



## Premises Management Policy.

This policy is for Barleyhurst Park School and Barleyhurst Park Nursery.

Agreed by Governors: 24.04.2025

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### Statement of Intent

Barleyhurst Park Primary School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school will consider each building's:

- Condition - focusing on the physical state of the premises to ensure safe and continuous operations, as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability - focusing 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.



## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Statutory Premises Management Documents;
- Health and Safety at Work etc. Act 1974;
- School Standards and Framework Act 1998;
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER);
- The Management of Health and Safety at Work Regulations 1999;
- The Education (School Premises) Regulations 1999;
- Equality Act 2010;
- The Control of Asbestos Regulations 2012;
- The School Premises (England) Regulations 2012;
- DfE (2015) 'Advice on standards for school premises';
- DfE (2023) 'Site security guidance';
- DfE (2023) 'Managing asbestos in your school';
- DfE (2022) 'First aid in schools, early years and further education';
- DfE (2022) 'Health and safety: responsibilities and duties for schools';
- DfE (2023) 'Good estate management for school (GEMs)';
- DfE (2023) 'Good estate management for schools: estate management competency framework';
- DfE (2024) 'Keeping children safe in education 2024';
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings';
- [DfE \(2024\) 'Protective security and preparedness for education settings'](#).

This policy operates in conjunction with the following school policies:

- Asbestos Management Plan;
- Lettings Policy;
- Accessibility Policy;
- Accessibility Plan;
- Invacuation, Lockdown and Evacuation Policy;
- Health and Safety Policy;
- Whole-school Food Policy;

## 2. Roles and Responsibilities

The Governing Board and the Headteacher are responsible for:

- The overall implementation of this policy.
- Taking a strategic approach to the management of the school's land and buildings, in line with business planning objectives.
- Having the right plans and documents in place to help create an environment that supports good teaching and learning.
- Ensuring the school's policies and procedures help to manage the estate effectively and efficiently.



- Understanding the legal interests, limitations, and responsibilities for the school estate.
- Possessing a comprehensive understanding of the condition, suitability and sufficiency of the land and buildings on the school estate.
- Using the knowledge of the school estate to inform strategic planning and decision-making.
- Delivering effective performance management across the estate.
- Ensuring energy, water and other resources are used efficiently and waste is kept to a minimum.
- Ensuring the school estate is safe for all users.
- Ensuring that the condition of the school estate and supporting policies fully comply with relevant legislation and regulatory standards.
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all estate-related projects deliver the desired outcomes.
- Ensuring asbestos is managed in line with the Asbestos Management Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with disabilities.

The Headteacher is also responsible for:

- Reporting any issues with the premises to the Caretaker, Finance Administrator and Governing Board as appropriate.
- Reviewing this policy in liaison with the Caretaker.
- Ensuring any potential risks are identified, formally recorded, assessed and managed - this should include taking appropriate preventative and protective measures.
- Promoting the safety and wellbeing of pupils and staff.

The Finance Administrator is responsible for:

- Supervising the delivery of activities identified in the estate strategy and asset management plan.
- Identifying and addressing training needs of operative staff.
- Ensuring operational working practices that reflect the school's strategic approach are actively and consistently applied.
- Monitoring, collecting and assisting in producing information for reporting to senior leadership and Governing Board.
- Escalating staff and wider stakeholder complaints to senior leadership.
- Ensuring operative staff carry out their activities in accordance with organisational estate-related policies and procedures.
- Acts promptly to deal with estate issues and condition risks.
- Making sure work is approved and signed off in line with set processes and procedures as necessary.
- Helping to keep track of spending across the estate in line with available budgets.



- Challenging others appropriately where they see wastage and raising with team or manager as appropriate.
- Ensuring recognised financial procedures and practices are being followed.
- Supervising and supporting external contractors on-site to ensure procurement requirements are met.
- Supporting the implementation of business continuity and emergency planning processes.
- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.

The school's security lead (currently the Headteacher) is responsible for:

- Coordinating and overseeing the school's protective security measures.
- Developing, maintaining, and updating policies and procedures that promote an effective security culture.
- Determining how staff should respond to varying security incidents.
- Ensuring that all staff members are aware of their roles and responsibilities in relation to protective security.
- Liaising with external agencies.
- Managing and delegating responses to a security incident within the school.

