


Policy:	Premises Policy Oct 2022	
Status:	Statutory	
Review Date:	3 yearly– Oct 2025	

1.1 Introduction

This premises policy is for Diseworth Church of England Primary School, it is in addition to any Statement by Leicestershire Education Department.

It is intended that Policy is maintained as a live working document which will be continuously amended, updated to reflect health and safety legislative requirements and health and safety issues relevant to the school.

This statement relates to those aspects over which the Governing Body has control and relates to Management of the School's premises.

By implementing such a policy the Governing Body intends to:

- Ensure the school has an environment which is healthy and safe.
- Develop performance standards for the organisation of health and safety management and the control of risks;
- Establish a framework for carrying out assessments through competent persons; and
- Establish a programme for carrying out inspections of the school for the control of risks.

1.2 Scope

The Governing Body aims 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 Health, safety and premises committee is elected annually and consists of at least 4 Governors including the Head Teacher. The Premises Officer attends as an invited guest. The Committee has the responsibility for monitoring and advising on Health and Safety matters, ensuring that premises deficiencies are repaired, and that improvements, alterations and extensions to premises are carried out to defined standards, within budget.

b) The Committee reports to the Full Governing Body.

2.2 Arrangements

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

a) The premises are audited annually, for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or other requested facility. (See Appendix A)

b) Priorities are established by means of scoring the requirements, and balanced with the budget for the year; a timetable of works is agreed with the Head Teacher.

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

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

e) Contractors are advised by the Head Teacher 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.

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

2.3 Priority

The basis for priority is:

1. Work required on an urgent Health and Safety basis, including electrical safety, heating, dangerous walls, leaking pipes etc.

2. Serious deterioration of building or fabric where delay will lead to increased cost.

3. All other work, including decoration.

a) Routine maintenance is carried out by the Premises Officer under the direction of the Head Teacher. The Premises Officer must be competent to carry out these functions, and some of these activities will require specific training.

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.

3. Premises Inspection/Management

3.1 Regulations

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety & Welfare) Regs 1992
- The Education (Schools Premises) Regs 1996
- Control of Asbestos Regulations, (CAR) 2012

3.2 Frequency of Inspection

The frequency of inspection is to take place no less than once 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. Generally, frequency of inspections though should be such that it provides useful outcomes and is not seen as simply a bureaucratic exercise.

3.3 Inspection List

All Schools are a complete blend of grounds; buildings, services and equipment. As a first step towards ensuring a healthy and safe environment this policy contains a generic premises inspection checklist (Appendix A).

APPENDIX A:

Premises Inspection Checklist

This checklist has been designed to record the results of the premises inspection that is carried **out annually**. Any remedial action should be completed in the comments box and a priority weighting given based on the numbering below:

The basis for priority is:

- 1) Work required on an urgent Health and Safety basis
- 2) Serious deterioration of building or fabric (where delay will lead to increased cost)
- 3) All other work, including decoration

Date:

Inspected by:

	Yes	No	Action
Internal Building			
Are floors clean and in good condition?			
Are floors clearly marked if levels change?			
Are floors non-slip (without any trip hazards)?			
Are stairs even and non-slip?			
Are stairs adequately lit?			
Is the ceiling secure and in good condition (e.g. tiles not loose)?			
Are asbestos containing materials in good condition and not damaged in any way (where applicable)?			
Are there signs of damp on walls, ceiling or floor?			
Are the rooms in a good state of decoration?			
Is shelving/racking secure?			
Do displays obstruct walkways or exits?			
Is the furniture in good condition, stable and secure (e.g.; bookcases, shelves, tables, chairs etc)?			

	Yes	No	Action
Is the furniture placed to allow easy movement within the area?			
Is the furniture used suitable for its purpose (e.g.; adjustable chairs are used at the computer in the office, etc)?			
Are general housekeeping procedures followed?			
Are all work surfaces kept clean and well disinfected when area is multi purposed e.g. cooking, design technology?			
Are fridges and microwaves regularly cleaned?			
Are storage areas tidy?			
Are items stored in appropriate places (e.g.; light items high up, heavy items waist height, etc)?			
Is equipment provided to enable access to high storage (e.g.; steps, kick stool etc)?			
Is all access equipment regularly tested, maintained and appears to be in good condition?			
Are cleaning substances stored out of reach of children?			
Is the ventilation sufficient for the room?			
Are windows secured and in good condition (e.g.; frames not rotten, glass not cracked, etc)?			
Do all windows open properly?			
Do any opening windows obstruct pathways or open into play areas?			

