

## **Banister Primary School Premises Management Policy**

### **Purpose and status**

The purpose of the Premises Management Policy is to set out the Schools' commitment to observing its duty in ensuring the buildings under its control comply with appropriate statutory, regulatory and corporate standards. Under the Health and Safety at Work Act 1974 (HSWA) we have a duty to "ensure so far as reasonably practicable the health, safety and welfare at work of all their employees". There is also a duty requiring employers to conduct their undertakings in a way that does not pose risk to the health and safety of non-employees. This document is a statutory policy.

### **Aims**

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way.
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations.
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work Act 1974.
- Complies with the requirements of the School Premises (England) Regulations 2012.
- Complies with the requirements of the statutory framework for the EYFS.

### **Relationship to other policies**

This policy should be read in conjunction with the Health and Safety Policy, the Lettings Policy, and the Accessibility Plan. The audits and risk assessments outlined in this policy form part of the annual Health and Safety Audit carried out by the school.

### **Compliance measures relating to school premises**

#### **1.0 Asbestos**

1.1 An assessment has been undertaken to determine the presence of asbestos on the school premises. Accordingly, the risks have assessed and ongoing measures include the following:

1.1.1 Monitoring the condition of any asbestos.

1.1.2 Maintaining the asbestos or removing it.

1.1.3 Keeping a register identifying the type and location of any asbestos.

1.2 See Appendix A for frequency of action

#### **2.0 Car Parking and Pedestrian/Vehicle Segregation**

2.1 The School will ensure the continuance of the safe circulation between pedestrians and vehicles on the school premises.

2.2 A risk assessment will be carried out (see Appendix A for frequency) to include traffic movement within the site, pedestrian/vehicular segregation, car parking and signage. The assessment will consider these areas at key times such as pupil arrival/departure times.

#### **3.0 Compulsory Display of Notices**

3.1 The School will ensure that all compulsory notices and documents necessary are displayed where the information is easily accessible to employees. These notices include, but are not limited to:

- 3.1.1 Details of individuals responsible for first aid
- 3.1.2 Information necessary to comply with fire legislation
- 3.1.3 Certificate of insurance as required by the Employers Liability (Compulsory Insurance) Act 1969
- 3.2 See Appendix A for frequency of action

#### ***4.0 Construction (Design and Management) Regulations***

- 4.1 The Construction (Design and Management) Regulations 2007 came into force on 6 April 2007. The School will comply with these regulations. For any construction project, the School will ensure that the work being carried out is done so, as far as reasonably practicable, without risk to the health and safety of any person.
- 4.2 Suitable welfare arrangements must be made available to the workers.
- 4.3 All construction works will comply with the Workplace (Health, Safety and Welfare) Regulation 1992.
- 4.4 See Appendix A for frequency of action

#### ***5.0 Contractor Qualification Checks***

- 5.1 The vetting of and other arrangements regarding contractors working on school premises are covered in the Health and Safety Policy
- 5.2 See Appendix A for frequency of action

#### ***6.0 Control of Substances Hazardous to Health***

- 6.1 The Control of Substances Hazardous to Health Regulations 2002 (COSHH) place a duty on the School to control the risks to employees, pupils and others which arise from exposure to substances hazardous to their health.
- 6.2 The Regulations were amended in 2004 to include eight principles of good practice which the School will adopt where appropriate.
- 6.3 See Appendix A for frequency of action

#### ***7.0 Disability Discrimination Act***

- 7.1 To comply with Section 111 of the Disability Discrimination Act 1995, and more recently the DDA 2005 and the Equality Act 2010, the School will reasonably address any physical features which make it impossible or unreasonably difficult for disabled people to access and use effectively the facilities. The School also has in place an Accessibility Plan which sets out its readiness to accommodate pupils and adults with disabilities and/or mobility problems.
- 7.2 The School will keep an action plan containing clear details of what DDA compliance works have or have not been undertaken and the reasoning behind the decisions. This action plan/audit will be reviewed at regular intervals.
- 7.3 See Appendix A for frequency of action

#### ***8.0 Electrical Safety***

- 8.1 The Electricity at Work Regulations 1989 extend the responsibility of the School beyond the general duty of care owed under ss2 and 3 of the Health and Safety Act 1974.
- 8.2 The School will comply with all Regulations covering electrical safety, such as The Provision and Use of Work Equipment Regulations 1998, which deals with the safety and maintenance of portable electrical equipment and fixed electrical installation tests. Regular testing of equipment will be carried out as per Appendix A of this policy.
- 8.3 See Appendix A for frequency of action

### **9.0 Emergency Lighting**

9.1 The School undertakes to ensure routine inspection and testing of emergency lighting. This includes monthly, six monthly and three yearly regimes of inspection and/or testing. BS 5266 Part 1 makes the appropriate recommendations.

### **10.0 Extraction Systems**

10.1 This in the main is covered by the School's undertaking to comply with the Control of Substances Hazardous to Health, as outlined above.

10.2 Adequate control may mean the installation of suitable extraction systems. Where they are installed the School will ensure they are adequately maintained.

10.3 See Appendix A for frequency of action

### **11.0 Fire**

11.1 Fire safety arrangements are covered in the Health and Safety Policy

11.2 The School ensures that all fire equipment such as fire doors, extinguishers, fire blankets, etc. remain in efficient working order and will be checked and maintained by a competent person in accordance with the relevant British Standard and manufacturer's recommendations.