Security leads generally become incident leads once a security incident occurs. Incident leads are responsible for:

- Leading the initial response to a security incident within the school.
- Making fast, clear, and safe decisions.
- Responding appropriately to any safety concerns.
- Leading the post-incident aftercare.

The Caretaker is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the Headteacher and/or Finance Administrator.
- Identifying and escalating concerns about areas for improvement on the school estate.
- Providing basic information about the school estate to senior leadership as appropriate.
- Working within set processes and procedures relating to the management and operation of the estate.
- Assisting and supporting external contractors on site to ensure procurement requirements are met.
- Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis.
- Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur.
- Reporting condition and any health and safety issues to appropriate colleagues.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board.



- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

### 3. Asbestos

The Governing Board, Headteacher, Finance Administrator and Caretaker will ensure that the school meets its duty to manage asbestos in school.

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register, including associated remedial actions, and an Asbestos Management Plan. The Caretaker with the Finance Administrator will review the school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The Caretaker will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the Governing Board and Finance Administrator, will arrange for any necessary repairs to the school regarding asbestos. The Finance Administrator and Headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

### 4. Water Supply

The Caretaker will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8
- A Legionella Control Scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services



## 5. Temperature

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21°C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18°C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15°C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1°C.

In the Nursery area the surface temperature of any radiator, including exposed pipework, that could be touched by a pupil will not exceed 43°C.

Air extract systems will be employed to maintain a safe environment by removing hazardous fumes and dust. Local exhaust ventilation systems (LEVS) may be used in fume cupboards and in workshops. These systems will be examined and tested at least every 14 months. Closed water circuits which operate under pressure will be checked periodically for leaks. Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

## 6. Toilet and Washing Facilities

The following toilet and washbasin facilities are in place:

- For pupils aged 3-5, there is 1 toilet and washbasin for every 10 pupils.
- For pupils aged 6-11, there is 1 toilet and washbasin per 15 pupils, which are segregated into male and female for those over 6.
- No more than half of male toilets are urinals.

Toilet and washing facilities are planned to ensure that handwashing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities are located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

In line with the Toilet, Washing and Changing Facilities Risk Assessment, disabled toilet has a toilet and washbasin. Disabled toilet has a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

There are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

## 7. Accessibility

The Headteacher and SENDCO will keep the school's Accessibility Plan up to date to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs. The school will take account of its Accessibility Policy when managing and maintaining the school site.

The school will ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for those who require additional assistance if an emergency situation occurs in the setting. The implementation of the PEEP is done so by the 'responsible person' identified in the PEEP (SENDCO, Teaching Assistant, Headteacher).

The school will ensure that the PEEP is flexible to suit a range of unpredictable emergency scenarios and are kept under review.



## 8. Drainage

The Caretaker will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water - external drainage specialists will be called in should problems arise.

The Caretaker will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and, in severe cases, can overload roofs, contributing to structural failure.

## 9. Lighting

Lighting is appropriate for a learning environment; where possible, natural lighting will be used. Adequate views are available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use. Blinds or other window covers are provided, to avoid glare or excessive sunlight.

External lighting is provided to ensure safe pedestrian movement after dark. Car parks will be well lit. Emergency lighting is provided for areas which are accessible after dark.

The Finance Administrator will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

## 10. Security

The Caretaker, Headteacher and Deputy Head will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Headteacher, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

The school security Procedures address the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The Caretaker and Headteacher will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

The school has emergency grab bags for use during a response to a terrorist incident. Grab bags contain a selection of items which can prove useful in an emergency, such as



communications equipment, bottled water, and plasters and/or cotton wool for treatment of injuries. Emergency grab bags are placed in strategic positions within the setting, as well as consider adjusting the contents to suit the individual needs of specific learners.

## 11. Bomb Threat

The school will ensure that all bomb threats, however received (phone call, social media message, face-to-face), are treated seriously, however implausible they may initially seem. If a bomb threat is received, the school will remain calm and record as much information as possible from the person making the threat. The school will use its Bomb Threat Checklist to understand and document what details to record.

When considering the actions to take following a bomb threat, the incident lead should consider the following options:

- Which exit and evacuation routes are the safest to use?
- Are there any pre-existing details of suspicious behaviour in or around the school setting that could be linked to the bomb threat?
- Is there any available recent CCTV footage which may be of help in identifying the person making the threat?

