

## **Looe Community Academy**

### **Premises Management Policy**

1. Background
  - a. The School Premises Regulations 2012 stipulate minimum standards for school premises.
  - b. Schools 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.
2. General - Our premises are constantly monitored by the Estate and Community Development Manager (Estate Manager), caretaking and cleaning staff. Leaders of Learning report any departmental concerns to the Estate Manager.
3. Water Supply - The Estate Manager ensures that the water supply meets the requirements of the School Premises Regulations 2012 by ensuring that the appropriate legionella checks are carried out at appropriate intervals to guarantee that:
  - the Academy has a wholesome supply of water for domestic purposes including a supply of drinking water;
  - WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water;
  - the temperature of hot water supplies to showers shall not exceed 43°C.
4. Drainage - The Estate 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 to prevent or address problems.
5. Load bearing structures - The Estate Manager ensures that each load bearing structure complies with the 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 when necessary.
6. Security arrangements - The Estate Manager and caretaking team ensures the Academy has adequate security Arrangements for the grounds and buildings by ensuring that:
  - each building is securely locked and alarmed each night;
  - each building has a secure entrance;
  - the Academy perimeter is secure, other than recognised access points, which are covered by CCTV.

The Academy's security arrangements are based on a risk assessment which takes into account:

- our location;
- our physical layout (e.g. multiple buildings);
- movement around our site;

- arrangements for receiving visitors;
- staff and student training in security.

7. Lettings - The Estate Manager ensures that those areas used outside of the standard school day are organised to ensure that the health, safety and wellbeing of students are safeguarded and their education is not interrupted. This includes validation of insurance and indemnity cover and Child Protection policies of all external users of our site. All new lettings are referred to the Business Manager for approval.

8. Resistance to the weather - The Estate Manager ensures that our buildings provide adequate resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks and reporting early any signs of potential compromise.

9. Evacuations - The Estate Manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, staff and visitors, including those with special needs, by ensuring that all exits are kept clear and unencumbered, by managing the Evac Chair provision and by carrying out regular checks.

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

11. Suitability - The Estate Manager ensures that, in terms of the design and structure of the accommodation, no areas of the Academy compromise health or safety.

12. Known hazards - Where hazards have been identified, the Estate Manager ensures that robust adherence to the associated risk management plan, e.g. asbestos management.

13. Building and equipment compliance checks - The Estate Manager ensures the periodic compliance inspections, testing and checks are conducted to time, to the agreed standard and maintains a record to evidence this. All issues arising are evaluated by the Estate Manager and either actioned or escalated to the Business Manager for action.

14. Welfare

a. The Estate Manager ensures there are sufficient washrooms for staff, students and visitors, including facilities for students with special needs, taking account of the School Premises Regulations 2012 in that:

- Staff washrooms are 'adequate' for the number of staff at the Academy.
- 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.

b. The Contracts Manager has ensured that there are appropriate facilities for students who are ill in accordance with the School Premises Regulations 2012 in that:

- there is a room for medical or dental examination;
- the room contains a washbasin;

- the room is reasonably near a WC.

15. Catering - In consultation with the catering contractor, the Estate Manager ensures that where food is served, there are adequate facilities for hygienic preparation, serving and consumption.

16. Cleaning - The Estate Manager ensures that classrooms and all other parts of the Academy are maintained in a tidy, clean and hygienic state.

17. Mechanical services - The Estate Manager ensures that the lighting, heating and ventilation in classrooms and all other parts of the Academy are satisfactory in accordance with the School Premises Regulations 2012:

- Each room and all other spaces in the Academy have lighting appropriate to the normal use:
  - in teaching accommodation - not less than 300 lux on the working plane;
  - where visually demanding tasks are carried out - 500 lux.
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at:
  - in teaching, private study and examination areas - 18°C;
  - in areas for physical education, washing, sleeping or circulation - 15°C.
- Adequate measures are taken to prevent condensation and to remove noxious fumes or dust in kitchens, workshops and other rooms.

18. General maintenance

- a. The Estate Manager ensures that there is a maintenance and decoration programme, with major tasks taking place during the holiday periods, but smaller tasks may be completed during term time.
- b. The Estate Manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

19. Health, Safety and Wellbeing

- a. The Academy's premises are subject to an annual Health and Safety check by suitably qualified and experienced practitioners.
- b. The Health and Safety governor undertakes routine Health and Safety walks with the Business Manager and is apprised of serious issues as they arise.
- c. All matters of Health, Safety and Wellbeing are discussed at the Finance and Premises Committee.
- d. Leaders of Learning are responsible for ensuring risk assessments are completed and implemented in their departments.