



Premises Management Document

Last Reviewed	May 2021
Next Review Date	April 2023
Ratified by the Trustee Board	April 2022

Premises Management Policy

1 Introduction

Horsforth School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The school needs to consider the building's:

- Condition – focusing 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 – focusing 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.
- The school premises are monitored by the site manager and superintendent who are managed by the school finance director and directed by the lead Health and Safety officer, the HR director.

2 Aims

The aims of the School's Premises Management Policy are as follows: -

- Set out the premises management objectives for the school
- Detail the structure for the management of premises and responsibilities for senior managers and employees.

3 Context

Horsforth School operates within guidance and procedures set out by the Department for Education.

4 Procedures

Procedures relating to this policy are appended.

5 Evaluation

This policy will be evaluated every annually by the Trustee Board to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

6 Authors

This policy has been updated by Emma Cheah in April 2022

I Responsibilities

Responsibility for the school premises is delegated to the Director of Finance who manages this function through the Site manager.

The condition of the premises and the management of the grounds and premises will be constantly monitored by the Director of Finance through the Site manager and site team to ensure that the site is compliant with statutory regulations and the advice provided in the DFE's Good Estate Management for Schools manual.

2 General Maintenance

It is the responsibility of the Site manager, monitored by the Director of Finance to ensure that the school is fully legally compliant following recommended/best practice where possible. Appendix I sets out a schedule of activities with current relevant laws and standards.

As well as periodic inspections and checks for faults and problems, the school operates a system of fault reporting whereby issues are reported to the Site manager. The Site manager will assess the priority of such requests and act on them as required. Urgent faults will be acted upon immediately to ensure the safety of all site users. The school strongly supports a programme of planned preventative maintenance, to prevent faults and problems arising.

The Site manager is responsible for ensuring there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the summer works plan, smaller decorative tasks may be completed during the academic year.

The Site manager, acting under authority from the Director of Finance, will prepare, keep and monitor a site plan. This includes a schedule of inspections, surveys, checks and improvement works relating to all aspects of the management of the school site and its buildings.

3 General Design

The school will make following considerations:

- Furniture and fittings are appropriate for the age and need
- There are appropriate facilities for students who are ill
- Appropriate facilities for students with Special Educational Needs and /or Disability
- There are sufficient washrooms for staff and students
- Classrooms are appropriate in size to allow effective teaching
- Sufficient access so that emergency evacuations can be carried out for all students
- Lighting, heating and ventilation are appropriate for room usage

4 Water supply (Legionella)

The school arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) for all premises is to ensure that:

- the school 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 washbasins, 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.

5 Asbestos Management

The school holds an asbestos register and asbestos management guidance which is annually reviewed. It is held in the site office and shows the locations where asbestos has been identified or is suspected on site. The register is made available to all contractors.

Approved registered contractors must be employed to deal with any removals.

Each site must have a trained designated person in asbestos awareness.

If the asbestos is in good condition and is not in an area where it will be disturbed, then it is safe to leave it in place.

6 Drainage

The school 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 should any drainage issue arise.

7 Waste Management

The school is committed to reducing its waste and to recycle as much as it can. This includes the waste management of cardboard, paper, plastic, ICT and Waste Electrical Equipment (WEE).

The school follows all legal waste obligations, including management of confidential waste, to ensure the correct licensing of their waste and maintain such records.

The school secures the storage of large waste receptacles and they are stored no closer than 10m from the building.

8 Contractors

The school ensures:

- that adequate arrangements are in place to select, appoint and monitor any contractor undertaking works.
- it is the responsibility of the Site manager to ensure that all works have been quality assured.
- the competence of contractors (competence can be judged from past experience, recommendation, pre-selection evaluation or a combination that takes into consideration the nature and scale of the works required).
- the appropriate qualifications/accreditations are held by the contractor, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- where required a permit to work system is used (PGI 12).
- that the contractor has a current health and safety policy, has current suitable insurances.

- risk assessments and method statements are examined to check that contractors and others have correctly interpreted any site-specific conditions.

9 Glazing

The school ensures that any damaged glass is made safe as soon as possible before being replaced and that glass installed in the building is a safety material (e.g. laminated or toughened glass).

The use of fire rated glass is an important component in building safety and building regulations specify where it must be used.

10 Traffic Management

Horsforth School has the following arrangements in place to manage traffic on our premises in order to minimise the risk of a vehicle hitting a pedestrian or collision between vehicles:

- (a) The main school car park and driveway has a speed limit of 5 mph imposed.
- (b) Pedestrian entrances are separate to the vehicle access point to segregate pedestrians and vehicles.
- (c) Parking areas are allocated for visitors, staff and school vehicles and pedestrian access and egress routes are maintained.
- (d) Deliveries to school during term time are, wherever possible, coordinated for arrival during lesson times to minimise the risk of a vehicle hitting a pedestrian while they are accessing or leaving the school.

