



St Catherine Catholic Primary School and Nursery

Premises Management Policy

Date Ratified by Governors: April 2023

Signed:

Name:

Due for Review:

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- 1) Health and Safety Audit
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Statement of intent

St Catherine Catholic School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider each 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.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Statutory Premises Management Documents
- Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The 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
- HSE (2013) 'Approved Code of Practice and guidance'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2019) 'Site security guidance'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2022) 'Guidance on first aid for schools'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Good estate management for schools'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2022) 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following school policies:

- Asbestos Management Policy
- Asbestos Management Plan
- Lettings Policy
- Accessibility Policy
- Accessibility Plan

- School Security Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Safety Policy
- Whole-school Food Policy
- School Cleaning Policy
- Legionella Health and Safety Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Health and Safety Policy
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The SBM is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Managing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing relevant staff members who are responsible for management of the premises e.g catering staff and site manager.

The caretaker is responsible for:

- In collaboration with the headteacher and SBM, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- Conducting the Health and Safety Audit.
- Conducting the Asbestos Management Checklist.

- 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 delegating the 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)

The headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the caretaker, SBM and governing board as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and caretaker
- Reviewing this policy in liaison with the caretaker and SBM.

3. Asbestos

The governing board, headteacher and caretaker will ensure that the school meets its duty to manage asbestos in school.

The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

The caretaker and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The headteacher, caretaker and governing board will establish an Asbestos Management Plan (AMP) where necessary. The caretaker will ensure that all staff are informed of any asbestos located within the school.

The caretaker, governing board and SBM will arrange for any necessary repairs to the school regarding asbestos.

The caretaker will review the school's AMP annually and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled.

4. Water supply

The caretaker will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary 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 have an adequate supply of hot and cold water. Hot water at the point of use does not pose a scalding risk.
- Risks relating to legionella bacteria will be managed by the school in the following ways:
 - A competent person will be appointed to take day-to-day responsibility for controlling any identified risks
 - Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8
 - The Legionella Health and Safety Policy will be adhered to at all times
 - A Legionella Control Scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored
 - Records will be kept of checks conducted to ensure measures in place are effective.
 - A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services

5. Temperatures

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C.

Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.

Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.

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.

In the EYFS classroom, the surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

6. Toilet and washing facilities

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.

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.

The SBM will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

7. Accessibility

To be compliant with the Equality Act 2010, the headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND.

The accessibility strategy will include the health and safety needs of pupils with SEND.

The school will take account of its Accessibility Plan when managing and maintaining the school site.

8 Drainage

The caretaker will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

9. Lighting

Lighting will be appropriate for a learning environment.

Where possible, natural lighting will be used.

Adequate views will be available to the outside, to ensure comfort and avoid eye strain.

Lighting controls will be easy to use.

Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark. The car park will be well lit.

Emergency lighting will be provided for areas which are accessible after dark.

As pupils with SEND can have additional needs, the school will cater for these. Some of these needs may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

The site manager will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

10. Security

The SBM and caretaker will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The SBM and caretaker will be responsible for ensuring the school CCTV is working

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the SBM, caretaker and SLT, that explicitly considers 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

The SBM and caretaker will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.

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

When letting to commercial businesses, the school will first seek the permission of the LA and the DfE; to contact the DfE, the school will email the details of the proposed letting to schoolsassetsesacapital@education.gov.uk.

Hirers will make an application for hire to the governing board.

When determining whether to approve an application; the governing board will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

The governing board will ensure that appropriate arrangements are in place to keep pupils safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the governing board under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the governing board will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

12. Weather

The caretaker 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 SBM.

The school's Adverse Weather Procedures will be adhered to at all times.

13. Invacuations and evacuations

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

To ensure the safety of pupils with SEND, the caretaker will liaise with the SENCO to establish the needs of pupils.

Any issues will be reported to the governing board and SENCO, where appropriate.

When assessing the safety of the school, the Emergency Plan will be considered, and reviews will be made where necessary.

14. Suitability

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

The SBM and caretaker will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

15. Fire safety

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, including in relation to fire safety.

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.

Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures.

Risk assessments will be updated if there are any significant changes to the premises.

All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy

Fire detection and alarm systems will have a weekly alarm test.

The site manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

16. Catering

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

The school's School Food Policy will be adhered to at all times.

17. Cleaning

The SBM and Caretaker will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

The school's Health and Safety Policy will be adhered to at all times.

Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

18. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

There will be minimal disturbance from unwanted noise.

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

19. Maintenance

The SBM and caretaker will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit.

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

20. Furnishings

The SBM, in consultation with the headteacher and SENCO 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.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the caretaker.

21. Grounds

The SBM, in consultation with the headteacher and deputy headteacher will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

The condition of all playground areas will be monitored by the caretaker and deficiencies addressed.

22. Health and safety audit

The SBM will ensure that the school's premises are subject to a regular Health and Safety Audit.

The caretaker will monitor that health and safety risk assessments are completed annually for each department.

23. Electrical testing and inspection

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. 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.

All electrical testing and inspection will be carried out by a competent person.

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit. The results of the visual inspection will be written in a log book as a permanent record of the condition of the electrical equipment.

It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

24. Gas

Gas and electrical safety posters will be displayed around the school, including classrooms. Appropriate signage, e.g. clearly visible hazard warning posters, will also be placed on storage room doors which are used for electrical and gas equipment.

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.

