



Signed:

Believing and Achieving Together

Date: September 2020

Review: September 2021 [or sooner if required]

### Premises Management

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Workplace (Health and Safety and Welfare) Regulations 1992
- Education Act 1996
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Control of Asbestos at Work Regulations 2002
- Education Act 2002
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)
- Managing for Health and Safety (HSE)

We have a responsibility for the management and regular maintenance of the school premises in order to conform to the prescribed standards as set out in the School Premises (England) Regulations 2012 and in Wales the Education (School Premises) Regulations 1999.

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We aim to ensure that we maintain the school building and building services in good condition and to a good operational standard. All new or proposed building projects will comply with the guidance contained in Building Bulletins as published by the Government.

We have in place a programme of routine maintenance and renewal of the fabric and decoration of the school facilities as we are responsible for the health and safety of the pupils, school personnel and visitors.

Management of the school facilities will be undertaken by the Sites and Buildings Committee, the Headteacher, the bursar and the site manager.

We have negotiated a contract with the local authorities Technical Services Department which undertakes all major maintenance work, deals immediately with unexpected emergencies, carries out an annual school premises survey, structural maintenance and Legionella control.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

#### **Aims**

- To manage and maintain the school facilities to the standards as set out in the Education (School Premises) Regulations (Wales) 1999 / the School Premises (England) Regulations 2012.
- To ensure that we maintain the school building and building services in good condition and to a good operational standard.

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- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- appointed a Caretaker/Site Manager;
- delegated powers and responsibilities to the Sites and Buildings Committee and to the Headteacher to oversee the management of the school premises;
- in place a programme of routine maintenance;
- in place a building development plan;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - ☐ discussing improvements to this policy during the school year;
  - ☐ organising surveys to gauge the thoughts of all pupils;
  - ☐ reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - ☐ visit the school regularly;
  - ☐ work closely with the Headteacher and the Site Manager;
  - ☐ ensure this policy and other linked policies are up to date;
  - ☐ ensure that everyone connected with the school is aware of this policy;
  - ☐ attend training related to this policy;
  - ☐ report to the Governing Body every term;
  - ☐ annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### **Role of the Headteacher**

The Headteacher will:

- working in conjunction with the Governors and the Senior Leadership Team will ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure that the school complies with the standards as set out in the Education (School Premises) Regulations 1999 / the School Premises (England) Regulations 2012;
- ensure the Health and Safety policy is kept up to date;
- ensure all equipment is maintained to a high standard;

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- undertake risk assessments;
- work closely with the link governor and the Site Manager;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

#### **Role of the Site Manager**

The Site Manager will:

- work closely with the Headteacher, Bursar and Sites and Buildings Committee;
- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Headteacher and Safety Representative;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately and defects or hazards;
- undertake general maintenance and other duties;
- carry out regular inspections of:
  - ☐ the fabric of the building
  - ☐ the interior of the building
  - ☐ heating equipment
  - ☐ all services to the building
  - ☐ building security
- have in place a programme of routine maintenance and renewal of the fabric and decoration of the school facilities;
- keep and update when appropriate an asset register;
- keep information on the operation of equipment in a buildings logbook;
- keep, in compliance with HS(G)70 The Control of Legionellosis Including Legionnaires' Disease, a water supply record book;
- undertake appropriate training in: [as relevant and necessary]
  - ☐ asbestos
  - ☐ asset management
  - ☐ basic health and safety
  - ☐ COSHH
  - ☐ dealing with contractors
  - ☐ electrical safety
  - ☐ fire safety
  - ☐ first aid training
  - ☐ health and safety risk assessments;
  - ☐ lone workers
  - ☐ manual handling
  - ☐ school security
  - ☐ working at height

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- undertake essential health and safety risk assessments.

#### **Role of Office Manager**

The Office Manager will:

- control the facilities maintenance budget;
- undertake budget forecasting of the programme of routine maintenance and renewal of the fabric and decoration of the school facilities;
- audit the completed maintenance work.

#### **Role of School Staff**

School personnel will:

- comply with all aspects of this policy;
- comply with the health and safety policy by ensuring their own safety and the safety of others;
- take appropriate steps to minimise danger;
- be aware of the reporting procedures if any faults are detected;
- immediately report to the site manager any building or equipment faults;
- seek assurance that identified faults will be rectified quickly;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

#### **Maintenance Programme**

The maintenance programme will:

- meet the standards as outlined in the Education (School Premises) Regulations 1999 / the School Premises (England) Regulations 2012;
- work within a defined budget;
- be well planned and organised with work undertaken by:
  - ☐ the site manager
  - ☐ the Local Authority property services
  - ☐ outside contractors
- cover all the school buildings including:
  - ☐ fixtures and fittings
  - ☐ equipment
  - ☐ water, gas and electrical services
- cover the school grounds including:
  - ☐ security perimeter fencing
  - ☐ security lighting
  - ☐ entrances
  - ☐ pathways
  - ☐ car parking areas

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus;
- the school website;
- the Staff Handbook;
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- school events;
- meetings with school personnel;
- communications with home such as weekly newsletters and of end of half term newsletters;
- reports such annual report to parents and Headteacher reports to the Governing Body;
- information displays in the main school entrance.

### **Training**

All school personnel:

- have equal chances of training, career development and promotion;
- receive training on induction which specifically covers:
  - ☐ All aspects of this policy
  - ☐ Equal opportunities
  - ☐ Inclusion
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the implementation and effectiveness of the policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

### **Linked Policies**

***Seaton Delaval First School***

- Asset Management
- COSHH
- Electrical Safety
- Fire Safety
- Health and Safety
- Lone Workers
- Manual Handling
- Medical and First Aid
- Risk Assessments
- School Security
- Working at Height
- Safeguarding Policies and Procedures