



Barrowford

Primary School

Learn to Love, Love to Learn

**Premises Management
Policy**

Purpose and status

The purpose of the Premises Management Policy is to set out the Federation's commitment to observing its duty in ensuring the buildings under its control comply with appropriate statutory, regulatory and corporate standards. Under the Health and Safety at Work Act 1974 (HSWA) we have a duty to "ensure so far as reasonably practicable the health, safety and welfare at work of all their employees". There is also a duty requiring employers to conduct their undertakings in a way that does not pose risk to the health and safety of non-employees. This document is a statutory policy.

Relationship to other policies

This policy should be read in conjunction with the Health and Safety Policy, the Lettings Policy, the Procurement and Tendering Policy and the Accessibility Plan. These documents are cross-referenced in the text where appropriate. The audits and risk assessments outlined in this policy form part of the Health and Safety Audit carried out by the schools.

Roles and responsibilities

While the diocese owns the land and the local authority has ultimate responsibility for the maintenance of the buildings, it is the Federation's governing body that has overall responsibility for the management of the school premises, with delegated responsibility resting with the Finance, Premises and Staff (FPS) Committee. The premises policy is wide-reaching and therefore the implementation of the policy will require input from both the Headteacher and the FPS Committee

Compliance measures relating to school premises

1.0 Asbestos

1.1 An assessment has been undertaken to determine the presence of asbestos on the school premises. Accordingly, the risks have assessed and ongoing measures include the following:

1.1.1 Monitoring the condition of any asbestos.

1.1.2 Maintaining the asbestos or removing it.

1.1.3 Keeping a register identifying the type and location of any asbestos.

1.2 See Appendix A for frequency of action

2.0 Car Parking and Pedestrian/Vehicle Segregation

2.1 The Federation will ensure the continuance of the safe circulation between pedestrians and vehicles on the school premises.

2.2 A risk assessment will be carried out (see Appendix A for frequency) to include traffic movement within the site, pedestrian/vehicular segregation, car parking and signage. The assessment will consider these areas at key times such as pupil arrival/departure times.

3.0 Compulsory Display of Notices

3.1 The Federation will ensure that all compulsory notices and documents necessary are displayed where the information is easily accessible to employees. These notices include, but are not limited to:

3.1.1 Details of person in charge of first aid box

3.1.2 Information necessary to comply with fire legislation

3.1.3 Certificate of insurance as required by the Employers Liability (Compulsory Insurance) Act 1969

3.2 See Appendix A for frequency of action

4.0 Construction (Design and Management) Regulations

4.1 The Construction (Design and Management) Regulations 2007 came into force on 6 April 2007. The Federation will comply with these regulations. For any construction project, the Federation will ensure that the work being carried out is done so, as far as reasonably practicable, without risk to the health and safety of any person.

4.2 Suitable welfare arrangements must be made available to the workers.

4.3 All construction works will comply with the Workplace (Health, Safety and Welfare) Regulation 1992.

4.4 See Appendix A for frequency of action

5.0 Contractor Qualification Checks

5.1 The vetting of and other arrangements regarding contractors working on school premises are covered in the Health and Safety Policy, Section 3.2

5.2 In addition, the governors will undertake to carry out third party independent checks of the qualifications of any contractors to be employed to carry out work in the schools.

5.3 The Procurement and Tendering Policy covers the appointment of contractors.

5.4 See Appendix A for frequency of action

6.0 Control of Substances Hazardous to Health

6.1 The Control of Substances Hazardous to Health Regulations 2002 (COSHH) place a duty on the Federation to control the risks to employees, pupils and others which arise from exposure to substances hazardous to their health.

6.2 The Regulations were amended in 2004 to include 8 principles of good practice which the Federation will adopt where appropriate.

6.3 See Appendix A for frequency of action

7.0 Disability Discrimination Act

7.1 To comply with Section 111 of the Disability Discrimination Act 1995, and more recently the DDA 2005 and the Equality Act 2010, the Federation will reasonably address any physical features which make it impossible or unreasonably difficult for disabled people to access and use effectively the facilities. The Federation also has in place an Accessibility Plan which sets out its readiness to accommodate pupils and adults with disabilities and/or mobility problems.

7.2 The Federation will keep an action plan containing clear details of what DDA compliance works have or have not been undertaken and the reasoning behind the decisions. This action plan/audit will be reviewed at regular intervals.

7.3 See Appendix A for frequency of action

8.0 Electrical Safety

8.1 The Electricity at Work Regulations 1989 extend the responsibility of the Federation beyond the general duty of care owed under ss2 and 3 of the Health and Safety Act 1974.

8.2 The Federation will comply with all Regulations covering electrical safety, such as The Provision and Use of Work Equipment Regulations 1998, which deals with the safety and maintenance of portable electrical equipment and fixed electrical installation tests. Regular testing of equipment will be carried out as per Appendix A of this policy.

8.3 See Appendix A for frequency of action

9.0 Emergency Lighting

9.1 The Federation undertakes to ensure routine inspection and testing of emergency lighting. This includes daily, monthly, six monthly and three yearly regimes of inspection and/or testing. BS 5266 Part 1 makes the appropriate recommendations.

10.0 Extraction Systems

10.1 This in the main is covered by the Federation's undertaking to comply with the Control of Substances Hazardous to Health, as outlined above.

