



The John Moore Primary School  
&  
Little Foxes Playgroup

***Premises Management***

Statutory Policy

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## **1 Introduction**

The John Moore Primary School and Little Foxes Playgroup's Governing Body has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school/playgroup 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/playgroup in raising educational standards.

## **2 Legal framework**

This policy will have consideration for and comply with the following legislation:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- The Equality Act 2010

## **3 Roles and responsibilities**

The Governing Body is responsible for:

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

The School/Playgroup Business Manager is responsible for:

- Ensuring that the school/playgroup'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/playgroup.  
In collaboration with the Headteacher, the day-to-day implementation and management of the stipulations outlined in this policy.

- Checking the school/playgroup's compliance with the relevant health and safety and premises management legislation and reporting any issues to the Headteacher
- Conducting the Asbestos Management Checklist.

The Headteacher/Little Foxes Manager is responsible for:

- Ensuring the safety of the school/playgroup's staff and pupils.
- Reporting any issues with the premises to the School/Playgroup Business Manager and governing body as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Reviewing this policy in liaison with the governing body
- Ensuring that hygiene is maintained at the school/playgroup
- The security of the school/playgroup, including locking down the school after-hours and reopening the school.
- Identifying any maintenance and repair work.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Conducting the Health and Safety Audit.

#### **4 Asbestos**

The Headteacher will establish an Asbestos Management Plan and will ensure 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.

#### **5 Water supply**

The School Business Manager will ensure that the school/playgroup's water supply meets the regulatory requirements by arranging for the necessary checks at appropriate intervals, so that:

- The control of legionella requirements are met
- The school/playgroup 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.

#### **6 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 and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.

The school/playgroup's heating systems will be capable of maintaining the above criteria when the external air temperature is  $-1^{\circ}\text{C}$ .

## **7 Accessibility**

To be compliant with the Equality Act 2010, the Headteacher and Inclusion Manager 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 Policy when managing and maintaining the school site.

## **8 Drainage**

The School/Playgroup Business Manager will be responsible for ensuring checks are carried out so that there is adequate drainage for hygiene purposes and for the disposal of wastewater 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.
- Outdoor facilities will have floodlights if they are likely to be used out of school hours.
- Emergency lighting will be provided for areas which are accessible after dark.
- As pupils with SEND can have additional needs, the school/playgroup will cater for these. Some of these needs may include:
  - Ensuring the school/playgroup 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.

## **10 Security**

The Headteacher 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/playgroup's perimeters are sufficiently secure.

## **11 Lettings**

The School/Playgroup Business Manager 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/playgroup's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the Headteacher who may consult the governing body if advice is required.

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).

## **12 Weather**

The School/Playgroup Business Manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground.

The School/Playgroup Business manager will ensure that suitable provisions to grit the pathways and playgrounds in the event of Snow Fall or Ice formation.

## **13 Evacuation**

The Headteacher will ensure there is sufficient access so that emergency evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed.

To ensure the safety of pupils with SEND, the Headteacher will liaise with the Inclusion Manager to establish the needs of those pupils.

## **14 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.

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

## **15 Catering**

The School/Playgroup Business Manager, 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.

## **16 Cleaning**

The School/Playgroup Business Manager will be responsible for cleaning staff and will ensure that classrooms and other parts of the school/playgroup are maintained in a tidy, clean and hygienic state by monitoring standards.

## **17 Maintenance**

The Headteacher will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school/playgroup'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.

## **18 Furnishings**

The School/Playgroup Business Manager, in consultation with the Headteacher and relevant staff 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/playgroup.

## **19 Grounds**

The School/Playgroup Business Manager, in consultation with the 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, and deficiencies addressed.

#### Health and safety audit

- The School/Playgroup Business Manager will ensure that the school's premises are subject to a regular Health and Safety Audit.
- The School/Playgroup Business Manager in conjunction with the Headteacher will monitor that health and safety risk assessments are completed.