

Cedars Academy Premises Management Policy

Group responsible: Premises Committee

Date Reviewed: June 2020

Next review: June 2022

Purpose and status

The purpose of the Premises Management Policy is to set out the Academy's commitment to observing its duty in ensuring the buildings under its control comply with appropriate statutory, regulatory and corporate standards. Under the Health and Safety at Work Act 1974 (HSWA) we have a duty to "ensure so far as reasonably practicable the health, safety and welfare at work of all their employees". There is also a duty requiring employers to conduct their undertakings in a way that does not pose risk to the health and safety of non-employees. This document is a statutory policy.

Roles and responsibilities

The Academy owns the land and the governing body that has overall responsibility for the management of the school premises, with delegated responsibility resting with the Premises, Health & Safety (PH&S) Committee. The premises policy is wide-reaching and therefore the implementation of the policy will require input from both the Headteacher and the PH&S Committee

Compliance measures relating to school premises

1.0 Asbestos

1.1 An assessment has been undertaken to determine the presence of asbestos on the school premises. Accordingly, the risks have assessed and ongoing measures include the following:

- 1.1.1 Monitoring the condition of any asbestos.
- 1.1.2 Maintaining the asbestos or removing it.
- 1.1.3 Keeping a register identifying the type and location of any asbestos.

2.0 Car Parking and Pedestrian/Vehicle Segregation

2.1 The Academy will ensure the continuance of the safe circulation between pedestrians and vehicles on the school premises.

2.2 A risk assessment will be carried out to include traffic movement within the site, pedestrian/vehicular segregation, car parking and signage. The assessment will consider these areas at key times such as pupil arrival/departure times.

3.0 Compulsory Display of Notices

3.1 The Academy will ensure that all compulsory notices and documents necessary are displayed where the information is easily accessible to employees. These notices include, but are not limited to:

- 3.1.1 Details of person in charge of first aid box
- 3.1.2 Information necessary to comply with fire legislation
- 3.1.3 Certificate of insurance as required by the Employers Liability (Compulsory Insurance) Act 1969

4.0 Construction (Design and Management) Regulations

4.1 The Construction (Design and Management) Regulations 2007 came into force on 6 April 2007. The Academy will comply with these regulations. For any construction project, the Federation will ensure

that the work being carried out is done so, as far as reasonably practicable, without risk to the health and safety of any person.

4.2 Suitable welfare arrangements must be made available to the workers.

4.3 All construction works will comply with the Workplace (Health, Safety and Welfare) Regulation 1992.

5.0 Contractor Qualification Checks

5.1 The vetting of and other arrangements regarding contractors working on school premises are covered in the Health and Safety Policy, Section 3.2

5.2 In addition, the governors will undertake to carry out third party independent checks of the qualifications of any contractors to be employed to carry out work in the schools.

5.3 The Procurement and Tendering Policy covers the appointment of contractors

6.0 Control of Substances Hazardous to Health

6.1 The Control of Substances Hazardous to Health Regulations 2002 (COSHH) place a duty on the Academy to control the risks to employees, pupils and others which arise from exposure to substances hazardous to their health.

6.2 The Regulations were amended in 2004 to include 8 principles of good practice which the Academy will adopt where appropriate.

7.0 Disability Discrimination Act

7.1 To comply with Section 111 of the Disability Discrimination Act 1995, and more recently the DDA 2005 and the Equality Act 2010, the Federation will reasonably address any physical features which make it impossible or unreasonably difficult for disabled people to access and use effectively the facilities. The Academy also has in place an Accessibility Plan which sets out its readiness to accommodate pupils and adults with disabilities and/or mobility problems.

7.2 The Academy will keep an action plan containing clear details of what DDA compliance works have or have not been undertaken and the reasoning behind the decisions. This action plan/audit will be reviewed at regular intervals.

8.0 Electrical Safety

8.1 The Electricity at Work Regulations 1989 extend the responsibility of the Academy beyond the general duty of care owed under ss2 and 3 of the Health and Safety Act 1974.

8.2 The Academy will comply with all Regulations covering electrical safety, such as The Provision and Use of Work Equipment Regulations 1998, which deals with the safety and maintenance of portable electrical equipment and fixed electrical installation tests. Regular testing of equipment will be carried out

9.0 Emergency Lighting

9.1 The Academy undertakes to ensure routine inspection and testing of emergency lighting. This includes daily, monthly, six monthly and three yearly regimes of inspection and/or testing. BS 5266 Part 1 makes the appropriate recommendations.

10.0 Extraction Systems

10.1 This in the main is covered by the Academy's undertaking to comply with the Control of Substances Hazardous to Health, as outlined above.

10.2 Adequate control may mean the installation of suitable extraction systems. Where they are installed the Academy ensure they are adequately maintained.

11.0 Fire

11.1 Fire safety arrangements are covered in the Health and Safety Policy, and the Schools' Emergency Fire Plan

11.2 The Academy ensures that all fire equipment such as fire doors, extinguishers, hose reels, etc remain in efficient working order and will be checked and maintained by a competent person in accordance with the relevant British Standard and manufacturer's recommendations.

12.0 First Aid Equipment

12.1 First-aid equipment is available and checked regularly on the premises of each school in the Academy.

13.0 Glazing

13.1 The Academy undertakes to comply with Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992.

14.0 Playground and Gymnasium Equipment

14.1 Playground and gym equipment, due to the nature of their use, require regular inspection. Inspections and equipment must conform to British Standards.

15.0 Shared Premises

15.1 Shared use of premises, including the letting of buildings, is covered in the Health and Safety Policy, Section 3.2 and in the Joint Lettings Policy, particularly with regard to the need for third party liability insurance.

16.0 Slips and Trips

16.1 Health and Safety at Work Act 1974 and The Workplace (Health and Safety and Welfare) Regulations 1992 govern.

16.2 Regular inspections to ensure there are no obstructions and staff, pupils and visitors are able to move around freely. The floor must be suitable and in good condition.

17.0 Trees Safety

17.1 The Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and 1984 govern.

17.2 The Academy is responsible for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition.

19.0 Water Hygiene and Safety

19.1 The Academy recognises the importance of controlling the risk of legionella. The local authority maintains a written scheme in this regard and all checks are carried out in accordance with local authority guidance.

20.0 Workstation Assessment

20.1 Health and Safety (Display Screen Equipment) Regulations govern.

20.2 A suitable analysis of work stations will be carried out regularly to enable an assessment of the health and safety risks. Assessment is required for users who habitually use Display Screen Equipment as a significant part of their normal work.

20.3 Where risks have been identified, the Academy will take steps to reduce these risks so far as is reasonably practicable.

21.0 Working at Height

21.1 The Work at Height Regulations 2005 governs working at height regulations

21.2 Work at height will be avoided where possible. Where it cannot be avoided, a full risk assessment will be undertaken, all risks mitigated and all correct safety equipment will be used.

21.3 The Academy will ensure all safety equipment is maintained and inspected regularly.

Policy review

This policy will be reviewed every three years by the governing body

Policy date: June 2018

Review date: June 2020

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