



# Arbour House School

## Premises Management Policy

Policy number	13
First issue date	July 2018
Version number and previous validation date	Version 2 April 2019
Next review date	April 2020
Governor policy owner	Bettina Jeppesen
Signed off by	The Governing Body
Distributed to	All staff, including the Governing Body, the Proprietors, or anyone working on behalf of the Proprietors (Potens) at Arbour House School

## **Policy Content**

Introduction

1. Linked policies
2. Aims
3. Legal framework
4. Particular points
  - 4.1 water supplies
  - 4.2 drainage
  - 4.3 load bearing structures
  - 4.4 security arrangements
  - 4.5 use of school premises out of school hours
  - 4.6 access arrangements
  - 4.7 emergency evacuation
  - 4.8 health & safety
  - 4.9 medical rooms
  - 4.10 acoustics and sound levels
  - 4.11 washrooms and toilets
  - 4.12 lighting, heating and ventilation
  - 4.13 decor
  - 4.14 furniture and fittings
  - 4.15 flooring
  - 4.16 outdoor space

### **Introduction:**

This document outlines the purpose, nature and operational management of the school premises of Arbour House School. The school has a legal duty of care for the health, safety and security of all pupils, staff and visitors.

### **1. Linked Policies**

This policy should be read in conjunction with the following policies:

- Health and Safety Policy
- Fire Policy and Procedures
- School Food Policy
- Security and Keyholder Policy
- Visitors Policy and Procedures

## **2. Aims**

The premises management policy in conjunction with above mentioned policies and procedures, is designed to:

Ensure the safety of all staff, pupils, parents/carers, visitors and other users of Arbour House School and its facilities.

## **3. Legal Framework and Background**

The Education (School Premises) Regulations 2012 apply to Arbour House School as an independent school approved by the Secretary of State for children with special educational needs are also subject to these regulations.

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms.

Provisions that are covered by these regulations include: toilet and washing facilities, medical accommodation, health, safety and welfare, acoustics, lighting, water supplies and outdoor space.

Guidance found in DfE document: *Advice on standards for school premises 2015* have also been incorporated into this policy.

## **4. Particular attention is paid to the following areas:**

### **4.1 Water Supplies**

The School Manager and Maintenance Person ensure that Arbour House School's water supply meets requirements by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that risk of Legionella is managed. Details are contained within the Water Safety Log Book. Further:

- The school has adequate supply of water for domestic purposes including a supply of drinking water.
- The toilets/washrooms have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water.
- The temperature of hot water supplies to showers and sinks shall not exceed 43 C to avoid risk of scalding.

### **4.2 Drainage**

The School Manager 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 in the event of problems arising.

#### **4.3 Load bearing structures**

The Governing Body ensures that each load bearing structure complies with the Education (School Premises) Regulations 2012 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces to which it is likely to be subjected by referring to construction professionals where necessary.

#### **4.4 Security Arrangements**

The School Manager and Maintenance Person ensure that the school has adequate security arrangements in place for the school building and grounds and ensure that the school is securely locked and alarmed each night.

The school's security arrangements are regularly reviewed by senior staff particularly taking into account:

- The school location
- The physical layout of the school
- The arrangements for receiving visitors
- The security of staff and pupils at all times.

#### **4.5 Use of School Premises and Facilities Outside of School Hours**

Arbour House School is used by the holiday and after school club, belonging to the Potens group, after school and during school holidays. It is the responsibility of the Maintenance Person and the management of the holiday club to ensure the health, safety and welfare of children and their staff during those times.

Any issues pertaining to the property and grounds must be reported to the School Manager and Maintenance Person.

#### **4.6 Access Arrangements**

The School Manager ensures that access to the school allows all pupils, including those with special needs, to enter and leave the school safely and in comfort by ensuring that entrances are well maintained and by arranging access to a ramp for wheelchair users if required.

#### **4.7 Emergency Evacuations**

The School Manager ensures that there is sufficient access so that emergency evacuations can be accomplished safely for all students. All pupils have a Personal Emergency Evacuation Plan which outlines their specific needs and requirements in an emergency evacuation situation. The School Manager ensures regular checks are carried out to ensure all exits are kept clear at all times.

#### **4.8 Health and Safety**

The Headteacher and School Manager in conjunction with the Governing Board will ensure that, in terms of the design and structure of the school building, no areas of the school compromise health or safety of students, staff and visitors. This is monitored by the Governing Body and regularly reviewed in termly Board of Governors meetings. A Health and Safety statement sets out specific responsibilities in this respect.

#### **4.9 Medical Rooms**

The Headteacher ensures that there are appropriate facilities for students who are ill in accordance with the Education (school premises) regulations 2012 in that

- There is a room for medical or dental examination
- The room contains a washbasin
- The room is near a WC

#### **4.10 Acoustics and Sound Levels**

The Headteacher ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform her if problems arise as a result of deficiencies in this area. This is assessed through Arbour House School's Accessibility Plan.

#### **4.11 Washrooms and toilets**

The Headteacher and School Manager ensure that there are sufficient washrooms for students and staff including pupils with special needs, taking into account the Education (school premises) regulations 2012. An adapted bathroom with wet room shower and changing facilities can be found on the ground floor.

The School Manager ensures that these facilities are kept clean and are adequately ventilated and lit and have sufficient running hot and cold water, soap and sufficient paper towels for drying of hands.

#### **4.12 Lighting, Heating and Ventilation**

The Headteacher ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory.

- Each room or other space in the school has lighting appropriate to its normal use.
- Each room or other space has a system of heating appropriate to its normal use to maintain air temperatures at a height of 0.5metres above floor level when the external air temperature is -1C.
- The surface temperatures of any radiator or exposed pipework does not exceed 43C.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

#### **4.13 Decor**

The Headteacher and School Manager ensures that a satisfactory standard and adequate maintenance of decor is maintained. Regular walk rounds and inspections by the School Manager will ensure that a planned programme of redecoration is in place. These works usually taking place during the school holidays.

#### **4.14 Furniture and Fittings**

The Headteacher, in consultation with staff, ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at Arbour House School and by responding to specific requests for appropriate furniture and fittings which are generated through annual surveys of the school.

#### **4.15 Flooring**

The Headteacher and School Manager ensure that there is appropriate flooring in good condition in all areas, by carrying out regular visual checks and implementing any necessary repairs and replacements where required.

#### **4.16 Outdoor Space**

In consultation with all staff, the Headteacher ensures that there are appropriate arrangements for providing space for pupils to play safely through regular consultation. The condition of all playground areas and play equipment is monitored by the School Manager and Maintenance Person and deficiencies addressed promptly.

