



PREMISES MANAGEMENT POLICY

This is a whole-school policy, within the framework of which the Primary School and the Nursery policies operate as appropriate.

This is a key document of the school and it applies to all staff of the school. The policy is available to all parents, prospective parents, and governors.

Effective management of school buildings is the responsibility of the Director of Business and Finance (with the Operations Manager) and ultimately the responsibility lies with the Senior Leadership Team (SLT).

This document is reviewed annually by Director of Business and Finance and Operations Manager or as events or legislation change requires.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

BACKGROUND

Queen Elizabeth's Grammar School has a duty to ensure that buildings under the school's control comply with appropriate statutory, regulatory and corporate standards. 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.

Legislation that applies to the school

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

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 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'.

The school premises are constantly monitored by the Operations Manager, by the school Premises & Maintenance Team, 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 Operations Manager with guidance from the Director of Business and Finance:

- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan
- Manages repair or improvement projects
- Prepares policies for security, fire safety, health and safety, including monitoring processes
- Ensures that risk assessments are prepared and acted upon
- Employs professional 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;

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

- a. Air Conditioning units checks
- b. Boiler maintenance
- c. Electrical appliances checks
- d. Fixed electrical installation testing
- e. Emergency lighting testing
- f. Local Extraction Ventilation
- g. Fire risk assessments
- h. Fire alarm testing
- i. Fire door checks

- j. Fire extinguisher checks
- k. Gym equipment safety checks
- l. Gas appliances safety checks
- m. Gas pipe soundness checks
- n. Kiln and ceramic electrical equipment checks
- o. Kitchen deep cleaning
- p. Lift safety checks
- q. Machinery tooling checks
- r. Pressure vessel checks

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 and 45°C) for all premises is arranged 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.

The school has a separate policy document on this aspect which is attached below (Annex 1).

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).

Other premises details;

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.

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.

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 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, students and pupils, including facilities for stunts/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.

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 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 students and 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.

The school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The school's policy on food hygiene is attached below (Annex 2).

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.

Building

The school ensure that each load bearing structure 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.

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)
- that where necessary contractors have the appropriate qualifications, for example GAS SAFE or NICIEC 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:

1. Feasibility Study – checking the feasibility of the project and providing an early cost estimate
2. Specification – with the school to producing a technical specification for the work
3. Tender – going out to tender to a number of appropriate contractors
4. Evaluation of Tenders – checking the validity and accuracy of the tenders
5. 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
6. Handover – accepting the finished project. Carrying out snagging and testing.

7. Invoice check – checking the validity and accuracy of invoices.

Waste

The school is committed to reducing its waste and recycling as much as we can. This includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this. The school has an ECO group which steers some of this element.

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

Vehicle Segregation

The school ensures that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner.

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

Trees

The school ensures that a tree survey takes place every 3 years (incorporating a report of tree condition and safety recommendations). All arboricultural work is carried out by a competent arboriculturist

The School's premises are subject to a regular Health and Safety checks by the Health & Safety Committee, The Responsible Health and Safety Officer with the Operations Manager, The Responsible Governor with Health & Safety responsibilities. Any matters of concern are discussed at regular Health and Safety Meetings chaired by The Responsible Health and Safety Officer. This group consists of a School Governor, Responsible Safety Officer, the Operations Manager and departmental representatives.

ANNEX 1: LEGIONELLOSIS

INTRODUCTION

1. Legionellosis is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with legionella bacteria. It can affect anybody, but some people are at a higher risk, including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune systems are impaired. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

SPECIFIC RESPONSIBILITIES

2. The School's responsibilities for water safety include the duty to:
 - Identify and assess sources of risk.
 - Prepare a scheme (or course of action) for preventing or controlling the risk.
 - Implement and manage the scheme.
 - Keep records for a minimum of 5 years.
3. Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Health and Safety Officer. He maintains appropriate records of testing and certification.

WATER SAFETY MANUAL

4. Queen Elizabeth's Grammar School has appointed a company of water safety specialists, to prepare a water safety manual for all the school buildings. The manual includes schematic drawings of:
 - All the hot and cold water systems, water tanks, calorifers, pipe work, taps, showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings.
 - The swimming pool.
5. The manual identifies and assesses the sources of risk in each building, taking account of:
 - Water temperature
 - Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers.
 - Potential for aerosol formation, especially in showers, drinking water fountains and fire hoses.
 - Condition of the water throughout the premises.
 - The use of thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth.
 - Signs of debris in the system, such as rust, sludge or scale that could provide food for growth of legionella.
 - Condition of the pipe work, plant, tanks etc.
6. The manual is reviewed and updated annually, or each time that a new measure is introduced.

PHYSICAL PREVENTATIVE MEASURES

7. The water safety manual identifies a series of preventative measures to the physical structure of our buildings that either have been taken, or are planned, in order to control the risk of legionella at the school:
 - All metal cold water tanks are being replaced progressively by covered plastic tanks to ensure that they are free from debris.
 - “Point of use” water heaters have been introduced in Queen’s Wing, Singleton House and the Catering Department.
 - Redundant pipe work has been removed from the Holden building and will progressively be removed elsewhere as “point of use” water heaters are introduced.
 - All hot pipes and calorifiers/hot water tanks have been insulated.
 - Water is heated and stored in the calorifiers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria.
 - Cold water is stored below 20 degrees C, so that bacteria cannot thrive.
8. The manual is updated every time that a new measure is adopted.

