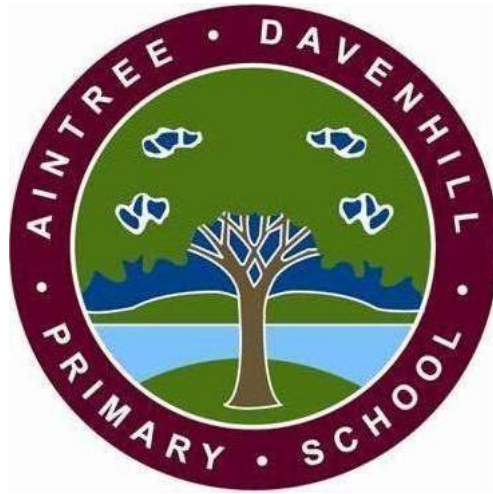




Aintree Davenhill Primary School

Premises Management Policy

Approved by the Headteacher

November 2024

Review Date November 2025

Statement of intent

Aintree Davenhill Primary School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school 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 in raising educational standards.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2019) 'Site security guidance'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2020) 'Good estate management for schools'
- DfE (2021) 'Keeping children safe in education 2021'

This policy operates in conjunction with the following school policies:

- Asset Management Policy
- Lettings Policy
- Accessibility Policy
- School Security Policy
- Adverse Weather Policy
- Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Safety Policy
- First Aid Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The SBM is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and good value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary.

- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and the site manager.

The Premises Staff are responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher and/or SBM.
- Identifying and undertaking any maintenance and repair work.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the SLT/governing board.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

The Headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the site manager, SBM and governing board as appropriate.
- Ensuring that the premises-related needs of people with SEND are met, e.g. accessibility.
- Reviewing this policy in liaison with the site manager.
- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.

The school buys in specialist support from Compliance Education to oversee premises and health and safety compliance.

3. Asbestos

An asbestos survey has been undertaken by a qualified contractor who has confirmed there is no asbestos on site. No further surveys are required.

4. Water supply

The premises staff will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school 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.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.
- A service level agreement is in place with a legionella monitoring company who perform monthly inspections.
- Sources of risk will be identified and assessed in line with the HSE's [Approved Code of Practice L8](#).
- A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services.

5. Temperatures

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical 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, the heating systems will be able to maintain a temperature of 15 °C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1 °C.

The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

6. Toilet and washing facilities

The following toilet and washbasin facilities will be in place:

- For pupils aged 3-5, there will be 1 toilet and washbasin for every 10 pupils.
- For pupils aged 6-10, there will be 1 toilet and washbasin per 15 pupils, which will be segregated into male and female for those over 8.
- No more than two thirds of male toilets will be urinals.

Toilet and washing facilities will be planned to ensure that hand washing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting. Disabled toilets will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

The SBM will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

7. Accessibility

To be compliant with the Equality Act 2010, the Headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to staff, pupils and visitors with SEND and other specific needs. The accessibility strategy will include the health and safety needs of individuals with SEND and other specific needs.

The school will take account of its Accessibility Policy when managing and maintaining the school site.

8. Drainage

The premises staff will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

The premises staff will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and in severe cases can overload roofs contributing to structural failure.

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, and 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. Car parks will be well lit. Emergency lighting will be provided for areas which are accessible after dark. Security lighting will be provided around the perimeter of school buildings with dusk-to-dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.

The premises staff will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

10. Emergency Lighting

As well as protecting the lives of staff and pupils in an emergency, the provision of adequate lighting in schools is also a statutory requirement under The Regulatory Reform (Fire Safety) Order 2005. With a high volume of individuals on-site during an average school day, the

provision of suitable and clear emergency lighting and signage is one of the only ways to ensure staff and pupils are given the best opportunity to make a safe exit during an emergency.

- The school Emergency Lighting is serviced by a 'competent' contractor annually. A report is written and issued to the school for them to review and where necessary action all recommended improvements.
- Monthly Emergency Lighting Tests is carried out by the site team and usually requires a 'fishtail' key being inserted into a special switch either near the main fuse board or adjacent to the relevant light switch this will isolate the power, resulting in the light remaining illuminated by batteries alone.
- General checks – All staff are encouraged to report all faulty or damaged fixtures and fittings so that remedial repairs can be arranged.

11. Security

The SLT and premises staff 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's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the SLT, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

The SLT and premises staff will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

12. Workstation Assessments (DSE)

Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.

13. Lettings

The SBM 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's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the governing board. 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 regard 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 school balanced or outweighed by freedom of expression or artistic merit).

In line with the DfE's 'Keeping children safe in education' (KCSIE), the governing board will ensure that appropriate arrangements are in place to keep children safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the governing board under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the governing board will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

14. Weather

The SLT and premises staff will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the SBM. The school's Adverse Weather Policy will be adhered to at all times.

15. Invacuations and evacuations

The premises staff will ensure there is sufficient access so that emergency Invacuations and/or evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, SLT and premises staff will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the governing board and SENCO, where appropriate.

When assessing the safety of the school, the Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

16. Suitability

The SBM will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The SLT and premises staff will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

17. Fire safety

School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to 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. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The premises staff will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

Monthly Fire Door and Electromagnetic Door Release visual inspections are carried out and simply requires the nominated person visually checking:

- All electro-magnetic devices release on activation of the fire alarm
- The door is in good working order and fully closes into its frame.
- Intumescent/smoke seals are present.
- Door signs are present and legible
- All glass vision panels are unobstructed
- Fire Doors and corridors leading up to the fire doors are unobstructed.

