



# Whitby School

## Whitby School Premises Management Policy

### **Governance Status**

This policy will be reviewed every two years.

<b>Review dates</b>	<b>By Whom</b>	<b>Approval date</b>
March 2022	Staff and Governors	22 March 2022
March 2024	Staff and Governors	9 April 2024
March 2026	Staff and Governors	23 March 2026

**Signed by the Chair of Governors:**

A handwritten signature in blue ink, appearing to read 'Rafina', is written below the text 'Signed by the Chair of Governors:'. The signature is fluid and cursive.

# Whitby School - Premises Management Policy

## General Statement

This is a Statutory policy and applies to all staff of the school. The policy is available to all parents, prospective parents, school governors and authorised inspectors. This document is reviewed annually by the Governing Body or delegated to an appropriate Governing Body Committee. The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

## Objectives of the Premises Management Policy

The school has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory, and corporate standards. The school needs to consider the building:

**Condition** – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education 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 school in raising educational standards.

Our school aims to ensure that it:

- manages its buildings and equipment in an efficient, legally compliant way
- inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- promotes the safety and wellbeing of staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- complies with the requirements of the [The School Premises \(England\) Regulations 2012](#)

## Roles and Responsibilities

The governing board, head of school, business manager and site manager will ensure that this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher, business manager and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The business and site manager are responsible for:

- inspecting and maintaining the school premises
- ensuring repairs and maintenance is undertaken
- being the first point of contact for any issues with the premises
- conducting and keeping a record of risk assessments and incident logs related to the school premises
- liaising with the head of school about what actions need to be taken to keep the school premises safe.

This list is not intended to be exhaustive.

## Legislation and Policies relevant to this policy

**The School Premises Regulations 2012** - which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of its occupants.

**The Health and Safety at Work Act 1974 (HSWA)**. This is the enabling act which 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 HSWA is the main health and safety legislation.

**The Workplace (Health, Safety and Welfare) Regulations 1992** - which outline provisions that must be made in relation to the work environment.

**Management of Health and Safety at Work Regulations 1999 (MHSWR)** this requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

**Approved Codes of Practice (ACOPs)** and Health and Safety Executive (HSE) guidance, documents and standards.

**Building Regulations** which 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'.

These work in conjunction with the following advice:

DfE Advice on standards for school premises. March 2015

[Advice on standards for school premises \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

DfE Advice on Asbestos Management in Schools

This document is based on the Department for Education's guidance on [good estate management for schools](#).

[Managing asbestos in your school or college - Guidance - GOV.UK \(www.gov.uk\)](#)

Chartered Institute of Public finance and Accountancy July 2018

[Compliance monitoring for school premises | CIPFA](#)

The school will work with the following policies:

- Health and Safety Policy

The school premises are constantly monitored by the Head of School, the Business Manager, the Site Manager and site staff, the Health and Safety Advisor, the school's Health & Safety Link of the Governing Body and by a range of teams/individuals who report their observations/concerns to relevant staff and/or SLT. The school gives due regard to the regulations listed above.

The school;

- Develops an Asset Management Plan

- Prepares a Long-Term Maintenance Plan which is prioritised within available budgets using the School Improvement and Development Plan
- Manages repair or improvement projects
- prepares policies for security, fire safety, health and safety, including monitoring processes
- ensures that risk assessments are prepared and acted upon
- employs professional property advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

**The following is undertaken as prescribed by legislation**

## 1. Inspection and Testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates. All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary. As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them. Contractors' qualifications/certifications and/or experience are checked prior to contracts/ work being awarded.

The table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's [guidance on good estate management for schools](#).

Issue to inspect	Frequency	Person responsible
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed.  Best practice dictates that equipment used by pupils or that is used in high-risk areas such as DT, etc., will be tested annually.	Technicians in school have undertaken training to undertake the testing and recording of such tests. The record is kept in a central location as a live document that all PAT testers and the Business and Site Manager can access.
Fixed electrical installation tests (including lightning conductors)	Fixed installations inspected periodically and tested every 5 years. The lightning protection test is conducted every 12 months to BS EN 62305. All lightning conductors and earth grounding installations are visually inspected and tested by a qualified electrical engineer. Inspection and testing is always carried out by a competent person.	The school is in the North Yorkshire Education Services Maintenance Scheme through which the Council organises routine testing of lightning conductors. The school undertakes a tender process for its five-year electrical testing and subsequently awards a competent contractor with the contract, according to best value principles.