11.3 See Appendix A for frequency of action

### **12.0 First Aid Equipment**

12.1 A first-aid box is available and checked regularly on each floor of the School.

12.2 See Appendix A for frequency of action

### **13.0 Glazing**

13.1 The School undertakes to comply with Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992.

13.2 Under the regulations, the School must carry out regular risk assessment inspections; see Appendix A of this policy.

13.3 See Appendix A for frequency of action

### **14.0 Mobile Buildings**

14.1 An annual inspection will be carried out on the structural stability of any mobile buildings.

### **15.0 Playground and Gymnasium Equipment**

15.1 Playground and gym equipment, due to the nature of their use, require regular inspection. Inspections and equipment must conform to British Standards.

15.2 See Appendix A for frequency of action

### **16.0 Shared Premises**

16.1 Shared use of premises, including the letting of buildings, is covered in the Health and Safety Policy and in the Lettings Policy, particularly with regard to the need for third party liability insurance.

### **17.0 Slips and Trips**

17.1 Health and Safety at Work Act 1974 and The Workplace (Health and Safety and Welfare) Regulations 1992 govern.

17.2 Regular inspections to ensure there are no obstructions and staff, pupils and visitors are able to move around freely. The floor must be suitable and in good condition.

17.3 See Appendix A for frequency of action

### **18.0 Trees Safety**

18.1 The Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and 1984 govern.

18.2 The School is responsible for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition.

18.3 A suitable and sufficient risk assessment will be carried out on a regular basis. See Appendix A for frequency of action

### **19.0 Water Hygiene and Safety**

19.1 The School recognises the importance of controlling the risk of legionella. The school undertakes monthly checks in line with HSE guidelines.

### **20.0 Workstation Assessment**

20.1 Health and Safety (Display Screen Equipment) Regulations govern.

20.2 A suitable analysis of work stations will be carried out regularly to enable an assessment of the health and safety risks. Assessment is required for users who habitually use Display Screen Equipment as a significant part of their normal work.

20.3 Where risks have been identified, the School will take steps to reduce these risks so far as is reasonably practicable.

20.4 See Appendix A for frequency of action

### **21.0 Working at Height**

21.1 The Work at Height Regulations 2005 governs.

21.2 Work at height will be avoided where possible. Where it cannot be avoided, a full risk assessment will be undertaken, all risks mitigated and all correct safety equipment will be used.

21.3 The School will ensure all safety equipment is maintained and inspected regularly.

### **Policy review**

Reviewed: January 2017

Next Review: January 2019

### **Appendix A – Frequency of action**

<b>Aspect</b>	<b>Service Requirement</b>	<b>Frequency</b>	<b>Relevant Legislation/Standard</b>
Asbestos Register	Upkeep of register	When Circumstance dictates, i.e. any changes to the school premises	Control of Asbestos at Work Regulations 2006

Car Parking and Vehicle/Pedestrian Segregation	Risk Assessment	Annual review	The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17)
Compulsory Display of Notices	Checks made to ensure up to date info is displayed	Regular checks	Various
Construction (Design and Management) Regulations 2007		On commencement of a construction project	Construction (Design and Management) Regulations 2007
Contractor Qualification Check	Ensure checks are made and records maintained	On appointment of a contractor	Various
Control of Substances Hazardous to Health (COSHH) Risk Assessment	Risk Assessment	Annual	The Control of Substance Hazardous to Health Regulations 2002 (as amended)
Disability Discrimination Act	Inspection	Whenever alterations/changes are made to the buildings.	Disability Discrimination Act 1995 and 2005 and BS8300
Electrical – Portable Appliance	Testing		The Provision and Use of Work Equipment Regulations 1998 (PUWER)
Electrical – Fixed Electrical Installations	Schematic of supply route and primary distribution	Annual update	Electricity at Work Regulations 1989 and BS 7671 Wiring Regulations
	Inspection of fixed wiring and all distribution boards and safety devices	5 yearly	
	Testing of all fixed wiring and distribution boards	5 yearly	
	Testing of all distribution boards in mobile accommodation	Annual	
Fire Risk Assessment and Management Plan	Fire Risk Assessment	Annual review or whenever any changes are made that will impact on the original assessment	Regulatory Reform (Fire Safety) Order 2005
Fire Detection and Alarm Systems	Inspection and testing of system	Weekly test	
Fire Doors	Inspection	Weekly	
Fire Fighting Equipment	Inspection and maintenance of extinguishers	Annual	
First Aid Equipment	Inspection	Bi Monthly	Health and Safety (First Aid) Regulations 1981
Glazing	Checks	Ongoing checks	Workplace(Health, Safety and Welfare)

			Regulations 1992 and Building Regulation Part M
Mobile – stability of	Structural inspection	Annual	
Playground and sports equipment	Inspection and testing	Annual	BS 5696, BS 7188, BS 7044, BS 1892 Part 1 2003
Shared Premises	Risk Assessment	As required	Regulation 11 of the Management of Health and Safety at Work Regulations 1999
Slips and Trips	Risk Assessment	As required	The workplace (Health and Safety and Welfare) Regulations 1992
Tree Safety	Risk Assessment	Annual and following any works that could have caused damage and high winds	Health and Safety at Work Act 1974 Occupiers Liability Act 1957 and 1984
Workstation Assessment	Analysis of workstation to assess health and safety risks	Annually or at change of employee or relocation of workstation	Health and Safety (Display Screen Equipment) Regulations 1992
Working at Height	Risk Assessment	As required	Working at Height Regulations 2005