

# Premises Management

## Christ the King RC Primary School



We believe this policy relates 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
- Health and Safety (Display Screen Equipment) Regulations 1992
- 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
- [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)
- Managing for Health and Safety (HSE)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We understand that by having in place a premises manager we are complying with legislation such as: the Fire Safety Order, Control of Asbestos at Work Regulations, Legionella Approved Code of Practice and Management of Health and Safety at Work Regulations.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

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 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 have in place a premises manager and to be compliant with health and safety legislation.
- 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 Premises Manager;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- 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;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and the premises manager;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Premises Manager**

The Premises Manager will:

- 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;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes.

The Premises Manager will manage **fire safety** within the school premises by ensuring:

- a fire risk assessment is completed and that the control measures identified in the risk assessment are implemented;
- a fire logbook is kept up to date;
- fire alarms and emergency lighting is tested every half term;
- housekeeping standards are high;
- new staff have appropriate safety instructions;
- the premises have a suitable number of fire wardens to assist in the fire management process;
- fire wardens are trained and they keep up to date staff logs for roll calls;
- fire evacuations take place every term;
- visitors report to reception and sign the visitors book;
- contractors sign in and are made aware of fire evacuation procedures;
- fire risk checklists are completed annually.

The Premises Manager will manage **asbestos** within the school premises by ensuring:

- the ACM register is kept at a central point;
- that contractors sign the register;
- emergency procedures are implemented if ACM is disturbed;
- attendance at appropriate ACM training.

The Premises Manager will manage **Legionella** within the school premises by ensuring:

- the Legionella file is kept at a central point;
- the caretaker flushes little used outlets every week.

The Premises Manager will manage **security** within the school premises by ensuring:

- visitors report to and sign in at reception;
- visitors comply with wearing a visitors badge;
- staff question unidentified visitors;
- security alarms are tested every term.

The Premises Manager will also ensure:

- all electrical appliances are annually PAT tested and that a register is kept centrally;
- the school has the appropriate number of first aiders in place and that first aid stock is more than adequate;
- all building, mechanical, and water services are functional and well maintained and all problems are reported to the appropriate Local Authority department.

## **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- 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.

## **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- undertake appropriate training;
- work closely with the premises manager to ensure the health and safety of pupil, school personnel and visitors to the school;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- 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.

## **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

## **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body.

## Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

## 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;
  - Health and Safety;
  - Health and Safety – Responsibilities;
  - Workplace Environment;
  - Fire Safety;
  - School Security;
  - Electrical Safety;
  - Lone Workers;
  - Working at Height;
  - 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 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. (See Policy Evaluation)

## **Linked Policies**

- Health and Safety
- Health and Safety – Responsibilities
- Risk Assessment
- Workplace Environment
- Medical and First Aid
- Accidents and Emergencies
- Fire Safety
- Asbestos
- School Security
- Electrical Safety
- Management of Health and Safety Regulations
- COSHH
- Health and Wellbeing of School Personnel
- Lone Workers
- Visitors and Contractors
- Working at Height