CONTROL MEASURES

9. Queen Elizabeth’s risk assessments on school infrastructure identify the control measures that are necessary in order to ensure that there is reduced risk of contamination through legionella bacteria.
10. Taps
 - Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol).
 - Any hot water tap that has not been used within a seven day period is similarly flushed for 2 minutes, or until the temperature reaches 60 degrees C on a weekly basis and before the water is used.
 - Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
 - Monthly temperature checks are carried out to the first and last cold taps in order to ensure that they operate at below 20 degrees C after running for 2 minutes. The temperatures are recorded.
11. Showers
 - Any shower (whether heated directly by an instant water heater or through mains hot water, that is not used within a seven day period is flushed through for 2 minutes. Minimising the creation of water vapour is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over the drain outlet.
 - Shower heads and hoses are dismantled and descaled monthly.

12. Toilets
 - Any toilet that is not used within a seven day period is flushed each week, and the flushing mechanism on urinals checked.
13. Swimming Pool
 - The water in the swimming pool is sampled weekly and records managed by the Pool Manager.
 - Chlorine levels are tested every day.
14. Cold Water Tanks
 - Temperatures are taken from the water in the tank and the water in the ball valve every six months.
 - The tank is inspected visually on an annual basis.
15. Calorifiers/Hot Water Tanks
 - The water temperature leaving and returning to the calorifiers/hot water tanks is inspected on a monthly basis.
 - The calorifiers/hot water tanks are inspected annually.
16. Drains
 - Drains are disinfected monthly.
 - Debris is cleared from external drains weekly.
17. Hot Water Systems
 - Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
 - Staff then flush the system before use.
18. Cold Water Systems
 - All cold water systems that are unused during the holidays are also thoroughly flushed before use.

EXTERNAL CONTROL SERVICES

19. Queen Elizabeth's Grammar School employs a building services company to help manage water safety in the following areas:
20. Heating plant, Air Conditioning and Condensers
 - Air conditioning equipment and our evaporative condensers are serviced annually.
 - Boilers and heating plant are serviced annually and the system is drained.
 - The calorifiers/hot water tanks are checked and descaled.
 - The heating system is serviced and any sludge removed.

- Inhibitor chemicals are topped up.

21 Water Sampling

- An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

Monthly: Drinking water is sampled and tested once a month
Plumbed water coolers and water fountains are tested

Six-monthly: Waste water and effluent are sampled and tested
Swimming pool water is sampled and tested

Annually: Water samples from the calorifiers are tested
The thermostats on taps are checked and repaired/replaced
Point of use water heaters are checked and serviced
The swimming pool is emptied and cleaned, filters checked
Cold water tanks and pumps are inspected

22. Drains

- External drains are inspected and jetted annually.

RECORDS

23. Records are kept in the water safety manual of all water system checks. The manual is kept in the office of the Operations Manager.

ACTION IN THE EVENT OF A POSITIVE WATER SAMPLE

24. The Water Consultant will notify the Operations Manager immediately if a water sample is found to be contaminated. The notification will cover:
- Details of the sample
 - The organism
 - Location
 - Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.
25. The Head and the appropriate designated medical person will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone becomes ill with legionella, and any outbreak of the disease must be reported to the HSE.

ANNEX 2: FOOD HYGIENE

Overall responsibility for the catering function lies with the Director of Finance and Business. The Catering Manager, reports to the DoFB and is professionally qualified in all aspects of catering including Health and Safety.

Management of Food Safety

In managing food safety, the Catering Manager, with professional assistance from the School's catering advisor will:-

Staff Training

- Require all staff who assist with food preparation to possess a basic food hygiene certificate.
- Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.
- Ensure that all catering staff have clearly allocated responsibilities, which they understand
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct annual refresher training.

Staff Uniforms and Personal Hygiene

- Ensure that all staff wear appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served.
- Ensure compliance with the hand-washing or hand-cleansing regime at all times.

Monitoring Compliance with Procedures

- Check that all products containing nuts or traces of nut are clearly labelled.
- Check that the HACCP system is in place, and that the document can be checked by everyone.
- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with a daily cleaning and disinfection regime.

Pupils with Medical Conditions

- Liaise with the SENCO and parents about special dietary requirements.
- Consult with a Dietician, if necessary.

Monitoring incoming supplies

- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters, trolleys/ conveyors for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Maintenance Department.

Equipment Monitoring

- Check all kitchen equipment (or ensure that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly, and keeps a record.
- Take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.

Purchasing and Checking Stock

- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check all that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

Professional Audit/ Assistance

- Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- Obtain professional advice from a Dietician on healthier food, menu planning and special diets as needed.
- Arrange a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc at least twice a year.
- Ensure that an appropriate pest control regime is in place.

Equipment Failure

- Report all equipment failure to the Operations Manager as soon as it is discovered.

First Aid

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

Signage

- Display the appropriate First Aid, COSHH and Emergency notices.

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.

- Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the school's re-cycling policy.

Updated by Mr P Atkinson: 1st May 2018

Approved by Board of Governors: 17th May 2018