensure that there is adequate drainage for hygiene 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.
- 8.2 The site manager will ensure gutters are regularly cleaned.

## **9. Lighting**

- 9.1 Lighting will be provided which allows the faces of teachers and pupils to be visible for good communication.
- 9.2 Daylight will be given priority in all spaces.
- 9.3 Adequate views will be available to the outside, in order to ensure comfort and avoid eye strain.
- 9.4 Lighting controls will be easy to use.
- 9.5 Blinds or other window covers will be provided, in order to avoid glare or excessive sunlight.
- 9.6 External lighting will be provided to ensure safe pedestrian movement after dark.
- 9.7 Emergency lighting will be provided for areas which are accessible after dark.
- 9.8 The Office Manager will liaise with the site manager to arrange for fixed electrical systems to be tested annually.
- 9.9 We will ensure that pupils with SEND who have additional needs, have the following applied:
- Colour and contrast, which helps in locating doors and handles, stairs and steps.
  - Glare will be avoided, including high gloss paint.
  - Where possible, light sources, such as high frequency fluorescent luminaires, will be used to avoid subliminal flicker.
  - Large areas of glazing will be clearly marked in order to avoid accidents.

## **10. Security**

- 10.1 The Headteacher and the site manager will ensure that the school has adequate security arrangements in place for the grounds and building by ensuring that the building is securely locked and alarmed each night; that the building has a secure entrance; and that the school's perimeters are sufficiently secure.
- 10.2 The school's security arrangements are based on a risk assessment, regularly reviewed by the Headteacher, site manager and senior leadership team, explicitly taking into account the:
- Location of the school.



- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/pupil training in security.

## **11. Lettings**

11.1. The Office Manager will ensure that premises used for a purpose other than conducting the school'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.

11.2. The school's Letting Policy will be adhered to at all times.

## **12. Weather**

12.1. The site manager will ensure that the school 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 Headteacher.

## **13. Invacuations and evacuations**

13.1. The site manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be accomplished safely for all pupils, including those with SEND, by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

## **14. Accessibility**

14.1. The site manager will ensure that access to the school allows all pupils, including those with SEND, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

## **15. Suitability**

15.1. The Headteacher will maintain the school, by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.

15.2. The Headteacher (under the advice of Barkers Associates) and site manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

## **16. Welfare**

16.1. The Headteacher will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with SEND, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively.

- 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 school.
- 16.2. The Headteacher 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.

## **17. Fire safety**

- 17.1. School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff.
- 17.2. Fire risk assessments will be undertaken in order to identify the general fire precautions needed to ensure the safety of occupants in the case of a fire.
- 17.3. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- 17.4. Staff and pupils will be familiarised with emergency evacuation procedures.
- 17.5. Risk assessments will be updated if there are any significant changes to the premises.
- 17.6. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.
- 17.7. Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time.
- 17.8. The site manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

## **18. Catering**

- 18.1. The Headteacher, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

## **19. Cleaning**

- 19.1. The site manager will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

## **20. Acoustics**

- 20.1. Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- 20.2. There will be minimal disturbance from unwanted noise.

20.3. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

## **21. Mechanical services**

21.1. The Headteacher will ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in that:

- Each room or space in the school has lighting appropriate to its normal use.
- Each room or space in the 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.
- This will be done through a programme of monitoring and systematic feedback from staff.

## **22. Maintenance**

22.1. The Headteacher will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's maintenance programme, including the statutory and best practice checks.

22.2. Documents related to statutory testing will be held on file in the school office.

22.3. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

## **23. Furnishings**

23.1. The Headteacher and members of the Senior Leadership Teams 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 school.

23.2. Consideration will be given to specific requests for furniture and fittings generated as a result of reviews of furniture and fittings conducted by the site manager.

## **24. Playing fields**

24.1. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

## **25. Grounds**

25.1. The Headteacher, Deputy Headteacher and PE subject leader will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

- 25.2. The condition of all playground areas will be monitored by the site manager and deficiencies addressed.
- 25.3. The school will ensure, as far as reasonably possible, that the premises are safe and without risks to health.
- 25.4. The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly.
- 25.5. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

**26. Electrical testing and inspection**

- 26.1. A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually.
- 26.2. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.
- 26.3. All electrical testing and inspection will be carried out by a competent person.

**27. Gas**

- 27.1. Appropriate signage, e.g. clearly visible hazard warning posters, will be placed on storage room doors which are used for electrical and gas equipment.
- 27.2. All staff members working in areas with gas equipment will be made aware of the location of isolation valves, which are kept accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.
- 27.3. Gas equipment and appliances will be purchased from reputable suppliers, and equipment that is hired or borrowed will be suitable for use before using it and checked as suitable.
- 27.4. All gas equipment will be installed by a suitably trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes.
- 27.5. The physical environment where gas equipment is installed will be assessed by the site manager to ensure its suitability, e.g. that it is dry, clean and ventilated. All gas equipment will be kept clear of combustible materials, heat sources and naked flames and stored appropriately.
- 27.6. Any isolation valve defects will be reported immediately to the site manager so that appropriate repairs can be arranged, and the equipment is not used. Damaged or leaking gas equipment will not be used and will be immediately reported to the site manager for repair or safe disposal.
- 27.7. Repairs to gas appliances and fixtures will be carried out by a Gas Safe registered engineer. Engineers carrying out repairs on gas equipment will be given sufficient space, access, ventilation and illumination to allow them to carry out the work safely.

**28. Health and safety audit**

- 26.1. The Headteacher will ensure that the school's premises are subject to a regular health and safety audit.
- 26.2. The Headteacher will monitor that appropriate risk assessments are completed annually.
- 26.3. Any risks identified will be formally recorded, assessed and managed.
- 26.4. As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.
- 26.5. Risk assessments will be reviewed regularly and kept up-to-date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.