10.2 Adequate control may mean the installation of suitable extraction systems. Where they are installed the Federation ensure they are adequately maintained.

10.3 See Appendix A for frequency of action

11.0 Fire

11.1 Fire safety arrangements are covered in the Health and Safety Policy, Section 3.2 and the Schools' Emergency Fire Plan

11.2 The Federation ensures that all fire equipment such as fire doors, extinguishers, hose reels, etc remain in efficient working order and will be checked and maintained by a competent person in accordance with the relevant British Standard and manufacturer's recommendations.

11.3 See Appendix A for frequency of action

12.0 Fuel Oil Storage

12.1 The tanks, bunds and pipework will be inspected regularly - see Appendix A of this policy. (This is required under The Control of Pollution (Oil Storage) Regulations 2001 for oil tanks larger than 200 litres.)

12.2 See Appendix A for frequency of action

13.0 First Aid Equipment

13.1 A first-aid box is available and checked regularly on the premises of each school in the Federation.

13.2 See Appendix A for frequency of action

14.0 Glazing

14.1 The Federation undertakes to comply with Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992.

14.2 Under the regulations, the Federation must carry out regular risk assessment inspections; see Appendix A of this policy.

14.3 See Appendix A for frequency of action

15.0 Mobile Buildings

15.1 An annual inspection will be carried out on the structural stability of any mobile buildings.

16.0 Playground and Gymnasium Equipment

16.1 Playground and gym equipment, due to the nature of their use, require regular inspection. Inspections and equipment must conform to British Standards.

16.2 See Appendix A for frequency of action

17.0 Radon

17.1 An assessment of the potential for Radon (which can be a desktop study) in the general location of the schools will be carried out.

17.2 Should a risk be determined, further investigation will be carried out which may involve long-term testing due to the widely varying potential of Radon levels at different times of day and season.

17.3 See Appendix A for frequency of action

18.0 Shared Premises

18.1 Shared use of premises, including the letting of buildings, is covered in the Health and Safety Policy, Section 3.2 and in the Joint Lettings Policy, particularly with regard to the need for third party liability insurance.

19.0 Slips and Trips

19.1 Health and Safety at Work Act 1974 and The Workplace (Health and Safety and Welfare) Regulations 1992 govern.

19.2 Regular inspections to ensure there are no obstructions and staff, pupils and visitors are able to move around freely. The floor must be suitable and in good condition.

19.3 See Appendix A for frequency of action

20.0 Trees Safety

20.1 The Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and 1984 govern.

20.2 The Federation is responsible for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition.

20.3 A suitable and sufficient risk assessment will be carried out on a regular basis. See Appendix A for frequency of action

21.0 Water Hygiene and Safety

2.1.1 The Federation recognises the importance of controlling the risk of legionella. The local authority maintains a written scheme in this regard and all checks are carried out in accordance with local authority guidance.

22.0 Workstation Assessment

22.1 Health and Safety (Display Screen Equipment) Regulations govern.

22.2 A suitable analysis of work stations will be carried out regularly to enable an assessment of the health and safety risks. Assessment is required for users who habitually use Display Screen Equipment as a significant part of their normal work.

22.3 Where risks have been identified, the Federation will take steps to reduce these risks so far as is reasonably practicable.

22.4 See Appendix A for frequency of action

23.0 Working at Height

23.1 The Work at Height Regulations 2005 governs..

23.2 Work at height will be avoided where possible. Where it cannot be avoided, a full risk assessment will be undertaken, all risks mitigated and all correct safety equipment will be used.

23.3 The Federation will ensure all safety equipment is maintained and inspected regularly.

Policy review

Drafted September 2015

References

Compliance monitoring in council buildings – an FPS report, March 2011 Premises management policy, March 2013

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Appendix A – Frequency of action Aspect	Service Requirement	Frequency	Relevant Legislation/Standard
Asbestos Register	Upkeep of register	When Circumstance dictates, i.e. any changes to the school premises.	Control of Asbestos at Work Regulations 2006
Car Parking and Vehicle/Pedestrian Segregation	Risk Assessment		The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17)
Compulsory Display of Notices	Checks made to ensure up to date info is displayed	Regular checks	Various
Construction (Design and Management) Regulations 2007	On letting of a construction project		Construction (Design and Management) Regulations 2007
Contractor Qualification Check	Ensure checks are made and records maintained	On appointment of a contractor	Various
Control of Substances	Risk Assessment	Annual	The Control of Substance

Hazardous to Health (COSHH) Risk Assessment				Hazardous to Health Regulations 2002 (as amended)
Disability Discrimination Act	Inspection	Whenever alterations/changes are made to the buildings.	Every two years	Disability Discrimination Act 1995 and 2005 and BS8300
Electrical – Portable Appliance	Testing			The Provision and Use of Work Equipment Regulations 1998 (PUWER)
Electrical – Fixed Electrical Installations	Schematic of supply route and primary distribution	Annual update		Electricity at Work Regulations 1989 and BS 7671 Wiring Regulations
Inspection of fixed wiring and all distribution boards and safety devices		Annual		
Testing of all fixed wiring and distribution boards		5 yearly		
Testing of all distribution boards in mobile accommodation		Annual		
Fire Risk Assessment and Management Plan	Fire Risk Assessment	Whenever any changes are made that will impact on the original assessment		Regulatory Reform (Fire Safety) Order 2005