The school will ensure that any bomb threats are reported to the police.

## 12. Lettings

The Finance Administrator will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others. The school's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the Governing Board. When determining whether to approve an application; the governing board will consider the following factors:

- The type of activity;
- Possible interference with school activities;
- The availability of facilities;
- The availability of staff;
- Health and safety considerations;
- The school's duties with regard to the prevention of terrorism and radicalisation;
- Whether the letting is deemed compatible with the ethos of the school.

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the school, balanced or outweighed by freedom of expression or artistic merit).
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The Governing Board will ensure that appropriate arrangements are in place to keep pupils safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the Governing Board under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the Governing Board will:





- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

## **13. Weather**

The Caretaker will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the Finance Administrator.

## **14. Invacuations, Lockdowns and Evacuations**

The Caretaker will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

If a security incident occurs, the security lead adopts the role of the incident lead to direct the school's initial response to the incident within the setting. The incident lead must be aware of which pupils and staff in the school have additional needs and who therefore may require additional help when evacuating or invacuating.

## **15. Suitability**

The Caretaker and Finance Administrator will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The Caretaker with the support of the Finance Administrator and Headteacher will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

## **16. Fire safety**

School premises, accommodation and facilities will be maintained to a standard that ensures, as far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to fire safety.

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures are in place for reducing the likelihood of fire including fire detection and alarm systems. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises.

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The Caretaker will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.



## **17. Catering**

The school's Whole-school Food Policy will be adhered to at all times. The Senior Leadership Team in consultation with the catering staff, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

## **18. Cleaning**

The Office Staff will be responsible for liaising with the cleaning contractors and staff. The Caretaker will check that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

## **19. Acoustics**

Learning spaces are designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

## **20. Maintenance**

The Caretaker will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including statutory and good practice checks. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

## **21. Furnishings**

The Senior Leadership Team will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils registered at the school.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual review of furniture and fittings conducted by the Caretaker.

## **22. Grounds**

The Finance Administrator in consultation with the Headteacher and Deputy Headteacher will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas will be monitored by the Caretaker and deficiencies will be addressed. The school will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school. The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

## **23. Health and Safety Audit**

The office staff will ensure that the school premises are subject to a regular health and safety audit. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up to date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.



Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

## **24. Electrical testing and inspection**

A PAT exercise will take place annually.

Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

## **25. Other equipment, Systems and Storage**

The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

## **26. Gas**

Gas and electrical safety posters will be displayed around the school, including classrooms. Appropriate signage, e.g. clearly visible hazard warning posters, will also be placed on storage room doors which are used for electrical and gas equipment.

All staff members working in areas with gas equipment will be made aware of the location of isolation valves, which are kept accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.

Gas equipment and appliances will be purchased from reputable suppliers, and equipment that is hired or borrowed will be suitable for use before using it and maintained as necessary.

All gas equipment will be installed by a suitably trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes. The engineer's suitability to install or repair gas equipment will be confirmed, e.g. by showing their Gas Safe identification card.

The physical environment where gas equipment is installed will be assessed by the Caretaker to ensure its suitability, e.g. that it is dry and clean. All gas equipment will be kept clear of combustible materials, heat sources and naked flames and stored appropriately.

All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by the Caretaker. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.

Gas pipes and flues will be made of a suitable rigid material, e.g. metal, and these will be checked for any damage on a daily basis by the site manager. All gas appliances will have the ability to be isolated from the gas supply.

Carbon monoxide detectors will be installed by the Caretaker and inspected on a monthly basis.

Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. No more than 15kg of flammable gases will be stored on the school premises at any time.

Any isolation valve defects will be reported immediately to the Caretaker so that appropriate repairs can be arranged, and the equipment is not used. Damaged or leaking gas equipment will not be used and will be immediately reported to the site manager for repair or safe disposal.

Repairs to gas appliances and fixtures will be carried out by a Gas Safe registered engineer.

Engineers carrying out repairs on gas equipment will be given sufficient space, access, ventilation and illumination to allow them to carry out the work safely.

## **27. Monitoring and review**

This policy is reviewed annually by the Headteacher and the Caretaker. The next scheduled review date for this policy is Spring Term 2026.

Any changes to this policy will be communicated to all relevant staff members.