



Arbour House School

Premises Management Policy

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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

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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 documents:

- Health and Safety Policy
- Fire Policy and Procedures
- Specific Risk Assessments completed for the school regarding various Health and Safety and premises related arrangements.

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.

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 toilets/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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/720244/Advice_on_standards_for_school_premises.pdf

4. Particular attention is paid to the following areas:

4.1 Water Supplies

The School Administrator and Maintenance Person/Caretaker 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. 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.

4.1 Drainage

The School Administrator and Maintenance Operative/Caretaker ensure 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.

4.2 Loadbearing 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.

4.3 Security Arrangements

The School Administrator and Maintenance Operative/Caretaker ensure that the school has adequate security arrangements in place for the school buildings and grounds and ensure that the school sites are securely locked and alarmed each night.

Designated personnel only are key holders to the school site.

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

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

Please also refer to the specific Risk Assessments completed around Security and Lone Working.

4.5 Use of School Premises and Facilities Outside of School Hours

Arbour House School may be used by the school and other services belonging to the Potens group after school hours, weekends and during school holidays. It is the responsibility of the Maintenance Operative/Caretaker and the Headteacher to ensure the health, safety and welfare of visitors during those times via a nominated person in charge on those occasions.

Any issues pertaining to the property and grounds must be reported to the Headteacher and Maintenance Person/Caretaker.

4.6 Access Arrangements

The School Administrator 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 Administrator 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 Administrator 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 Administrator in conjunction with the Governing Body will ensure that, in terms of the design and structure of the school building, no areas of the school compromise health or safety of pupils, staff and visitors. This is monitored by the Governing Body and regularly reviewed in termly Board of Governors meetings.

4.9 Medical Room

The Headteacher ensures that there are appropriate facilities for pupils 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 Administrator ensure that there are sufficient washrooms for pupils 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 of both school sites.

The School Administrator 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 Administrator ensures that a satisfactory standard and adequate maintenance of decor is maintained. Regular walk rounds and inspections by the School Administrator 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 audits of the school.

4.15 Flooring

The Headteacher and School Administrator 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. Replacement flooring is formally assessed annually via a Stock Condition Survey ('Property Audit') and replacement priorities allocated via the budget setting process.

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 external to the school buildings. The condition of all playground areas and play equipment is monitored by the School Administrator and Maintenance Person/Caretaker and deficiencies addressed promptly – see Risk Assessments for Outdoor Space/Play Areas.

POLICY NAME	Policy – Education Sites	
COMPILED BY	Bettina Jeppesen	
DATE	Policy V1 Distributed July 2018	
REVIEW DUE DATE	REVIEWED	
	DATE	BY (NAME) & CHANGES MADE
	July 2018	Various versions distributed of this policy. May 2022 – Policy Review Sheet added.
May 2022	May 2022	Bettina Jeppesen: - Added reference to Risk Assessments throughout. - Arrangements and responsibilities for use of school outside of school hours amended. - Added process of Property Audits for annual assessment of stock condition.
November 2023	Nov 2023	Julie Perks: – Reviewed and updated to include the addition of another school site. - Role of Caretaker added for additional site. - Risk assessment now 'assessments' (plural) as some risk assessments are now site specific so are different for each respective site.