



Premises Policy

This policy was approved and ratified by the Governing Board of

Cox Green School

On 15th May 2018

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	14/5/13	14/5/13	July 2015
1.2	Full Governing Body	7/7/15	1/9/15	July 2018
1.3	Full Governing Board	15/5/18	15/5/18	May 2021



Introduction

Background to this policy:

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges 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.

Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

Each academic school year entry is expected to be functioning at capacity intake according to the last Net Capacity assessment. The most recent Net Capacity statement was undertaken in 2012. As at April 2018 an expansion project is underway and a new Net Capacity statement will be undertaken upon completion of the project. The Governing Board have agreed to expand the intake to 206 and this will be reviewed on completion of the Net Capacity statement.

Over the last five years the school has completed several large projects including; refurbished several large areas including - three science laboratories, all student toilets, remodelling of classrooms, replacement of the majority of windows, skylights, doors and cladding, reception and site security, textiles rooms into a food technology room, replacement roofing to the theatre and technology block and a major electrical, lighting and replacement ceiling project. The current building project being undertaken is to replace the kitchen and dining area with a new expanded facility, the provision of eight new classrooms and the remodelling of two classrooms into science laboratories and one classroom and small changing room into two larger changing rooms.

Aims

- Ensure the premises are secure and safe for all users
- Ensure the premises are organised and maintained on a day to day basis
- Ensure the premises provide an environment which supports student learning and pastoral care
- Ensure repair and maintenance plans are in place to address the needs of the premises

What legislation applies to schools and colleges?

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and the premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.

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.

Cox Green School gives due regard to the Regulations listed above.



Policy Statement

The premises of Cox Green School are monitored by the Site Manager, the Headteacher, the Business Manager, the site team, the Governors and by a range of individuals who report their observations/concerns including the schools Health and Safety Advisor.

The Site Manager is responsible for organising the maintenance programmes related to the premises. This will include daily checking of the site to identify issues.

All staff have the responsibility to report any issues of premises breakdown or disrepair to the Site Manager.

The Site Manager is responsible for the effective working of all school plant and its regular maintenance.

Any plans for premises development will include the most effective sustainability options wherever possible and if financially viable.

Particular attention is paid to the following areas:

1. Water Supply

The site team ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999, the Health and Safety at Work etc. Act 1974 and Legionnaires Disease; the control of Legionella bacteria in water systems (L8) 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.
- WCs have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water the temperature of hot water supplies to showers meet the requirements laid down.
- All supplies and stored water are monitored to comply with L8 including:
 - identify and assess sources of risk
 - manage any risks
 - prevent or control any risks
 - keep the correct records

2. Electrical Supply and installation

The Electricity at Work Act, 1989 states that all electrical systems and equipment used in the working environment should be in a safe condition. The Health & Safety Executive recommend that in order to comply with the regulations an electrical inspection and testing programme should be undertaken at all places of work.

Visual inspections are carried out as part of daily site inspections and a full fixed wiring test is carried out by an independent external competent company every five years.

3. Drainage



The Site Team 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 problems arise.

4. Security Arrangements

The Site Manager and Site team are responsible for the security of the premises on a day to day basis. The Site Manager will arrange the opening and closing times of the premises. All staff intending to come into school out of normal school opening hours must make arrangements beforehand with the Site Manager. CCTV systems are in place around the site and can be accessed by the Site Manager, IT Team and the Administrative Team.

The Site Manager 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 and; that the school's perimeters are secure.

The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:

- the location of the school
- the physical layout of the school
- the movements needed around the site
- arrangements for receiving visitors

Student training in safety and security is delivered through assemblies, Tutor time activities, Flexi-days, citizenship and PSHE lessons.

5. Lettings

The Business Manager ensures that the School premises used for a purpose other than conducting the Schools' main business (the drama studio, classrooms and theatre) are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users. Lettings of the sports facilities are managed by the Royal Borough of Windsor and Maidenhead through a contracted provider Parkwood Leisure.

6. Resistance to the weather

The Site Manager 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. Any issues will be reported to the Business Manager and addressed according to need and budget provision.

7. Access and Egress

The Site Manager ensures 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. The Business Manager and the Site Manager ensure 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.

8. Classrooms and other areas



The Business Manager can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

In consultation with the Headteacher, the Business Manager ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of student who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to access each student in a classroom in order to provide individual help and guidance.

The Business Manager ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety.

Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above any open stair wells.

The Site Manager ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform him if problems arise as a results of deficiencies in this area. These issues cannot always be resolved and may require re-rooming or alternative arrangements.

9. Asbestos

The Business Manager and Site Manager ensure that there is a type 2 asbestos survey in place which is reviewed annually by a competent person and recommendations from these reviews are actioned and an asbestos management programme is in place. Site, IT and the Business Management Team undertake asbestos awareness training. These staff, the Headteacher and Governors are provided with the DFE guidance "Managing Asbestos in your School" so that they are aware of their roles and responsibilities. The Asbestos Management Plan is reviewed annually and Staff are made aware of the locations of asbestos in the school and the restrictions in place. Contractors are made aware of the locations of asbestos when undertaking their permit to work assessments.

10. Washroom & Changing facilities

The Business Manager and Site Manager have ensured 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:

- All single and double sanitary fittings contain one or two washbasins respectively
- The number of washbasins is at least two-thirds that of the WCs/urinals
- Appropriate washrooms for students are provided
- Separate washrooms are provided for staff and students - except that any disabled washrooms may be used by both male and female and also staff and visitors N.B. the door is capable of being secured from the inside and opens directly on to a circulation space other than stairs
- 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

11. 1st Aid and Welfare Facilities



The Business Manager has ensured 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
- the room contains a washbasin
- the room is reasonably near a WC

12. Catering Facilities

In consultation with the school's catering providers, the Business Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Provider and Environmental Health inspector to make regular reports on the kitchen facilities in the school.

13. Cleaning Services

The Site Manager ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards and meeting with the Cleaning Contractor.

14. Lighting and Heating

The Site Manager 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 in that:

- Each room or other space in the school has lighting appropriate to its normal use
- Each room or other space has a system of heating appropriate to its normal use
- 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 feedback from staff.

15. Decoration & Flooring

The Business Manager and Site Manager ensure 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.

In consultation with the Headteacher and with the Heads of Relevant Departments, the Business Manager, subject to budget, ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of regular reviews undertaken by the Business and Site Managers.

The Business Manager ensures that there is appropriate flooring in good condition by reports from the Site Manager who will carry out regular visual checks and will implementing any necessary repairs/replacements.

16. Outside spaces

In consultation with the Headteacher, The Business Manager ensures that there are appropriate arrangements for providing outside space for students to use safely. The condition of all playground areas and the school fields are monitored by the Site Manager and deficiencies addressed.



Sports facilities are maintained by the Leisure Services Department of the Local Authority through Parkwood Leisure as the ownership of these areas is retained by the Local Authority.

17. Health and Safety Inspections

Termly Health and Safety Inspections will be carried out by the Business Manager and the Governors Lead for Health and Safety. The reports from these inspections and actions to be taken will be circulated by the Governor Lead for Health and Safety and reviewed.

The Schools Health and Safety Advisor will carry out unannounced Health and Safety Inspections and will complete the schools Fire Risk Assessment.

18. Communication of policy

This policy is published on the school website and in the school information drive "Cox Green School Information".

19. Evidence of implementation

The Finance and Resources committee will evidence this policy by means of report from the Governor lead on Health and Safety.

20. Review of Policy

This policy shall be reviewed every three years by the Finance and Resources Committee.