11 Grounds Maintenance

The school ensures that the grounds are reasonably maintained including provision for grass cutting, tree pruning, weeding and sports pitch markings etc.

Statutory Duties – Trees

In law any one responsible for trees has a 'Duty of Care' to protect people and property from harm caused by their failure. Where trees are present on school sites the school has a responsibility for establishing an appropriate system for their management. In the unfortunate event of a tree failure, the investigating authority will ask for records to show that a system of inspection and management are in place. This will include routine inspections, formal tree surveys and risk assessments and details of remedial action taken. To demonstrate good practice our school will implement an appropriate inspection system which includes -

- A good Knowledge of the site and the trees and shrubs present on it, including quantifying the risk level trees present
- Routine visual (documented) inspection of the ongoing condition of trees
- A proactive system of inspection of each tree by a competent and qualified person/contractor as a minimum every two years
- A clear recording system that identifies those trees that require work and when it is required.
- A clear communication process between those managing the site, those carrying out inspections and those undertaking remedial work.
- A system of documentation to show that work requirements are actioned and completed.

12 Risk Assessment

The school will ensure that relevant Risk Assessments are completed by a trained and competent person and put in place and reviewed annually or upon a change in circumstances or following an incident. The Risk Assessments should take into account, but not limited to, factors such as:

- Location
- Environment
- Use of facility and equipment
- Arrangements in place e.g. safe systems of work
- Training needs.

13 Evacuation

The school will ensure that there is sufficient access throughout the site so that emergency evacuations can be accomplished safely for all students and staff (including those with special needs) by ensuring that all exits are kept clear and unencumbered; and by carrying out regular checks of the same.

The school will ensure that the Fire and Emergency Evacuation Plans are updated periodically and circulated to all staff.

14 Accessibility

The school must ensure that access to the grounds and building/s allow for all staff and students, including those with special needs, to access the school establishment and curriculum safely and comfortably by ensuring that entrances are well maintained and unencumbered and by arranging ramp access for wheelchair users.

The school must ensure that there is appropriate access for wheelchair users including Emergency Evacuation Chairs and suitably qualified operators.

15 Housekeeping and Tidiness

It is accepted that untidy workplaces are hazardous and give rise to many accidents which could otherwise be avoided. Horsforth School therefore places great importance in the need to maintain clean and tidy conditions in order to prevent accidents, reduce fire hazards and providing better working and learning conditions.

All members of staff, regardless of status, are required to keep their own work areas tidy.

Pupils are expected to keep their classrooms tidy, storing belongings in desks and lockers, not on the floor or in corridors. Teaching staff are to monitor this.

The Site team are to be informed of any non- COSHH spillages that require cleaning up (COSHH spillages are to be dealt with in accordance with the COSHH assessment for the particular substance). Where the spillage or subsequent cleaning creates a slip hazard, warning signage will be placed at all approaches to the area.

16 Security

The Site manager ensures that the school has adequate security arrangements for the grounds and buildings by ensuring that the building is securely locked and alarmed each night, that the building has a secure entrance and that the perimeter fence is secure.

17 Sustainability

It is the intention of the school to be as sustainable as possible in its use of its premises and grounds. This is both to reduce costs and to provide an ethical model of building use for pupils. All relevant aspects of premises management will be completed with reference to the sustainability plan, including:

- energy and water consumption
- supply chain/contracting
- display energy certificates
- waste and recycling

18 Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk management policy
- Lettings Policy

Schedule of Activities

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Clinical waste	Procedures to follow	Statutory	On going		The Hazardous Waste Regulations 2012
Compulsory display of notices	Checks made to ensure correct and up to date information is displayed	Statutory	Regular checks to ensure information is still on display and is current		Various
Construction (Design and Management) Regulations 2007	On letting of a construction project	Statutory	As required – on letting of a construction project	www.hse.gov.uk	Construction (Design and Management) Regulations 2015
Contractor qualification check	Checks made on contractors qualifications ie NICEIC, ECA	Statutory or Good Practice	On appointment of contractor	See also sections on Gas Safety Regulations and Electricity at Work Regulations	
Control of substances hazardous to health (COSHH) risk assessment	Check on storage and use of hazardous materials	Statutory	Annual (best practice)	COSHH A Brief Guide to the Regulations COSHH Approved Code of Practice (NB this is a priced publication)	The Control of Substance Hazardous to Health Regulations 2002 (as amended)
Duct hygiene (air conditioning, plenum heating)	Inspection and testing		Annual inspection and testing – thorough cleaning routine determined from testing/ inspection results		Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing
Electrical - PAT	Portable appliance testing	Statutory	Variable but can be up to annual	The Provision and Use of Work Equipment Regulations 1998	The Provision and Use of Work Equipment Regulations 1998 (PUWER)

