

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

# Hampstead Hill School

## Premises Management Policy



### Introduction

This policy applies to all members of the school community including those in our EYFS setting. The policy is available to all parents, prospective parents and staff.

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

Hampstead Hill School is 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 in the school's Equal Opportunities Policy document. This document is reviewed annually or as events or legislation change requires.

### 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, foundation 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.

**Hampstead Hill School gives due regard to the Regulations listed above.**

### Policy Statement

The premises of Hampstead Hill School are constantly monitored by the Premises Manager, by the school caretaking team, by the SMT and by a range of teams/individuals who report their observations/concerns to the Premises Manager and the SMT.

## **Particular attention is paid to the following areas:**

### **1. Water Supply**

The Premises Manager 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:

- 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.

### **2. Drainage**

The Premises Manager 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.

### **3. Load bearing structures**

The Premises Manager has ensured that each load bearing structure complies with the *Education (School Premises) Regulations 1999* in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary.

### **4. Security arrangements**

The Premises Manager ensures the school has adequate security arrangements<sup>1</sup> 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; 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 (e.g. multiple sites)
- the movements needed around the site (e.g. crossing roads, using public spaces)
- arrangements for receiving visitors
- staff/pupil training in security

### **5. Lettings**

The Premises Manager ensures that those of the School's premises which are used for a purpose other than conducting the school are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the Principal so that arrangements may be discussed and necessary arrangements implemented.

## 6. Resistance to the weather

The Premises 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. There is also a reporting system in place, whereby a member of the Leadership Team has responsibility for reporting building faults to the Premises Manager.

## 7. Emergency Evacuations

The Premises Manager ensures 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.

## 8. Entrances

The Premises Manager ensures that access to the school 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.

## 9. Environmental Health Authority

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

## 10. Classroom Size

In consultation with the Principal, the Premises 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 pupils by carefully monitoring the number, age and needs of pupil 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 reach each pupil in a classroom in order to provide individual help and guidance
- In the Early Years Foundation Stage, the following floor space is provided in keeping with the requirements of registered provision:
  - 3.5 sq m for under-twos
  - 2.5 sq m for two year olds
  - 2.3 sq m for those aged 3 to 5

## 11. Physical Structures

The Premises 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 an open stair well; an asbestos management programme is in place.

## 12. Washrooms

The Premises Manager has ensured that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- Our school washrooms have one WC for every 10 pupils under 5
- Our school washrooms have one WC for every 20 pupils aged 5 and upwards.
- For pupils under the age of five, at least one shower is provided for every 40 pupils
- The number of washbasins at least equals the number of WCs/urinals
- 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 in Senior School
- Separate washrooms for girls and boys are provided for pupils aged 8 or older, and separate washrooms are provided for staff and pupils - except that any disabled washrooms may be used by both boys and girls 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), is provided for pupils and are accessible from the playing field where the exercise takes place.

### 13. Facilities

The Premises Manager has ensured that there are appropriate facilities for pupils 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

### 14. Food

The Premises Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities.

### 15. Maintenance

The Premises Manager ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Cleaners and monitoring standards of cleaning.

### 16. Noise

The Premises Manager ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform him if problems arise as a result of deficiencies in this area.

### 17. Lighting, Heating and Ventilation

The Premises 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 as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on) and a glare index limited to no more than 19
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at a height of 0.5 metres above floor level when the external air temperature is -1°C:
  - in medical/sick rooms: 21°C
  - in teaching, private study and examination areas: 18°C
  - in areas for physical education, washing, sleeping or circulation: 15°C.
- The surface temperature of any radiator or exposed pipework does not exceed 43°C. (for nursery classes)
- Controllable ventilation shall be at the following rates:

- in all occupied areas: at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate;
  - in teaching accommodation, medical/sick rooms, sleeping and living accommodation: eight litres for each of the usual number of people present when the areas are occupied;
  - in washrooms: at least six air changes an hour.
- 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 systematic feedback from staff.

## **18. Redecoration**

The Premises Manager ensures 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.

## **19. Furniture**

In consultation with the Principal and the SMT, the Premises Manager ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of furniture and fittings.

## **20. Flooring**

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

## 21. Outside Spaces

In consultation with the Principal and the Premises Manager ensures that there are appropriate arrangements for providing outside space for pupils to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

Date adopted: September 2016

Updated September 2016

Name: Andrea Taylor

A handwritten signature in black ink, appearing to read 'A Taylor', is written over a light grey rectangular background.

Signed: