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sunfield

Premises Management Policy

Date updated:	April 2018
Lead person(s):	Principal Head of Education Health and Safety Manager
Review date:	April 2020

OVERVIEW

This policy applies to all members' staff and Proprietors of Sunfield School. The policy is available to all commissioners, parents, staff members, and Governors.

Sunfield School seeks to implement this document through adherence to the procedures set out in the rest of this document.

The Proprietor and school leadership team are fully committed to ensuring that the application of this policy is non - discriminatory in line with the UK Equality Act (2010). Further details are available within the Equal Opportunities Statement and supporting policy.

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.

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, Academies and voluntary schools, as well as pupil referral units. 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. Sunfield School gives due regard to the Regulations listed above.

POLICY STATEMENT

Sunfield is an independent special school, on the same site as a registered children's home. Sunfield is located within expansive grounds, and the school consists of a main school building, with further cottages within the grounds used as classrooms.

The premises of Sunfield School are constantly monitored by the Principal, Proprietor, head

teacher, and Governing Body, and by a range of teams/individuals who can report their observations/concerns to the head teacher, Principal or Registered Manager for attention.

PARTICULAR ATTENTION IS PAID TO THE FOLLOWING AREAS:

Water supply

The Proprietor and head teacher ensures that the school's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- 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 Proprietor and Head teacher ensure 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.

Security arrangements

The Proprietor and head teacher ensure that the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked each night; that each building has a secure entrance with security arrangements as appropriate.

The Proprietor and head teacher ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, 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 Proprietor and head teacher ensure that access to the school and home allows all pupils, 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.

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

The Proprietor ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety and an asbestos management programme is in place.

The Proprietor and head teacher have ensured that there are sufficient washrooms for

staff and children, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

1. The number of washbasins at least equals the number of WCs/urinals
2. Staff washrooms are 'adequate' for the number of staff at the school
3. The premises and any repairs or adaptations needed will be reviewed on a monthly basis as part of SLT meetings.

In consultation with the head teacher, the Proprietor ensures that where food is served, there are adequate facilities for its hygienic preparation.

The head teacher ensures that each classroom and associated areas for learning are maintained in an organised, tidy, clean and hygienic state by overseeing the work of a team teachers and monitoring standards of cleaning.

The head teacher ensures that the school environment is conducive to learning and that ownership and pride is taken across the whole school.

The Proprietor ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform the appropriate person if problems arise because of deficiencies in this area.

The Proprietor ensures that the lighting, heating and ventilation in classrooms and other parts of each School are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

The site 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 Proprietor the head teacher ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at each school by responding to specific requests for appropriate furniture and fittings, which are generated as a result of a review of furniture and fittings.

The Proprietor ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

In consultation with the Proprietor, the head teacher ensures that there are appropriate arrangements for providing outside space for students to play safely through regular consultation. The condition of all playground areas and/or play equipment is monitored and deficiencies addressed.

HEALTH AND SAFETY

The Proprietor in conjunction with the head teacher ensures that there is a satisfactory standard and adequate annual Health and Safety check that is regularly carried out, documented and formally recorded for action and priority where required.

This policy should be read in conjunction with the Health and Safety Policy for Sunfield School. The head teacher, Health and Safety Manager, and Maintenance Co-ordinator for Sunfield School are responsible for ensuring that the Premises Policy is adhered to in line with Part 3 and Part 5 of the Independent School Standards.

Any matters of concern are discussed, documented and recorded at monthly Senior Leadership team meetings, this group consists of: -

Graeme Cheyne – Principal

Raggi Basra – Health and Safety Manager

Lydia Swinton – Head of Education

Health and Safety and maintenance issues are also identified and highlighted through Sunfield's online maintenance request system.

Date of next review: April 2020