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Electrical – fixed electrical installations	Schematic of supply route and primary distribution	Best practice	Annual update	Simple precautions – Work on electrical equipment machinery or installations	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Inspection of fixed wiring and all distribution boards and safety devices	Highly recommended	Annual	The Electricity at Work Regulations 1989 Electrical Safety Council's Best Practice Guide on Periodic Inspection Reporting	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Testing of all fixed wiring and all distribution boards	Statutory	Five yearly (or more frequently as determined by competent person)		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
	Testing of all distribution boards in mobile accommodation	Statutory	Annual		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
Electrical – stage lighting	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads		Annually inspection and test by competent person		Electricity at Work Regulations 1989
Emergency lighting	Inspection and testing of system	Statutory	Variable but recommend monthly checks by premises manager to check functionality, RCD (Residual Current Device [Circuit Breaker]) test. To include stop button functional test. Every six months – one hour duration test Annual full duration test		Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Equalities Act 2010	Inspection	Statutory	Checks to be made whenever alteration/changes are made to the building or the external environment	Disability Discrimination Act 1995 Disability Discrimination Act 2005 BS8300	Equality Act 2010 see also Disability Discrimination Act 1995 and 2005 and BS8300 for background Building Regulations 2010
Extraction systems including fume cupboards	Inspection and testing of dust extraction equipment	Best practice	Annual		Control of Substances Hazardous to Health 2002 (as amended)
	Local exhaust ventilation	Statutory	Every 14 months	Controlling Airborne Contaminants at Work: A Guide to Local Exhaust Ventilation	Control of Substance Hazardous to Health 2002 (as amended) Building Bulletin 88 Fume Cupboards, DfE applies to installation and maintenance of school fume cupboards There is a British Standard that applies to other fume cupboards
Fire risk assessment and emergency plan	Fire risk assessment	Statutory	Whenever any changes are made that will impact on the original assessment	The Regulatory Reform (Fire Safety) Order 2005	Regulatory Reform (Fire Safety) Order 2005
Fire detection and alarm systems	Inspection and testing of system	Best practice	Weekly test with formal quarterly and annual inspections by competent person		Regulatory Reform (Fire Safety) Order 2005
Fire doors	Inspection		Weekly		Regulatory Reform (Fire Safety) Order 2005

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Firefighting equipment	Inspection and maintenance extinguishers	Best practice	Annual		Regulatory Reform (Fire Safety) Order 2005
	Inspection and testing of fire sprinkler system	Best practice	Annual, although further checks may be necessary for specific insurance requirements.		Regulatory Reform (Fire Safety) Order 2005
First aid equipment	Inspection		Regular checks to ensure no equipment is outside of expiry date	<u>HSE – first aid at work: legislation</u>	Health and Safety (First Aid) Regulations 1981 as amended by the <u>Health and Safety (Miscellaneous Amendment) Regulations 2002</u>
Food safety	Inspection	Statutory	Minimum six monthly inspections. Annual inspections of electrical and gas in kitchen/ catering equipment	http://ratings.food.gov.uk/	The Food Hygiene (England) (Amendment) Regulations 2010 Came into force 13 April 2010. These regulations amend the Food Hygiene (England) Regulations 2006 by: updating the definitions of certain EU instruments that are referred to in the Food Hygiene (England) Regulations 2006, and substituting a revised Schedule 1 (definitions of EU legislation) for the existing Schedule 1 (definitions of Community legislation) providing that when certain requirements are complied with, a person will be considered not to have contravened or failed to comply with specified provisions of Regulation (EC) No. 853/2004 laying down specific hygiene rules for food of animal origin.

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Fuel oil storage	Plan of primary pipe work and main isolation points	Best practice	Annual update	The Control of Pollution (Oil Storage) (England) Regulations 2001	The Control of Pollution (Oil Storage) (England) Regulations 2001
	Visual condition inspection	Recommended	Annual		The Control of Pollution (Oil Storage) (England) Regulations 2001
	Maintenance checks on all pipe work devices	Best practice	Annual		The Control of Pollution (Oil Storage) (England) Regulations 2001
Gas safety	Gas safety inspections and certificates	Statutory		www.hse.gov.uk/pubns/books/l56.htm	The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Gas appliance	Identification and location	Statutory	Annual updating		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
	Servicing for efficient operation, combustion	Recommended for all premises Statutory duty on Landlords	Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Gas pipe work	Visual condition inspection and testing if required	Recommended	Annual		The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018
Glazing	Checks	Statutory	Initial survey of building to identify areas where safety glazing should be in place, ongoing checks that any glazing replacements are with safety glass as required.		Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation, Part K