	Yes	No	Action
Are doors in good condition and open easily (e.g.; frames not rotten)?			
Are doors readily accessible and an appropriate width for their purpose?			
Are door closure devices operating?			
Are socket protectors required?			
Have all portable electrical appliances been tested within the last 12 months?			
Are electrical appliances stored and used away from water?			
Are extension cables fully extended when in use?			
Where extension cables are used, are these in good visual condition and tested on an annual basis?			
Are there cables trailing across walkways?			
Are light switches easily accessible?			
Are radiators/heaters an appropriate temperature (e.g.; not hot to touch) and not obstructed by furniture?			
Are any television/computer/data projector cables: <ul style="list-style-type: none"> ● stored safely? ● in good condition? ● not too tightly coiled? ● not trailing across floor? 			

	Yes	No	Action
Are cloakroom areas clean, tidy, and free from trip hazards and falling objects?			
Are cloakroom areas suitable for their purpose?			
Do coat pegs/lunch box trolleys cause obstruction or congestion?			
Are cloakroom facilities provided for staff or other suitable alternative area?			
Are hand tools stored suitably (e.g.; scissors, craft knives, etc)?			
Is water supplied labelled "drinking water"?			
Specific Areas – PE Areas/Hall/Dining Room			
If necessary, are lights protected against impact or are covered (e.g.; diffusers)?			
Are radiators/heaters protected from impact?			
Is all equipment stored appropriately and safely stacked?			
Is all equipment in good condition?			
Is all equipment used for assemblies e.g. OHP, portable projectors stored safely?			
Is all access equipment regularly tested and maintained and appears to be in good condition?			
If dual purpose area, is the floor cleaned after lunchtime?			

	Yes	No	Action
Are there suitable warning signs for when cleaning is in progress (e.g.; hazard slippery floor)?			
Specific Areas – Toilets			
Are all taps working sufficiently to allow a flow of water?			
Is the water an appropriate temperature?			
Is there a supply of paper towels or toilet roll?			
Are there suitable sanitary disposal facilities for pupils and staff?			
Are all drains covered?			
Are there any unpleasant odours?			
Is the area kept hygienically clean?			
Are toilets signposted to indicate boys/girls and staff male/female toilets?			
Specific Areas - First Aid			
Is there a suitable sink for first aid use only?			
Is clinical waste disposed of appropriately?			
Is protective clothing supplied (e.g.; gloves, apron, etc)?			

	Yes	No	Action
Is the area clearly marked as a first aid point (e.g.; poster or notice)?			
Are first aid supplies stored out of reach of children in appropriately marked boxes?			
External Building/Areas			
Is roof access restricted to authorised persons only?			
Are pipes and guttering in good visual condition and secure?			
Are there loose wires, etc?			
Is the building deteriorating (e.g.; cracks appearing on brick work, signs of damp)?			
Is the building in a good state of decoration?			
Are litter receptacles readily accessible?			
Are waste collection areas adequate?			
Is the main entrance well signposted for visitors?			
Are drains covered and do not present a trip hazard?			
Are paths and roads in good condition (e.g.; not cracking, weeds growing through concrete)?			
Are car parks well lit and usage restricted if necessary (e.g.; 'staff only' parking)?			

	Yes	No	Action
Are windows secure and in good condition (e.g.; frames not rotten, glass not cracked)?			
Are doors in good condition and open easily (e.g. frames not rotten)?			
Is vehicle access restricted and managed?			
Are fences in good condition and secure?			
Are gates well maintained and open easily?			
Are playgrounds in good condition?			
Where play equipment is provided e.g. bikes, trikes, are these visually inspected and in good condition?			
Where fixed play equipment is installed, is it in good condition and visually inspected?			
If a safety surface has been installed is it in good condition and visually inspected?			
Are the grassed play areas in good condition (e.g.; no holes, etc)?			
Are the grounds tidy and well kept?			

Comments:

