

Date Valley School

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School Premises Management Policy

Introduction and Overview:

This is a key document and it applies to all staff of the school. The policy is available to all parents, prospective parents, Board of Trustees and authorised inspectors.

Effective management of the school building is the responsibility of the Senior Management Team and ultimately the responsibility lies with the Board of Trustees.

This document is reviewed every three years by the Trust Policy Committee or as events or legislation change requires.

The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

Date Valley School has a duty to ensure that the building under their control complies with appropriate statutory and regulatory standards.

The school needs to consider the building conditions, 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.

The school needs to 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.

What legislation applies to the school:

The Education (School Premises) Regulations 1999 - 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 the occupants.

The Health and Safety at Work etc 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.

Managements of Health and Safety at Work Regulations 1999 (MHSWR).

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'.

Monitoring Processes:

Date Valley gives due regard to the regulations listed above.

The school premises are constantly monitored by school staff who report their observations / concerns to the Health and Safety Officer.

The School's premises are subject to a regular health and safety checks by the Health & Safety Officer. Any matters of concern are discussed with the Senior Management Team as required.

The Health and Safety Officer (with guidance from the Senior Management Team):

- 1) prepares a Long Term Maintenance Plan which is prioritised within available budgets
- 2) Manages repairs or improvement projects
- 3) Prepare policies for security, fire safety, health and safety, including monitoring processes
- 4) Ensure that risk assessments are prepared and acted upon

The school undertakes the following as prescribed by legislation:

- The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following: Boiler maintenance, Electrical appliances checks, Emergency lighting testing, Fire risk assessments, Fire alarm testing, Fire door checks, Fire extinguisher checks, Gym equipment safety checks and Gas appliances safety checks.
- Water Supply (Legionella): The school arranges risk assessments and testing of water systems (water storage tanks and other systems which potentially hold water at a temperature between 20 and 45°C) is arranged to ensure that:
 - 1) the school has a wholesome supply of water for domestic purposes including a supply of drinking water
 - 2) WCs have an adequate supply of cold water and washbasins have an adequate supply of hot and cold water
 - 3) the temperature of hot water supplies to all outlets shall not exceed 43°C
- 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. (If the asbestos is in good condition and is not in an area where it will be damaged by every day activities then it is safer to leave it in place).
- 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, by the installation of laminated or toughened glass.
- Accommodation:
 - 1) The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration throughout the year
 - 2) The school ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements
 - 3) The school ensures that the furniture and fittings are appropriately designed for the age and needs of all

pupils registered at the school

- 4) 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 the cleaners and monitoring standards of cleaning
- 5) The school ensures that there are appropriate facilities for pupils who are ill. An area is provided for medical examination and is reasonably near a WC and washbasin
- 6) The school ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs
- 7) The school ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are hand rails on stairs
- 8) 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
- 9) The school ensures that the school building provides reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks
- 10) 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 by carrying out regular checks
- 11) 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
- 12) 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 feedback from staff
- 13) The school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority
- 14) The school ensures that adequate arrangements are in place to select, appoint and monitor anyone undertaking works
- 15) The school ensures that the competence of contractors (competence can be judged from past experience, recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required) where necessary has the appropriate qualifications / certifications registered for the work in question
- 16) The school ensures 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

- Waste: The school is committed to reducing its waste and recycling as much as possible. This includes cardboard, paper, electrical equipment and ICT equipment. The school follows any legal waste obligations to ensure the correct licensing of their waste

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.

Date: January 2014