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Hydrotherapy pools and swimming pools	Risk assessment			The Health and Safety Executive publication HSG179 <u>Managing health and safety in swimming pools (HSG179)</u>	Health and Safety Act Work Act 1974
Kilns	Inspection	Statutory	Annual	Electrical	To BS Standard 7671. BS7671:2008 Requirements for Electrical Installations (IEE Wiring Regulations 17th Edition)
Lifts and hoists	Thorough examination, full maintenance and Inspection	Statutory	Every six months minimum for passenger lifts Every 12 months for goods lifts After substantial and significant changes have been made	<u>The Lifting Operations and Lifting Equipment Regulations 1998</u>	Lift operations and Lifting Equipment Regulations 1998
Lightning conductors	Inspection and testing	Best practice	Every 11 months full test to assess adequacy of earthing, evidence of corrosion, alterations to structure (by competent persons to BS 7430)		BS 6551, 1999 BS EN 62305, Lightning Protection Industry Standards
Mobiles – stability of	Structural inspection of mobile accommodation	Best practice	Annual (depending on age)		BRE Digest 374 1992
Playground and gymnasium equipment – fixed	Inspection and testing	Best practice	Annual		BS 5696, BS 7188, BS7044,BS 1892 Part 1 2003

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Powered gates	Inspection	Statutory	Annual	www.hse.gov.uk/work-equipment-machinery/power-gates/responsibilities.htm	Workplace (Health, Safety and Welfare) Regulations 1992.
Pressure vessels	Inspection	Statutory	Annual	www.hse.gov.uk/pressure-systems/law.htm	Pressure Equipment (Safety) Regulations 2016
Radiation equipment and substances	Risk Assessment	Statutory	Annual	www.cleapss.org.uk/	The Ionising Radiations Regulations 2017 (IRR17)
Radon	Risk Assessment			Statutory Instrument 1999 No. 3232	The Ionising Radiation Regulations 2017 (IRR17)
Rolling doors (vertically opening powered rolling doors)	Inspection	Statutory	Annual	www.hse.gov.uk/work-equipment-machinery/power-gates/responsibilities.htm	Workplace (Health, Safety and Welfare) Regulations 1992.
Security fencing	Risk Assessment	Good practice		www.securedbydesign.com	
Septic tank	Inspection	Statutory	Annual		Control of Pollution Act 1974.
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	www.hse.gov.uk/slips/index.htm	The Workplace (Health and Safety and Welfare) Regulations 1992
Sports field lighting	Risk assessment	Statutory electrical check		BS EN 12193:2007	
Sprinklers	Inspection	Statutory	Annual		BS EN 12845 and LPCB TB203 Care and maintenance of automatic sprinkler systems

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Tree safety	Risk assessment		Annual and following any works that could have caused damage and high winds		Health and Safety at Work etc Act 1974 Occupiers Liability Act 1957 and 1984
Vacant buildings	Risk assessment		As required		Occupiers Liability Act 1984
Water coolers and fountains	Inspection and servicing	Best practice	Annual	http://bwca.org.uk/about-bwca/codes-of-practice/ .	The Water Supply (Water Fittings) Regulations 1999
Water hygiene and safety Legionnaire s' disease Water systems Cold water systems	Water hygiene risk assessment; prepare a written control scheme	Statutory	Regular reviews when deemed necessary	<u>Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274</u>	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) Notification of Cooling Towers and Evaporative Condensers Regulations 1992
	Flush through little used outlets	Recommended	Weekly	www.legionellacontrol.org.uk	The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
	Temperature testing	Recommended	Monthly		The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
	Water quality check and routine maintenance	Recommended	Annual		The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
Water Hygiene and Safety Legionnaires' Disease Water Systems – Low pressure hot water systems	Visual condition inspection	Recommended	Annual		
	Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc	Best practice	Annual updating		

Topic	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/Regularity	Links to Other Information/ Documents	Relevant Legislation/British Standard/Approved Code of Practice
Water hygiene and safety Legionnaires' disease Water systems – Water and surface temperature	Heat emitters and exposed surfaces of pipe work not to exceed regulation temperatures.	Statutory	Annual		Education (School Premises Regulations) 2012 The Control of Legionella Bacteria in Water Systems ACOP L8 HSG 274
Workstation assessment	Analysis of workstation to assess any health and safety risks		Change of employee or relocation of workstation	The Health and Safety (Display Screen Equipment) Regulations 1992	Health and Safety (Display Screen Equipment) Regulations 1992
Working at height	Risk assessment			The Work at Height Regulations 2005 HSE Guide to Working at Height Regulations 2005	Working at Height Regulations 2005
Working at height – safety eyes bolts and cradles	Inspection and testing	Statutory	Annual		Lift Operations and Lifting Equipment Regulations 1998