Emergency lighting	Monthly flash test by site staff. Annually a condition test (including 3-hour battery test) by a competent person.	NYES appointed contractor under the maintenance scheme to which the school subscribes.
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (eg, goods lifts) – always by a competent person.	NYES appointed contractor under the maintenance scheme to which the school subscribes.
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	A certified contractor (HCS or Mortimers) inspects fittings as required. The school's gas ovens are serviced annually through the leasing arrangements with EMS.
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	NYES commissioned contractors as part of the school's subscription to the Property Maintenance Servicing Contract.
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a> , and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).	NYES commissioned contractors as part of the school's subscription to the Property Maintenance Servicing Contract.
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in <a href="#">guidance for each type from the HSE</a> .	NYES commissioned contractors as part of the school's subscription to the Property Maintenance Servicing Contract. Site staff undertake weekly and routine testing between the above, externally scheduled visits.

<p>Asbestos</p>	<p>Regular monthly inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	<p>School employed site staff</p> <p>NYES contractor under the school's Property Maintenance subscription</p> <p>Site Manager arranges, or external contractor for major projects</p>
<p>Equipment used for working at height</p>	<p>Inspected before use, and at termly intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, eg, adverse weather or accidental damage.</p>	<p>Site staff overseen by the Site Manager</p>
<p>Fire detection and alarm systems</p>	<p>Weekly alarm tests, with a different call point tested each week.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Site staff</p> <p>NYES appointed contractor.</p> <p>NYES Health &amp; Safety Advisor</p>

<p>Fire doors</p>	<ul style="list-style-type: none"> <li>● All fire doors must remain in efficient working order and should be regularly checked and maintained by a competent person. Maintenance records to be kept on file. The inspection of fire doors should check that: <ul style="list-style-type: none"> <li>● self-closing devices operate properly</li> <li>● hold-open devices release when the fire alarm operates</li> <li>● glazed panels are intact and undamaged</li> <li>● warning signs are in place - 'automatic fire door – keep clear' if the door has automatic release, or 'fire door keep closed' if manually operated</li> <li>● doors open and close freely and are free from damage</li> <li>● there is no distortion or warping of the door or frame</li> <li>● intumescent (a substance that swells as a result of heat exposure, thus increasing in volume and decreasing in density) strips and smoke seals are in place and not damaged</li> <li>● hinges and locks are properly lubricated</li> <li>● fire doors are not propped open by staff or pupils</li> </ul> </li> </ul>	<p>Forms part of the NYES Fire Risk Assessment annual visit. Site staff undertake routine checks. Business Manager undertakes termly site inspections with the Site Manager/Senior Caretaker.</p>
<p>Firefighting equipment</p>	<p>Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.</p> <p>Visually inspected termly by site staff.</p>	<p>Forms part of the NYES Fire Risk Assessment annual visit. Site staff undertake routine checks. Business Manager undertakes termly site inspections with the Site Manager/Senior Caretaker.</p>
<p>Extraction systems</p>	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p>	<p>Site Team or certified contractor, depending on complexity of the system.</p>

Chemical storage	<p>Inventories are kept up-to-date.</p> <p>Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with <a href="#">HSE guidance on COSHH assessment</a>).</p>	Senior Technicians and Site Manager. NYES Health & Safety Adviser undertakes annual checks of such documents.
Gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (eg, where community use increases how often equipment is used).	PE staff undertake visual inspections prior to use, reporting any faults to the Site/Business Manager. Certified contractors undertake annual servicing under the NYES Property Maintenance Scheme.
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Site team undertake visual inspections and a certified contractor is called upon should there be any safety concerns.

