

GREAT OAKS SMALL SCHOOL

SAFEGUARDING COMMUNITIES EMBRACING DIFFERENCE UNLOCKING POTENTIAL

PREMISES MANAGEMENT DOCUMENT

2017 - 2018

**HEAD TEACHER: JULIE KELLY
HEALTH & SAFETY LEAD: ANDY CRANE**

**CHAIR OF TRUSTEES: PENNY JACKSON
HEALTH & SAFETY TRUSTEE**

Date Agreed: JUNE 2017

Date of Next Review: JUNE 2018

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Introduction

The Board of Trustees, (the proprietor) as the employer, has a statutory duty in respect of health and safety to ensure that the premises and people are healthy and safe. This responsibility is devolved to the Head Teacher, who has day to day responsibility for staff, students and others. The Head Teacher will ensure the overall implementation of the policy.

Great Oaks Small School carefully considers the building's condition and suitability to ensure safe and continuous operation and effective management of curriculum needs.

Legislation

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

The Health and Safety at Work Act (1974) 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 workplace (Health, Safety and Welfare) Regulations (1992) outline provisions that must be made in relation to the work environment. Management of Health and Safety at Work Regulations (1999). Approved Codes of Practice and Health and Safety. Executive guidance documents and standards.

Building Regulations are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

Responsibilities

The school premises are constantly monitored by the Health & Safety Strategy Team: the Head Teacher, Health & Safety Senior Lead (who works closely with the Maintenance Assistant) and Health & Safety Trustee to ensure:

- The management of repairs and improvements
- Policies for security and safety are prepared, monitored and reviewed
- Risk assessments are prepared and acted upon

Regular meetings are held with the Health & Safety, Maintenance Assistant and Health & Safety Trustee to ensure that relevant Health and Safety procedures/maintenance plans are in place (minimum annually).

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These include the:

Condition of:

- Roof
- Rainwater goods, fascia and soffit
- Walls
- Windows and doors
- Internal areas
- Water supply systems
- Lighting
- Heating and ventilation equipment
- Fire Alarm System
- Electrical Systems
- Grounds and Fencing
- Drainage

Suitability:

- Design
- Accessibility
- Halls
- Teaching Rooms
- Meeting Rooms
- Offices
- Car Parking
- IT
- Kitchen
- Outdoor Environment

Sufficiency

- School places
- Community use of the school

Legislative Requirements

- Fire Safety
- Risk Assessment
- Water Hygiene
- Asbestos
- Glazing

Preventative, Planned and Reactive Maintenance Programme:

- Reactive work
- Prioritise preventative and planned maintenance work

Energy and Sustainability:

- Energy and water consumption
- Display Energy Certificate

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- Meter reading

Site Issues:

- Health and Safety
- Security and Vandalism
- Review of floor plans
- Site lease arrangements

Contractors:

The school ensures:

- That adequate arrangements are in place to select, appoint and monitor any contractors undertaking works
- 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)
- Where necessary has the appropriate qualifications, for example GAS Safe or NICIEC
- Is registered for work in connection with gas and electrical installations respectively
- That the contractor has a current health and safety policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

Commissioning a large project

The school seeks a property professional to work with the school, when undertaking large building projects.

The property professional would be commissioned to carry out the following steps:

- Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- Specification – with the school to producing a technical specification for the work
- Tender – going out to tender to a number of appropriate contractors
- Evaluation of Tenders – checking the validity and accuracy of the tenders
- Site Management – regular site visits to check the progress and quality of work to an acceptable standard, compliant with Health and Safety requirements, relevant legislation and regulations
- Handover-accepting the finished project. Carrying out snagging and testing.
- Invoice check – checking the validity and accuracy of invoices.

Waste

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The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, IT equipment. There are little things that everyone can do to contribute to this.

The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

Traffic Management

The school has a Traffic Plan to ensure that appropriate traffic management systems are in place on site; that pedestrians and vehicles can circulate in a safe manner.

Lettings

The school does not sublet and therefore ensuring that the premises which are used for a purpose other than conducting the school curriculum (Halls, Staff rooms, Meeting rooms) are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users is not applicable.

Trees

The school ensures that a regular tree survey takes place and that all arboriculture work is carried out by a competent arboriculturist.