This monthly test forms part of an important fire prevention schedule and therefore each inspection is recorded in the Fire Logbook.

Fire Extinguishers - The British Standard 5306 Fire Extinguishers regulations sets out a number of requirements which based on the size of the school will recommend how many portable fire extinguishers are required, the type of extinguishers required based on where they are positioned and the location of the extinguishers. Therefore, we have set up a full service and maintenance programme with [Name of Contractor] who will carry out an annual audit to ensure we remain compliant and ensure all our extinguishers are serviced, fully charged and ready to use.

Monthly Fire Fighting Equipment visual inspections are carried out [Name or job title] and simply requires the nominated person visually checking that all fire extinguishers are where they are supposed to be, they are not obstructed, and they have not tapered with or discharged.

This monthly test forms part of an important fire prevention schedule and therefore each inspection is recorded in the Fire Logbook.

18. Catering

Sefton's Food Policy will be adhered to at all times. The SBM, 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.

19. Cleaning

Sefton's School Cleaning Policy will be adhered to at all times. The SBM will be responsible for overseeing the work of the cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

20. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise.

21. Maintenance

The SBM will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and good 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.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

22. Trees

Trees that are protected with a Tree Preservation Order (TPO) enables the council to protect important trees which makes it an offence to cut down, top, lop uproot or damage. Trees within the school grounds are checked by a qualified tree specialist as part of an ongoing grounds maintenance programme. As part of the site team ongoing maintenance programme (s)he will clear the leaves from walkways and play areas.

23. Furnishings

The SBM, in consultation with the Headteacher, 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.

24. Grounds

The SBM, in consultation with the Headteacher will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas will be monitored by the premises staff and deficiencies addressed. The school will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

25. Health and Safety Audit

The SBM will ensure that the school premises are subject to a regular Health and Safety Audit. The premises staff will monitor that health and safety risk assessments are completed annually for each department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up-to-date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

26. Electrical Testing and Inspection

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit. The results of the visual inspection will be written in a log book as a permanent record of the condition of the electrical equipment.

It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

Testing of all distribution boards in mobile accommodation will be conducted on an annual basis.

27. Other equipment, systems and storage

The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

Fixed playground and gymnasium equipment is inspected and tested annually by a trained competent person. Monthly routine visual play equipment inspections are carried out. Daily visual checks of all play areas and playgrounds are carried out.

28. Building and Maintenance

As part of our ongoing commitment to preserve the life of our building periodical inspections are carried out by the site team who will complete a methodical check for damage to the exterior and interior fabrication of the building, doors, windows etc. When necessary external structural professionals will be appointed to complete a professional survey or carry out remedial repairs.

29. Chemical Storage (C.O.S.H.H)

Under the Control of Substances Hazardous to Health 2002 (COSHH) and the Health and Safety at Work, etc. Act 1974 an employer has a duty of care to prevent employees and non-employees being exposed to substances hazardous to health or, if prevention is not reasonably practicable, to adequately control exposure.

As part of the school's legal responsibility to ensure all potentially hazardous substances are monitored, secured, stored, and used appropriately, the school management team has implemented a system of controls which adheres to COSHH guidelines.

A full inventory of all chemicals stored or used on site is centrally recorded. Staff are not allowed to bring in their own cleaning products without authorisation from the Head Teacher.

If authorisation is granted all necessary product documentation must be obtained.

30. Extraction Systems

Kitchen Extractor Hoods

Under the Workplace (Health, Safety and Welfare) Regulations 1992 requires that employers provide effective and suitable ventilation in every enclosed workplace this includes kitchen as during the process of cooking food a significant number of fumes and vapours. As we have type B gas appliances that require a flue to comply with Gas Safety (Installation and Use) Regulations 1998 regulations.

The school ensures all mechanical ventilation systems are maintained in accordance with the manufacturer's/installation instructions. To prevent a build-up of fat and other substances on the filters and/or in the ducts, which could affect the efficiency of the extraction system and increase the risk of fire our extractor hoods are deep cleaned at least once a year. Therefore, we have set up a planned maintenance contract who ensures all our kitchen extractors are serviced and cleaned. Our catering team, as part of their ongoing cleaning regime will remove and clean all grease filters.

31. First Aid and Equipment

First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.

The DfE Guidance states: Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours.

The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

32. Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 require that employers ensure any gas appliance, installation pipework or flue installed in the school is maintained and in a safe condition. Therefore, we have set up a full service and maintenance programme, who will appoint a qualified 'Gas Safe Registered' engineer to complete an annual gas safety inspection of all our gas appliances/flue and issue the school with a Gas Safety Certificate as proof all appliances are safe.

Documentation - A comprehensive report is written and issued to the school for them to review and where necessary action all recommended improvements. A Gas Safety Certificate will be issued to the school as proof all appliances are safe.

33. Working at Height

Equipment used for working at height is inspected and tested on an annual basis. Pre-use checks of the access equipment is carried by staff before use.

34. Monitoring and review

This policy is reviewed annually by the SBM.

Any changes to this policy will be communicated to all relevant staff members.