## 2. Water Supply (Legionella):

Regular risk assessments and testing of water systems (water storage tanks and other systems which potentially hold water at a temperature between 20 and 40°C) is arranged to ensure that:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) have an adequate supply of hot and cold water
- the temperature of hot water supplies to showers shall not exceed 43°C.
- the school has Thermostatic Mixing Valves installed where necessary, for pupil safety, in line with NYES recommendations.

## 3. Asbestos

The school maintains an asbestos register which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by everyday activities, then it is safer to leave it in place). Asbestos is managed in line with

the school Asbestos Management Policy and DfE guidelines in Managing Asbestos in School. Staff will be informed where asbestos is located in the school along with relevant restrictions. Staff are expected to report any damage immediately to the Head of School/Site Manager/Business Manager.

#### 4. Other premises details:

**Drainage:** The school 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.

**Glazing:** The school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (eg, laminated or toughened glass) is specified.

#### **Accommodation and Building:**

- The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year.
- The school ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The school ensures that the furniture and fittings are appropriately designed for the age and 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 adaptation and summer programme of works.
- The school ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of a team of cleaners and monitoring standards of cleaning.
- The school ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
- The school ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs.
- The school ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety.
- The school 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 pupils who will be using the classrooms and making any necessary adjustments in provision and arrangements.
- The school 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.
- The school 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 of the same.
- The school 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 with appropriate access for wheelchair users, if required.
- The school ensures that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.
- The school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- The school ensures that each load bearing structure 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.
- The school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

## 5. Contractors

The school ensures:

- that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- the competence of contractors (competence can be judged from past experience, recommendation, preselection 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 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.
- that the contractor has read the health and safety leaflet for contractors in school.

## 6. 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 & 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.

## 7. Waste

The school is committed to reducing its waste and recycling as much as possible; this includes cardboard, paper, electrical equipment, ICT equipment. All staff can help to support this commitment. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintains records and safe storage as appropriate.

## 8. Vehicle Segregation

The school takes steps to ensure that appropriate traffic management systems are in place to ensure pedestrians and vehicles on site can circulate in a safe manner.

## 9. Lettings

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

## 10. Trees

Managing the risk from trees is the responsibility of the owners and managers of the land on which they grow.

The school should act as a reasonable and prudent landowner; for trees in a frequently visited zone, a system for periodic, proactive checks is appropriate.

The school will commission a tree survey every three years for which a report with priority is produced. School will implement any recommendations from the tree survey within the recommended timescales. Further visual inspections will be carried out of the site, including any trees of concern, on a regular basis. All arboricultural work will be undertaken by a competent contractor.

## **11. Security**

The school ensures that daily duties with regards to the opening and locking up of the school are managed by members of the site team or management. These staff are considered 'keyholders'.

Daily duties include:

- the opening and unlocking of the school buildings
- the deactivation of the alarm system in each area
- the opening and unlocking of the school grounds
- a daily inspection of the site
- the locking of the grounds during school hours as required
- the closing and locking of the school site
- the activation of the alarm system
- the closing and locking of the school buildings, including windows
- the school ensures that alarm access codes and keys are only known to 'Keyholders'
- the school ensures that the alarm system is tested and inspected bi-annually
- CCTV cameras operate at key strategic points within the school grounds
- the school ensures that keys for internal doors and storage are kept locked in a cupboard within the school
- the school ensures that staff/those hiring the premises are aware of access code, where appropriate. In the case of staff/letting agreements, a document is signed regarding responsibility and confidentiality of being a key holder
- the school ensures that all members of staff and visitors are signed in and out of the buildings and the grounds
- the school ensures staff and visitors wear identification whilst in the school buildings and grounds.

## **12. GOVERNING BODY**

The school's premises are subject to scheduled health and safety checks by the health and safety link governor. The health and safety governor with the Business Manager and/or Site Manager will carry out a termly inspection of the site, as will the appointed Health & Safety Advisor.

Any matters of concern are discussed at suitable intervals at governor meetings.

The health and safety link governor will report matters of concern to the Full Governing Body (FGB).

The health and safety link governor will provide an annual report to the FGB on health and safety matters.