



Bellevue Place

EDUCATION TRUST

BPET Premises Management Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2018
Renewal:	Every three years
Review Date:	September 2021

1.0 Bellevue Place Education Trust – Our commitment

Learn. Enjoy. Succeed.

Three words that mean the world to us.

Three words that have been with us from the day we started Bellevue Place Education Trust.

Three words that govern all that we do.

As a parent you can expect excellence, both in how we teach and nurture your child. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigour.

Bellevue Place children are happy, confident, successful 'all rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

2.0 Introduction

This is a key document of the Trust and its schools and it applies to all staff of the school. The policy is available to all parents, prospective parents, authorised Inspectors and other relevant parties. Effective management of school buildings is the responsibility of the Headteacher with the support of the Premises Manager/Caretaker. The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

3.0 Purpose

Bellevue Place Education Trust has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The school needs to consider the building;

Condition - focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.

Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

Sufficiency – focus on the number of places that are available for teaching and learning (classrooms and small group spaces) for the expected maximum number of pupils at the school. Ensuring there are sufficient spaces to deliver the after school and pre-school provision. The policy is designed to ensure the safety of all staff, pupils, parents/carers, visitors and other users of BPET schools and their facilities.

4.0 Legislation

The following legislation applies:

- The Education (School Premises) Regulations 2012 - which prescribe minimum standards for school premises. The provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.]
- Education (Independent School Standards) (England) Regulations 2010 (as amended in 2012)

Part 5 which cover the requirements relating to school premises for independent schools (including free schools) for toilet and washing facilities, medical accommodation and outdoor space –

- The Statutory Framework for the Early Years Foundation Stage sets standards for pupils under the age of 5. It includes requirements for premises, such as minimum space standards and the provision of toilets and wash basins.
- The Health and Safety at Work etc. Act 1974 (HSWA). This is the enabling act which 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 HSWA is the main health and safety legislation.
- The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.
- Managements of Health and Safety at Work Regulations 1999 (MHSWR).
- Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.
- Building Regulations which 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'.

In addition, there is Department for Education advice on "Standards for School Premises" published in March 2015

The school premises are regularly monitored by the Caretaker or Site Manager (or equivalent), by the Headteacher, by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the Premises Staff and SLT. The school gives due regard to the regulations listed above.

The Caretaker or Site Manager in conjunction with the Chief Operating Officer, Headteacher and the responsible H&S Officer:

- Develops the Asset Management Plan
- Commissions the development of a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan
- Manages repair or improvement projects
- Ensures the provision of policies for security, fire safety, health and safety, including monitoring processes
- Ensures that risk assessments are prepared and acted upon

- Employs professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The school undertakes the following as prescribed by legislation:

a. The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following:

- i. Air Conditioning units checks
- ii. Boiler maintenance
- iii. Electrical appliances checks
- iv. Fixed electrical installation testing
- v. Emergency lighting testing
- vi. Local Extraction Ventilation
- vii. Fire alarm testing
- viii. Fire door checks
- ix. Fire extinguisher checks
- x. Gym equipment safety checks
- xi. Gas appliances safety checks
- xii. Gas pipe soundness checks
- xiii. Kiln and ceramic electrical equipment checks
- xiv. Kitchen deep cleaning
- xv. Lift safety checks
- xvi. Machinery tooling checks
- xvii. Pressure vessel checks

b. Water Supply (Legionella):

The school arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20°C and 45°C) for all premises on at least a two year basis 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

c. Asbestos

The school maintains an asbestos register which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (*where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities then it is safer to leave it in place*).

5.0 Other premises details:

a) Drainage

The school 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.

b) Glazing

The school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

c) Accommodation

- The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year.
- The school ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The school ensures that the furniture and fittings are appropriately designed for the age and 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 adaptation and summer programme of works.
- The school 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 Site Team and Cleaners and monitoring standards of cleaning.
- The school ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
- The school ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs
- The school 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.

- The school 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.
- The school ensures that there are sufficient classrooms to accommodate all pupils when the school reaches maximum capacity and that sufficient areas have been identified to facilitate small group work.
- The school ensures that there are sufficient suitable areas to deliver a comprehensive range of after schools clubs, activities and care for the expected number of pupils when the school is full.
- The school 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.
- The school 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.
- The school 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 with appropriate access for wheelchair users.
- The school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- The school ensures that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

d) Building

- The school ensures that each load bearing structure complies with current legislation and 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.
- The school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

e) Contractors

The school ensures:

- that adequate arrangements are in place to select, appoint and monitor anyone 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 contractors have the appropriate qualifications, for example GAS SAFE or NICEIC 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.

f) Commissioning a large project

The Trust Central Team will ensure the provision of 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 – working with the Trust Central Team 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 and compliant with Health & Safety requirements and relevant legislation and regulations
- Handover – accepting the finished project. Carrying out snagging and testing.
- Invoice check – checking the validity and accuracy of invoices.

g) Waste

- The school is committed to reducing its waste and recycling as much as possible through the principle of reduce, reuse and recycle; this includes cardboard, paper, electrical equipment, ICT equipment and food waste. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

h) Vehicle Segregation

- The school ensures that appropriate traffic management systems are in place on site; pedestrians and vehicles can circulate in a safe manner in line with the Vehicle movement on site policy.

i) Lettings

- The school ensures that the premises which are used for a purpose other than conducting the school curriculum (the Hall, Gym or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users. Detailed policies and procedures are covered in the Hire of Buildings policy and procedure.

j) Trees

- The school ensures that a tree survey takes place each year for which a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist.

k) Fire Safety

- The school ensures that it undertakes risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. These will include ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and pupils with emergency evacuation procedures. These risk assessments will need updating if any significant changes to the premises or their use takes place.

l) Pupils with Special Educational Needs

- The Equalities Act 2010 requires all schools to prepare and implement an accessibility strategy to improve the physical environment of the school for pupils with disabilities and special educational needs (SEN). This should be detailed in the schools Accessibility policy

m) Security

- Each BPET School will ensure that it has adequate security arrangements for the grounds and buildings by ensuring that the building is securely locked and alarmed each night and has a secure entrance and perimeter with appropriate security arrangements.
- Each BPET School's security arrangements are based on a risk assessment for the school are regularly reviewed by Senior Management, taking into account
 - The location of the school
 - The physical layout of the school
 - The movements needed around the site
 - Arrangements for receiving visitors

- Staff/pupil training in security

n) Play and PE equipment

- Each BPET School will ensure that there are appropriate arrangements for providing outside space for pupils to play safely. The condition of all playground areas and play equipment is monitored and deficiencies addressed.
- Each BPET School will ensure that there is an annual check of all fixed PE equipment undertaken by a registered external contractor.

The school's premises are subject to a fortnightly regular Health and Safety checks. These checks are discussed every term+ by the Health & Safety Committee, which are chaired by the Responsible Health and Safety Officer. This group consists of the Responsible Health and Safety Officer, the Premises Manager, Office Manager, Lead First Aider and departmental representatives. The minutes of these meeting are kept and actions required shared with the Chief Operating Officer.

6.0 Review

This policy will be reviewed every 3 years by the Trust.

7.0 Approval by the Bellevue Place Education Trust Board

This policy has been formally approved and adopted by the BPET Board.