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# PREMISES MANAGEMENT

**Document Control**

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## 1. INTRODUCTION

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and Academies are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

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, as well as conditions relating to boarding schools.

## 2. KEY STAFF

The premises of Burnley High School are constantly monitored by the Facilities Manager and Caretaking Staff who are line managed by the Headteacher. Premises staff liaise with the staff responsible for Health & Safety within the School and with the head's PA/Office Manager.

## 3. KEY AREAS

### Water Supply

The Facilities Manager ensures that Burnley High School water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- The school has a wholesome supply of water for domestic purposes including a supply of drinking water, WCs and have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water. The temperature of hot water supplies to taps and showers does not exceed 43°C.
- Drainage the Facilities Manager ensures that there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

### Load bearing structures

The Facilities Manager, referring to construction professionals where necessary, ensures that each load bearing structure complies with the Education (School Premises) Regulations 1999 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.

### Security

The Facilities Manager and Caretaking team ensures the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance and that the school perimeter fence is secure. The building is protected by a fire alarm and security system that is monitored and will be attended by a contractor. The contractor will inform the Facilities Manager and Caretaking team of the findings.

### **Risk Assessment**

The school security arrangements are based on risk assessments which are reviewed annually and take into account the following factors:

- The location of the school
- The physical layout of the school
- The movements needed around the site
- Arrangements for receiving visitors
- Staff/student training in security

The Headteacher is responsible for ensuring risk assessments are completed across all school departments.

### **Lettings**

Lettings are completed via Community Use and are outside the school's normal opening hours. These are managed under an SLA and are operated under the supervision of the school

### **Resistance to the weather**

The Facilities Manager ensures that school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

### **Evacuations**

The Facilities Manager under supervision of the school ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

### **Accessibility**

The Facilities Manager ensures that access to the school allows all students, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

### **Suitability**

The School's PA/Office Manager ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety, there are high-level handrails on stairs above an open stairwell and risk assessments are in place.

### **Welfare**

The school will ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- Staff washrooms are adequate for the number of staff at the school
- Changing accommodation, including showers (which are hygienic, and which work properly), are provided for students and are accessible from the playing field where the exercise takes place.

The school will ensure that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that there is a room for medical or dental examination which contains a washbasin and is reasonably near a WC.

### **Catering**

The head's PA/Office Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

### **Cleaning**

The Facilities Manager ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by liaising with the cleaners who are contracted to clean the school.

### **Mechanical Services**

The Facilities Manager ensure that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the school has lighting appropriate to its normal use; in teaching accommodation this shall mean not less than 300 lux on the working place (500 lux where visually demanding tasks are carried on).
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupies) to maintain air temperatures at 18°C in
- teaching, private study and examination areas and 15°C in areas for physical education, washing or circulation.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms. This is done through a programme of monitoring and through systematic feedback from staff.

### **General Maintenance**

The Facilities Manager ensure that there is a maintenance and decoration programme. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

The Facilities Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

### **Health and Safety Audit**

The school premises are subject to regular Health and Safety checks and Audits.

Any matters of concern are discussed and actioned at the next meeting of the Governing Body where required. Meetings are also held with the Management Team which comprises the EPT, Headteacher, the head's PA/Office Manager and the Facilities Manager.