

# KING DAVID HIGH SCHOOL PREMISES MANAGEMENT POLICY

## **Premises' Management**

### **1. 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.

#### **1.1 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.

### **2. Policy Statement**

The premises of King David Schools are constantly monitored by the Caretaker, Facilities Co-ordinator, Head-teacher and Chair.

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

##### **2.1 Water Supply**

The Facilities Co-ordinator and Caretaker ensure that the school's water supply meets the requirements of the *Education (School Premises) Regulations 1999* by ensuring that the appropriate legionella 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 wash basins, 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.

## **2.2 Drainage**

The Facilities Co-ordinator and Caretaker 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.

## **2.3 Load bearing structures**

The school relies on the approved (BSF and other) contractors to ensure 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.

## **2.4 Security arrangements**

The Security team ensure the school has adequate security Arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance and that the school perimeter fence is secure.

The school's security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- the location of the school
- the physical layout of the school (eg, multiple buildings)
- the movements needed around the site
- arrangements for receiving visitors
- staff/student training in security

## **5. Lettings**

The Bursar, Finance Administrator and Caretaker ensure that those areas of the school which are used outside of the standard school working day are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the Headteacher and Chair of Governors' so that arrangements may be discussed and the necessary arrangements implemented.

## **6. Resistance to the weather**

The Caretakers ensure that school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

## **7. Evacuations**

The Facilities Co-ordinator and Caretaker ensure there is sufficient access so that emergency evacuations can be accomplished safely for all students, 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. Accessibility**

The Caretakers ensure that access to the school allows all students, 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. Suitability**

The Facilities Co-ordinator and Caretaker ensure that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. There are high-level hand rails on stairs above an open stair well and an asbestos management programme is in place.

## **10. Welfare**

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

- Staff washrooms are adequate for the number of staff at the school.
- Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible from the playing field where the exercise takes place.

The school has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- there is a room for medical examination
- the room contains a washbasin
- the room is reasonably near a WC.

## **11. Catering**

The Catering Team ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Catering Manager provides regular reports on the suitability of the kitchen facilities.

## **12. Cleaning**

The Caretaker ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by liaising with the Cleaning team who are employed to clean the school.

## **13. Mechanical Services**

The Facilities Co-ordinator and Caretaker ensure 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).
- 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
  - in teaching, private study and examination areas: 18°C
  - in areas for physical education, washing, sleeping or circulation: 15°C.

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.

**14. General Maintenance**

The Caretaker ensures that there is a maintenance and decoration programme. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

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

**15. Health and Safety Audit**

The school's premises are subject to a yearly Health and Safety check.

Any matters of concern are discussed with the Chair of Governors.