

St. Mary's Catholic Primary School Chiswick
"Living and learning, inspired by our faith"

PREMISES MANAGEMENT & RISK ASSESSMENT POLICY



February 2023

Dr R Santh

Chair of Governors

Next Review Date: January 2025

1. Aims

- 1.1. St Mary's Catholic Primary School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.
- 1.2. The school will consider each building's:
 - Condition – focussing 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 – focussing 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.
- 1.3. All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- 1.4. Risk assessments are conducted and reviewed on a regular basis

2. Legal Framework

- 2.1. This policy complies with the following legislation:
 - The School Premises (England) Regulations (2012)
 - The Health and Safety at Work etc. Act (1974)
 - The Management of Health and Safety at Work Regulations (1999)
 - The Manual Handling Operations Regulations (1992)
 - The Work at Height Regulations (2005)
 - Statutory Premises Management Documents
 - The School Standards and Framework Act (1998)
 - The Education (School Premises) Regulations (1999)
 - Regulation 4 of The Control of Asbestos Regulations (2012) requires that employers carry out an asbestos risk assessment.
 - The Control of Substances Hazardous to Health Regulations (2002)
 - The Health and Safety (Display Screen Equipment) Regulations (1992)
 - The Regulatory Reform (Fire Safety) Order (2005)
- 2.2. This policy also has due regard to the following Department for Education 'statutory and non-statutory guidances':
 - Guidance on first aid for schools (2014)
 - Health and safety: advice on legal powers and duties (2014)
 - Advice on standards for school premises (2015)
- 2.3. This policy links with the following school policies:
 - Accessibility Plan
 - First Aid Policy
 - Health and Safety Policy

3. The Local Authority

3.1. The London Borough of Hounslow has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

3.2. The London Borough of Hounslow, as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4. The Governing Body

4.1. The Governing Body is responsible for:

- The overall implementation of this policy
- Ensuring the proper maintenance and repair of the school
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND
- Ensuring that the school complies with the relevant health and safety and premises management legislation
- The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

5. The School Business Manager

5.1. The School Business Manager is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money
- Coordinating repair work, including securing any external contractor where necessary
- Managing any lettings in line with the Premises Hire Policy
- Purchasing new equipment and resources for the school
- Providing regular updates to the Governing Board and ensuring that actions are minuted

6. The Site Manager

6.1. The Site Manager is responsible for:

- Liaising with the Headteacher and School Business Manager on the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work subject to budget.
- Co-ordinating and supervising maintenance and repair work
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues using the daily electronic STATLOG system or in the reception maintenance log
- Ensuring the Fire Risk and water assessment is reviewed annually
- 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, as required, and reopening the school as required.

7. The Headteacher

7.1. The Headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils
- Reporting any issues with the premises to the Site Manager, School Business Manager and Governing Board as appropriate
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff, Site Manager and cleaning team
- Reviewing this policy in liaison with the Link Governor and School Business Manager.
- The Headteacher, or in the Headteacher's absence the School Business Manager, is responsible for ensuring that all risk assessments are completed and reviewed.

8. School Staff and Volunteers

8.1. School staff and volunteers are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

9. Pupils and Parents

9.1. Pupils and parents are responsible for:

- Following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

10. Maintenance

10.1. The Governing Body will ensure that there is a satisfactory standard and adequate maintenance and decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit.

10.2. Where possible work will be undertaken outside of school hours during holiday periods, but smaller tasks may be completed during term time without interruption to learning.

10.3. The School Business Manager, in liaison with the Governor responsible for Health and Safety, will ensure that the school's premises are subject to an annual Health and Safety Audit,

which will be fed back to Full Governing Body.

11. Contractors:

11.1. The School Business Manager and Site Manager ensure adequate arrangements are in place to select, appoint and monitor anyone undertaking works on site.

- 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 works required)
- Where necessary has the appropriate qualifications:

Plumbers	GAS SAFE
Electricians	NICIEC
Fire alarm maintenance	BAFE
Water	LCA

- The company has supplied a copy of Personal Liability Insurance emailed to Site Manager or is held by DHP
- Check if company is registered on STATLOG and the contractor has a current Health & Safety Policy.

11.2. Should a contractor be working on site then the location and condition of any asbestos or any such possible substance is provided to every person liable to disturb it, and made available to the emergency services.

11.3. Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

12. Commissioning a Large Project:

12.1. The Senior Leadership Team in-conjunction with Governors will seek a property professional to work with the school when undertaking any large building projects.

12.2. The property professional will be commissioned, to carry out the following steps:

- Feasibility study
- Specification
- Tender
- Evaluation of tenders
- Site management
- Handover
- Invoice checking

13. Water Supply

13.1. The Site Manager, in liaison with the contractor responsible for the school's Service Level Agreement will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks 6 monthly.

13.2. The school has a clean supply of water for domestic purposes, including a supply of drinking water. That cold water supply where appropriate is delivered below 20° and mixer wash basins and hot water taps are delivered between 40° - 45°, and showers are

descaled at appropriate intervals. All water storage facilities are inspected on an annual basis for damage, rust, cleanliness and leaks.

14. Accessibility

- 14.1. To be compliant with the Equality Act (2010), the Headteacher/SENCO has an Accessibility Plan to ensure the premises is accessible to pupils with Special Educational Needs & Disabilities.
- 14.2. The accessibility strategy will include the health and safety needs of pupils, staff and visitors with Special Educational Needs & Disabilities.
- 14.3. The school will take account of its Accessibility Plan when managing and maintaining the school site.

15. Drainage

- 15.1. The Site Manager 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 – and contact external drainage specialists should problems arise.

16. Lighting

- 16.1. Lighting will be appropriate for a learning environment.
- 16.2. Where possible, natural lighting will be used.
- 16.3. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 16.4. Lighting controls will be easy to use by teachers.
- 16.5. Blinds or other window covers will be provided, to avoid glare or excessive sunlight, especially on computer monitors
- 16.6. External lighting will be provided to ensure safe pedestrian movement after dark at front entrance.
- 16.7. Emergency lighting will be provided for areas which are accessible after dark.
- 16.8. As pupils with Special Educational Needs & Disabilities can have additional needs, the school will use its best endeavours to cater for those needs, and advise Site Manager of any special renovation or minor works required to meet those additional needs, subject to budget.

17. Security

- 17.1. The Site Manager will ensure that the school has adequate security arrangements in place for the grounds and buildings by ensuring that the building is securely locked and alarmed each night, the building has a secure entrance and the school's perimeters are sufficiently secure.
- 17.2. All staff are aware of the school's security arrangements. This forms part of the induction process.

- 17.3. All pupils are aware of the school's high expectation for appropriate movement around the premises at all times; pupils are not permitted to admit anyone through the main doors of the school.
- 17.4. Appropriate arrangements for receiving visitors to the school are in place; all staff and visitors must sign and display a current printed badge whilst on site.

18. Lettings

- 18.1. The School Business Manager is responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.
- 18.2. The school's Premises Management Policy will be adhered to at all times.
- 18.3. Hirers will make an application for hire to the School Business Manager.
- 18.4. When determining whether to approve an application; the School Business Manager will consider the following factors:
- The type of activity
 - Appropriate and up to date public liability insurance is in place if required
 - Possible interference with school activities
 - The availability of facilities
 - The availability of staff
 - Health and safety considerations
 - The school's duties with regards to the prevention of terrorism and radicalisation
 - Whether the letting is deemed compatible with the ethos of the school

19. Weather

- 19.1. The Site Manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting yearly visual checks of:
- Roofs
 - Gutters
 - Downpipes
 - Gullies, Channels and waste water systems
- 19.2. Any issues identified by staff will be reported using the STATLOG system or in the reception maintenance log

20. Evacuation

- 20.1. The Site Manager will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with SEND, by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.
- 20.2. Any issues will be reported to the Headteacher, School Business Manager and Site Manager using the STATLOG system where appropriate.

21. Fire Safety

- 21.1. An annual Fire risk assessment will be undertaken to identify the general fire precautions needed to ensure the safety of Staff, students and visitors in case of a fire.
- 21.2. Procedures will be in place for reducing the likelihood of fire including fire detection and security alarm systems.
- 21.3. The Fire alarm system and automatic fire doors will be tested each week and entered into the STATLOG system
- 21.4. Staff and pupils will be familiarised with emergency evacuation procedures and will conduct a suitable test each term. All difficulties and complications will be reported to the Head Teacher.
- 21.5. Risk assessments will be updated if there are any significant changes to the premises.
- 21.6. The ground floor emergency fire door exit will not be locked at any time.

22. Asbestos

- 22.1. A full risk assessment was carried out in 2007 and an updated one in July 2020. Asbestos was found to be present at St Mary's Catholic Primary School, and a determination of the risk from that asbestos was made, and measures were taken for managing the risk and are specified in the 2007 plan. A further assessment is not required unless major alterations to the building are made.

23. Catering

- 23.1. The Headteacher and School Business Manager, in consultation with the catering manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

24. Cleaning

- 24.1. The Headteacher will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.
- 24.2. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

25. Furnishings

- 25.1. The School Business Manager, in consultation with the Headteacher, 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.
- 25.2. Consideration will be given to specific requests for furniture and fittings throughout the year

26. Playgrounds

- 26.1. The Headteacher, in consultation with the Senior Leadership Team and PE Subject Lead, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise
- 26.2. The condition of all playground areas will be monitored by the Site Manager and deficiencies addressed using the STATLOG system.

27. Risk Assessment

- 27.1. Risk Assessments are defined as a tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm.
- 27.2. A hazard is defined as something with the potential to cause harm to people, such as chemicals or working from height.
- 27.3. A risk is defined as the chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.
- 27.4. A control measure is defined as Action taken to prevent people being harmed.
- 27.5. When assessing risks in the school, we follow the process outlined below.
- 27.6. We involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?

- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply and are securely disposed of.

Appendix 1

Governors Annual Management Inspection

1. Health & Safety Inspection Checklist – Annual Audit

- 1.1. Under health and safety law the employer (either the LA or governing body) is required to monitor activities to ensure compliance with locally set policies and procedures.
- 1.2. There is a therefore a requirement for schools to formally monitor and evaluate the effectiveness of the health and safety systems within the school.
- 1.3. This safety checklist has been designed to assist governors and SLT when conducting an annual health and safety inspection. Its completion forms part of the school's strategy to demonstrate that the principles of HSG 65 'Effective Management of Health and Safety' which is both the Health and Safety Executive's (HSE) and HCC's benchmark are in place.
- 1.4. It is not necessarily exhaustive, and can be customised to fit individual circumstances as required.
- 1.5. Separate checklists for higher risk areas (Science, PE etc.) are available for heads of department to use for their curriculum specific risks and responses to these should be co-ordinated by a member of SLT.

2. Definitions

- Tools/Equipment – Includes hand tools (e.g. hammers, chisels etc), Buffer machines, strimmers, PE Equipment.
- Hazardous Substances – Substances that are covered by the Control of Substances Hazardous to Health
- (COSHH) Regulations (substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and orange pictogram but there are other substances such as dusts to consider).
- Off Site Activities – Any activity that takes place beyond the school site (e.g. trips, visits, sports fixtures); details can be found in the "Off Site Visits" Manual.
- DSE – Display screen Equipment such as computers, laptops etc.