

# Halstead CP School

# Premises Management Policy



Reviewed and approved by the Strategy Team

Signed :

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## Rationale

Halstead Community Primary School has a duty to ensure that buildings under its control comply with appropriate statutory, regulatory and corporate standards. The school needs to consider the building;

a) Condition – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.

b) Suitability – focus 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.

## 1. Scope

The Governing Body together with the headteacher, aim to ensure that the School premises are fit to teach in, by provision of adequate management for the funding, maintenance, and review for the upkeep of the fabric of the school.

## 2. Implementation

### 2.1 Organisation

The organisation for the implementation of this policy is outlined below.

a) The headteacher has the responsibility for ensuring that deficiencies are repaired, and that improvements, alterations and extensions to premises are carried out to defined standards, within budget.

b) The headteacher reports to the Governing Body.

c) The headteacher is responsible for monitoring and advising on Health and Safety matters.

### 2.2 Arrangements

The arrangement for the implementation of this policy is outlined below.

a) The premises are audited 3 times a year, for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or other requested facility.

b) Specifications and Quotations are drawn up for larger works. These are discussed at meetings and a programme of work is agreed. Contracts are awarded on the basis of 'Best value for money' with regard to quality.

c) Governors are required to declare any interest that they may have in connection with a particular programme of work, or contract.

d) Contractors are advised by the headteacher of the Health and Safety Regulations operating in the school, and are required to go about their work, with due consideration and safety for the smooth operation of the school activities.

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e) Work required will always exceed the funding available and therefore priorities are essential.

## 2.3 Priority

The basis for priority is:

- a) Work required on an urgent Health and Safety basis, electrical safety, heating, dangerous walls, leaking pipes etc.
- b) Serious deterioration of building or fabric where delay will lead to increased cost.

## **3. Premises Inspection/ Health and Safety Management**

### 3.1 Regulations

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1992
- c) Workplace (Health, Safety & Welfare) Regs 1992
- d) The Education (Schools Premises) Regs 1996

### 3.2 Frequency of Inspection

The frequency of inspection is to take place 3 times a year.

In some instances of apparatus and equipment the law requires specific checks by qualified personnel at set intervals in time. These intervals of time must be adhered to.

## **4. All other work, including decoration**

- a) Routine maintenance is carried out under the direction of the headteacher.
- b) Maintenance contracts are placed for specific items where the school does not have the manpower or the expertise. The contracts are reviewed periodically for cost effectiveness.

Generally, frequency of inspections though should be such that it provides useful outcomes and is not seen as simply a bureaucratic exercise.

## **5. What legislation applies to the school**

a) The Education (School Premises) Regulations 1999 - which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

b) The Health and Safety at Work etc Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.

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- c) The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.
- d) Managements of Health and Safety at Work Regulations 1999 (MHSWR).
- e) Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.
- f) Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings.

### **6. Relationship to other policies**

This policy should be read in conjunction with the Health and Safety Policy, the Lettings Policy and the Accessibility Plan.

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