



Ysgol yr Holl Saint All Saints' School



Premises Management Policy

Equality Act Impact Assessment	YES	NO	
Last Review Date	March 2022		
Date to be reviewed by Senior Management Team	March 2025		
Date Adopted by Governing Body	26.04.2022		
Head Teacher - Mr Richard Hatwood			
Chair of Governors – Mrs Jane Tinniswood			



Introduction

This document outlines the purpose, nature and operational management of the school premises for Ysgol yr Holl Saint - All Saints' School, Gresford. It outlines routines, responsibilities and procedures in relation to ensuring the good management of the school premises.

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

- Child Protection & Safeguarding Policy
- Health and Safety Policy
- Fire Safety and Evacuation Policy
- Lockdown Policy

Aims

The Premises Management Policy is designed to ensure the safety of all staff, pupils, parents/carers, visitors and other users of Ysgol yr Holl Saint - All Saints' School and its facilities. It has been developed to support the meeting of The Education (School Premises) Regulations 1999 which set out standards for structural requirements and health, safety and welfare. It has also been developed to support adherence to the Workplace (Health, Safety and Welfare) Regulations 1992.

Legislative Information

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, Foundation and Voluntary schools, as well as pupil referral units.

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 1999, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

Responsibilities

The premises of Ysgol yr Holl Saint - All Saints' School are constantly monitored by the Headteacher and the Caretaker. Regular reviews of the school and school site are also undertaken by members of the Premises, Health & Safety Committee of the Governing Body and the Local Authority through various Service Level Agreements.

All members of staff, pupils, parents/carers, Governors, visitors and any other users of the site are always encouraged to report any concerns to the Headteacher.

Site Security

Security Issue	Responsible Person	Specific Duties
<p>External perimeter fencing.</p> <p>Access gates from Clappers' Lane and School Hill.</p>	<p>School Caretaker</p> <p>Headteacher</p>	<p>All gates to be locked following morning registration and unlocked for parent/carer access before the end of the school day.</p> <p>Regular inspections</p> <p>Maintenance and repairs</p> <p>Proposals for upgrading security as necessary</p>
School entrance/exits.	School Caretaker and designated key holder	<p>Daily unlocking/lock-up routines</p> <p>Log and report incidents to Facilities Maintenance as required.</p>
Control of visitors.	<p>8.45 am – 3.30pm Monday- Friday term time – School Business Manager and Secretary.</p> <p>All other times:</p> <p>Caretaker or member of staff on site</p>	Sign in / sign out into visitor books.
Before and After School Club visitors.	8:00 – 17:30 – Breakfast & Teatime Club Staff	Sign in / sign out into visitor books.
Control of contractors.	School Caretaker, School Business Manager and Secretary or Headteacher.	<p>Check credentials of contractors prior to appointment with the Local Authority.</p> <p>Brief contractors on School Security/Health & Safety requirements and arrangements, including Asbestos requirements.</p> <p>Day-to-day supervision of contractors on site.</p>
Security of money.	All payments are now made online and collated by the School	Ensuring all stakeholders are aware of the use of online

	Business Manager and Secretary	payments and cashless operation.
Emergency procedures including Fire Evacuation and Lockdown.	As identified in the relevant policies and procedures.	Duties and responsibilities in accordance with school procedures. Immediate treatment of injuries or illnesses prior to the arrival of emergency services.
Building security and Risk Assessments.	Headteacher	Regular assessment of requirements, installation of security systems, staff professional learning and system maintenance.

Long Term premises Management

Particular attention is paid to the following areas:

1. Water Supply

The Caretaker ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate 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. These must be recorded.
- Toilets and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) have an adequate supply of hot and cold water.
- The temperature of hot water supplies sinks shall not exceed 43°C.

2. Security arrangements

The Caretaker/Headteacher 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 with security arrangements as appropriate; that the school's perimeters are secure. The school's security arrangements are based on a dynamic assessment of risk and are reviewed by Senior Management, explicitly taking into account:

- i. the location of the school
- ii. the physical layout of the school
- iii. the movements needed around the site
- iv. arrangements for receiving visitors
- v. staff/pupil training in security

3. Resistance to the weather

The Caretaker ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks. There is also a reporting system in place for staff to record general concerns regarding site safety to the Facilities Management Helpdesk in line with the relevant Service Level Agreements.

4. Emergency Evacuation

The Headteacher/Caretaker/Senior Management Team ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with Additional Learning Needs or disabilities, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

5. Access arrangements

The Headteacher/Caretaker ensures that access to the school allows all pupils, including those with additional 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, if needed.

6. Fit for Purpose

The Headteacher/Caretaker can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation and record keeping.

7. Classroom size

In consultation with the Local Authority, the Headteacher ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any Additional Learning Needs) of pupils by carefully monitoring the number, age and needs of pupils who will be using the classrooms and making any necessary adjustments in provision and arrangements.

8. Health and Safety

The Caretaker/Headteacher will ensure that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. This will be monitored by the Headteacher and designated Health and Safety Governors in conjunction with Local Authority Officers.

9. Washrooms

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

- a. Our school washrooms have one WC for every 10 pupils under 5.
- b. Our school washrooms have one WC for every 20 pupils aged 5 and upwards.
- c. The number of washbasins at least equals the number of WCs/urinals.
- d. Separate washrooms for girls and boys are provided for all pupils from age 7 upwards.
- e. Staff washrooms are 'adequate' for the number of staff at the school.

10. Catering suppliers

In consultation with our catering providers, the Headteacher ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption; this includes regular inspections of the catering facilities.

11. General cleanliness and tidiness

The Headteacher ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the Cleaners/Caretaker and monitoring standards of cleaning. Any significant issues will be reported to the Caretaker and action taken to address the issues.

12. Sound levels

The Headteacher ensures that the sound insulation and acoustics allow effective teaching and communication. Staff are invited to inform the Headteacher if problems arise as a result of deficiencies in this area.

13. Lighting, Heating and Ventilation

The Headteacher ensures 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.

14. Decoration

The Headteacher ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

15. Furniture and fittings

In consultation with all staff, the Headteacher ensures that the furniture and fittings are appropriately designed for the age and needs (including any Additional Learning Needs) of all pupils registered at the school by responding to specific requests for appropriate.

Policy Review

This policy will be reviewed by the Senior Management Team and Governing Body and adopted by the Governing Body as per the schedule on the front page