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 maintained as necessary. The site manager will maintain an accurate inventory of all gas equipment purchased by the school.

All gas equipment will be installed by a suitability trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes. The engineer's suitability to install or repair gas equipment will be confirmed, e.g. by showing their Gas Safe identification card.

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, in line with the school's COSHH Policy.

Liquefied petroleum gas (LPG) tanks will be inspected and maintained by a competent person on an annual basis.

All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by the site manager. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.

Gas pipes and flues will be made a suitable rigid material, e.g. metal, and these will be checked for any damage on a daily basis by the site manager. All gas appliances will have the ability to be isolated from the gas supply.

Carbon monoxide detectors will be installed by the site manager and inspected on a monthly basis.

Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. No more than 15kg of flammable gases will be stored on the school premises at any time.

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.

Repairs to gas appliances and fixtures will be carried about 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.

25. Monitoring and review

This policy is reviewed annually by the headteacher and the caretaker.

The next scheduled review date for this policy is April 2024.

Any changes to this policy will be communicated to all relevant staff members.

Health and Safety Audit

| Aspect | Existing document (Y/N) | Requirement | Review date |
|---|-------------------------|--|-------------|
| Access audit | | Survey, report and access statement covering learning, teaching and physical access. | |
| Air conditioning | | Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years. | |
| Asbestos | | Asbestos register and management plan. | |
| Car parking and vehicle/pedestrian segregation | | General risk assessment required. | |
| Building and grounds condition survey | | Inspection of building and facilities for asset management planning (AMP). | |
| Classroom assessment | | Annual assessment with termly review. | |
| Control of substances hazardous to health (COSHH) risk assessment | | For storage and use of any hazardous substances. | |
| Display energy certificate (DEC) | | Requirement for buildings with floor area over 1000m ² to display the energy use of the school buildings. | |

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| Duct hygiene (air conditioning, plenum heating) | | Inspection and testing, thorough cleaning routine determined from testing/inspection results. | |
| Electrical - Portable appliance testing (PAT) | | Safety checking and testing of electrical appliances. | |
| Electrical – Fixed wire testing | | Testing of all fixed wiring boards and all distribution boards every three to five years. | |
| | | Testing of all distribution boards in mobile accommodation annually. | |
| Electrical – Stage lighting | | Annual test and inspection by a competent person. | |
| | | Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months. | |
| Emergency lighting | | Inspection and testing of system, monthly checks by the caretaker to check functionality and battery discharge tests. | |
| Extraction systems, including fume cupboards | | Inspection and testing of dust extraction equipment. | |
| | | Local exhaust ventilation. | |
| Fire risk assessment | | Inspection and annual review, or whenever any changes are made that will affect the assessment. | |

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| Fire alarm and detection systems | | Weekly fire bell test, six monthly fire drill and annual service and inspection. | |
| Fire doors | | Checked regularly to ensure functioning correctly. | |
| Fire extinguishers and appliances | | Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements. | |
| First aid equipment | | Regular checks recommended replenishing equipment/stock and replacing out-of-date items. | |
| Floor plans | | Up-to-date floor and roof plans are created when changes are made. | |
| Fuel oil storage | | Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices. | |
| Gas safety | | Inspection and certification, identification and location of gas equipment and supplies – update. | |
| Gas appliance | | Annual servicing for efficient operation and combustion. | |
| Gas pipework | | Visual inspection and testing. | |
| Glazing | | Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing. | |
| Hydrotherapy and swimming pools | | Risk assessment updated annually. | |
| Incoming services and isolation points | | Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event. | |

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| Lifts and hoists | | Thorough examination, full maintenance and inspection. | |
| Lightning conductors | | Inspection and full test to assess adequacy of earthing, evidence of corrosion. | |
| Mobile classroom stability | | Structural inspection of mobile classrooms. | |
| Planned preventative maintenance (PMP) | | PMP in place for all buildings, plants and equipment. | |
| | | Current servicing records are available. | |
| | | Annual maintenance inspections completed. | |
| Fixed playground and gym equipment | | Inspection and testing. | |
| Radon | | Risk assessment carried out and updated as necessary. | |
| Shared premises | | Risk assessment carried out and updated as necessary. | |
| Slips and trips | | Risk assessment carried out and updated as necessary. | |
| Tree safety | | Risk assessment carried out and updated as necessary. | |
| Water hygiene and safety, legionnaires' disease – water systems, cold water systems | | Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken. | |

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| Legionnaires' disease – Low pressure hot water systems | | Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps, etc. | |
| Water and surface temperature | | Risk assessment carried out and updated as necessary. | |
| Workstation assessment | | Analysis of all workstations to assess any health and safety risks. | |
| Working at height | | Risk assessment carried out and updated as necessary. | |
| Working at height – Safety eye bolts and cradles | | Inspection and testing. | |

Asbestos Management Checklist

| Criteria | Yes | Further action needed |
|--|-----|-----------------------|
| Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder. | | |
| Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are. | | |

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| <p>Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.</p> | | |
| <p>Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p> | | |
| <p>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.</p> | | |
| <p>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p> | | |
| <p>Are any in-house staff who may undertake maintenance work adequately trained? Training needs to be appropriate for the work.</p> <p>Awareness training – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p>Training for work with asbestos that does not require a licence from the HSE – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p> <p>Training for asbestos work that does require a licence from the HSE – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p> | | |

Further action needed

Action required

Action taken

Date

Signature

Name (and position):

Signature:

Date:

Name of school: