



Premises Policy

This policy was approved and ratified by the Finance and Resources Committee of

Cox Green School

On 12th March 2024

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	14/05/13	14/05/13	July 2015
1.2	Full Governing Body	7/07/15	1/09/15	July 2018
1.3	Full Governing Board	15/05/18	15/05/18	May 2021
1.4	Finance & Resources Committee	23/02/21	23/02/21	February 2024
1.5	Finance & Resources Committee	12/3/24	12/3/24	March 2027



Introduction

Background to this policy:

The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment. Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

Each academic school year entry is expected to be functioning at capacity intake according to the last Net Capacity assessment. The most recent Net Capacity statement was undertaken in late 2019 following the completion of an expansion building programme started in 2017. The school's net capacity is now 210.

Over the last ten years, the school has completed several large capital condition and improvement projects including:

- Refurbishment of three science laboratories and all student toilets;
- Remodelling of classrooms;
- Replacement of the majority of windows, skylights, doors and cladding;
- Reception and Site Security;
- Textiles rooms into a Food Technology room;
- Replacement roofing to the Theatre and Technology block;
- Major electrical/lighting replacement;
- Ceiling and asbestos removal projects.

In addition, the 2017 expansion project saw the construction of a new kitchen and dining area with a new expanded facility, the provision of eight new classrooms and the remodelling of two classrooms into science laboratories and one classroom and small changing room into two larger changing rooms.

Aims

- Ensure the premises are secure and safe for all users;
- Ensure the premises are organised and maintained on a day to day basis;
- Ensure the premises provide an environment which supports student learning and pastoral care;
- Ensure repair and maintenance plans are in place to address the needs of the premises;
- Ensure that the facilities are fit for purpose.

What Legislation Applies to Schools and Colleges?

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and the premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all schools covered by the regulations adhere to these provisions.



The Workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

Cox Green School gives due regard to the Regulations listed above.

Policy Statement

The premises of Cox Green School are monitored by the IT & Facilities Operations Manager, the Headteacher, the HR and Administration Manager, the Site and IT Teams, the Trustees, and by a range of individuals who report their observations/concerns including the School's Health and Safety Advisor.

The Site Manager is responsible for organising the maintenance programmes related to the premises. This will include daily checking of the site to identify issues.

All staff have the responsibility to report any issues of premises breakdown or disrepair to the Site Manager.

The Site Manager is responsible for the effective working of all school plant and its regular maintenance.

Any plans for premises development will include the most effective sustainability options wherever possible and if financially viable.

Particular Attention is Paid to the Following Areas:

1. Water Supply

The Site Team ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999, the Health and Safety at Work etc. Act 1974 and Legionnaires Disease; the control of Legionella bacteria in water systems (L8) by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- The school has a wholesome supply of water for domestic purposes including a supply of drinking water;
- WCs have an adequate supply of cold water and wash basins, sinks and showers have an adequate supply of hot and cold water the temperature of hot water supplies to showers meet the requirements laid down;
- All supplies and stored water are monitored to comply with L8 including:
 - Identifying and assessing sources of risk;
 - Managing any risks;
 - Preventing or controlling any risks;
 - Keeping the correct records.

2. Electrical Supply and Installation

The Electricity at Work Act, 1989 states that all electrical systems and equipment used in the working environment should be in a safe condition. The Health & Safety Executive recommends that in order to



comply with the regulations, an electrical inspection and testing programme should be undertaken at all places of work.

Visual inspections are carried out as part of daily site inspections and a full fixed wiring test is carried out by an independent external competent company every five years.

Portable Appliance Testing or PAT will be carried out every 18 months.

The Site Manager will ensure that all electrical equipment other than the fixed installation, whether permanently connected or connected by a plug and socket, should be inspected and tested in accordance with the recommendations within CoP – In-Service Inspection and Testing of Electrical Equipment 5th Edition.

3. Lightning Protection

A lightning strike to a building can result in fires, injury to personnel and severe damage to equipment installed within the building. Lightning Protection Systems protect buildings, building occupants and equipment.

The Site Manager will ensure that the Lightning Protection Systems are visually inspected at least annually.

In some areas where severe weather changes and extreme weather conditions occur, it is advisable to visually inspect the system more frequently.

It is common practice to set the inspection frequency to either 11M or 13M so that over a number of years the influence of seasonal ground conditions on Lightning Protection Systems effectiveness can be assessed and recorded.

4. Lifting Equipment

The legislation for lifting equipment is 'Lifting Operations and Lifting Equipment Regulations 1998' (LOLER).

The Site Manager will ensure that the requirements of LOLER that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination' are complied with.

The Site Manager will keep records of all thorough examinations and any defects found must be recorded and acted upon to repair and put out of use until repairs are complete.

The types of Lifting Equipment at Cox Green School are passenger lifts x 3.

The Site Manager ensures that Periodic Inspections and Testing is carried out every three months.

5. Local Exhaust Ventilation (LEV)

The legislation for exhaust ventilation is 'Controlling Airborne Contaminants at Work – HSG258'



The Site Manager will ensure:

- LEV systems are adequately maintained to ensure that they are kept in an efficient and effective working order;
- LEV systems are examined and tested against their performance standard and records of these checks must be kept for at least five years;
- LEVs are examined and tested generally annually;
- That all faults and repairs are acted upon promptly.

6. Gas Safety

The legislation for Gas Safety is 'Gas Safety (Installation and Use) Regulations 1998'.

Covers work to and servicing of:

- Gas-fired central heating system;
- Boiler and heating plant;
- Associated storage pipework and flues;
- Kitchen equipment.

The Site Manager will ensure the inspection and servicing of gas appliances every 12 months includes:

- Physical condition of appliance;
- Air vents and flue/chimneys;
- Pipework and deterioration;
- Safety checks and tests;
- Performance test;
- Dismantling;
- Cleaning burners;
- Cleaning combustion fans.

All gas installation businesses and engineers must be 'Gas Safe' registered.

Gas Safety inspections will include the school bungalow, science laboratories and food technology installations.

7. Air Conditioning and Refrigeration

The legislation for Air conditioning and Refrigeration is 'Fluorinated Greenhouse Gases and Ozone Regulations 2009' and The Ozone-Depleting Substances and Fluorinated Greenhouse Gases (Amendment etc.) (EU Exit) Regulations 2019 following the exit from the EU legislation.



Ozone-depleting substances (ODS) are chemicals that can damage the earth's ozone layer if they escape into the upper atmosphere. ODS include HCFCs (hydro-chloro-fluoro-carbons) which are still used widely as refrigerants in building air-conditioning and in industrial and commercial refrigeration.

The Site Manager is responsible for:

- Keeping appropriate records;
- Giving full details of the assets which contain refrigerant gases;
- Using appropriately qualified engineers or personnel (either in-house staff or contractors) to check for leakage;
- Ensuring where appropriate, records must demonstrate recovery of refrigerant gases to demonstrate the reclamation, recycling or destruction;
- Planning for future market phase out and bans of gases with a high Global Warming Potential (GWP);
- Keeping records for all equipment containing refrigerant gases (F GAS and ODS) in quantities of 5 Tonnes of CO₂ equivalent or more. Records must:
 - Identify each asset including the model and unique serial number, the quantity and type of gas contained;
 - Demonstrate that the asset has been checked for leakage;
 - Show the results of the test (satisfactory or not);
 - Identify the type of any gas added, removed or disposed of;
 - Identify the company and engineer who completed the test.

Records must be kept for a minimum of 5 years and be made available on request to the regulator and to the Commission.

8. Drainage

The Site Team 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.

9. Security Arrangements

The IT & Facilities Operations Manager, along with the Site Manager and Site Team are responsible for the security of the premises on a day to day basis. The Site Manager will arrange the opening and closing times of the premises. All staff intending to come into school out of normal school opening hours must make arrangements beforehand with the Site Manager. CCTV systems are in place around the site and can be accessed by the Site Manager, IT Team and the Administrative Team.

The Site Manager ensures the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and; that the school's perimeters are secure.



The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by Senior Management, explicitly taking into account:

- The location of the school;
- The physical layout of the school;
- The movements needed around the site;
- Arrangements for receiving visitors.

Student training in safety and security is delivered through assemblies, Tutor time activities, Flexi-days, citizenship and PSHE lessons.

10. Lettings

The Finance Director ensures that the School premises used for a purpose other than conducting the School's main business (the drama studio, classrooms and theatre) are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users. Lettings of the sports facilities are managed by the Royal Borough of Windsor and Maidenhead through a contracted provider Leisure Focus.

11. Resistance to the Weather

The Site Manager 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. Any issues will be reported to the IT & Facilities Operations Manager and addressed according to need and budget provision.

12. Access and Egress

The Site Manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks. The IT & Facilities Operations Manager and the Site Manager ensure that access to the school allows all students, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

13. Classrooms and Other Areas

The Headteacher can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

In consultation with the Headteacher, the IT & Facilities Operations Manager ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students by carefully monitoring the number, age and needs of students who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to access each student in a classroom in order to provide individual help and guidance.

The IT & Facilities Operations Manager ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety.



The Site Manager ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform him if problems arise as a result of deficiencies in this area. These issues cannot always be resolved and may require re-rooming or alternative arrangements.

Upstairs windows are fitted with stops or bars, as appropriate; there are high-level handrails on stairs above any open stairwells.

14. Asbestos

The IT & Facilities Operations Manager and Site Manager ensure that there is a Type 2 Asbestos Survey in place, which is reviewed annually by a competent person and recommendations from these reviews are actioned and an asbestos management programme is in place. Site, IT and the Business Management Team undertake asbestos awareness training. These staff, the Headteacher and Trustees are provided with the DFE guidance “Managing Asbestos in your School” so that they are aware of their roles and responsibilities. The Asbestos Management Plan is reviewed annually and staff are made aware of the locations of asbestos in the school and the restrictions in place. Contractors are made aware of the locations of asbestos when undertaking their permit to work assessments.

Refurbishment and Demolition Surveys are carried out before any refurbishment or demolition work is undertaken in the school. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place.

15. Washroom & Changing Facilities

The IT & Facilities Operations Manager and Site Manager have ensured that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 1999 in that:

- All single and double sanitary fittings contain one or two washbasins respectively;
- The number of washbasins is assessed as suitable for the number of WCs;
- Appropriate washrooms for students are provided;
- Separate washrooms are provided for staff and students - except that any disabled washrooms may be used by both male and female and also staff and visitors (N.B. the door is capable of being secured from the inside and opens directly onto a circulation space other than stairs);
- Staff washrooms are ‘adequate’ for the number of staff at the school;
- Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible from the playing field where the exercise takes place.

16. First Aid and Welfare Facilities

The IT & Facilities Operations Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- There is a room for medical or dental examination;
- The room contains a wash basin;
- The room is reasonably near a WC.



17. Catering Facilities

In consultation with the school's catering providers, the IT & Facilities Operations Manager ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Provider and Environmental Health Inspector to make regular reports on the kitchen facilities in the school.

18. Cleaning Services

The Site Manager ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards and meeting with the Cleaning Contractor.

19. Lighting and Heating

The Site Manager ensures that the lighting, heating and ventilation in classrooms and other parts of the school are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the school has lighting appropriate to its normal use;
- Emergency lighting is installed according to a lighting plan;
- Emergency lighting is inspected by an authorised contractor at least annually;
- Emergency lighting is tested on a rotational basis by Site Staff;
- Records of emergency lighting tests are kept;
- Each room or other space has a system of heating appropriate to its normal use;
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

This is done through a programme of monitoring and through feedback from staff.

20. Decoration & Flooring

The IT & Facilities Operations Manager and Site Manager ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

In consultation with the Headteacher and with the Heads of Relevant Departments, the IT & Facilities Operations Manager, subject to budget, ensures that the furniture and fittings are appropriately designed for the age and needs (including any special needs) of all students registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of regular reviews undertaken by the IT & Facilities Operations Manager and Site Manager.

The IT & Facilities Operations Manager ensures that there is appropriate flooring in good condition by reports from the Site Manager who will carry out regular visual checks and implement any necessary repairs/replacements.



21. Outside Spaces

In consultation with the Headteacher, The IT & Facilities Operations Manager ensures that there are appropriate arrangements for providing outside space for students to use safely. The condition of all playground areas and the school fields are monitored by the Site Manager and deficiencies addressed.

Sports facilities are maintained by Leisure Focus who are the contracted party on behalf of the Local Authority as the ownership of these areas is retained by the Local Authority.

22. Health and Safety Inspections

Termly Health and Safety Inspections will be carried out by the IT & Facilities Operations Manager and the Site Manager. The reports from these inspections and actions to be taken will be circulated by the Trustee Lead for Health and Safety and reviewed.

The School's Health and Safety Advisor will carry out unannounced Health and Safety Inspections and will complete the school's Fire Risk Assessment.

23. Fire Risk Assessment

The Site Manager:

- Ensures that a suitable and sufficient assessment of the risks to which users of the building are exposed is completed and kept up to date related to fire precautions;
- Ensures measures for fire-fighting in the premises are adapted to the nature of the activities carried out in the premises;
- Ensures weekly fire alarm testing is undertaken;
- Ensures annual fire alarm test is undertaken by a competent contractor which may be split down, for example into 50% testing twice a year;
- Ensures fire alarm services take place;
- Ensures fire extinguisher servicing takes place.

24. Construction Design and Management Regulations 2015

Any works carried out in the school must take into account the CDM Regulations 2015.

What is Construction?

- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.



If Client appoints one Contractor:

- Client appoints Designer and Contractor (may be same if competent) and provides pre-construction information to both;
- If notifiable, client notifies HSE;
- Designer designs out risk and designs in safety, provides design information to the Contractor;
- Contractor draws up Construction Phase Plan and manages the work to ensure it is carried out safely;
- Client, Designer and Contractor must consult to ensure work is carried out safely and following the general principles of prevention.

If Client appoints more than one Contractor:

- Client appoints Principal Designer (PD) and Principal Contractor (PC) (may be same if competent) and provides pre-construction information to both. If Notifiable work, client notifies HSE;
- PD or Client may appoint other designers. PD compiles, reviews and revises Health and Safety file;
- PD provides design information to the PC. PD gives Health & Safety file to Client on project completion. All Designers design out risk and design in safety;
- PC or Client may appoint other contractors. PC draws up Construction Phase Plan, and manages other contractors to ensure work is carried out safely. Feeds back information to PD for Health & Safety file;
- Client, PD and PC must consult to ensure work is carried out safely, and following the general principles of prevention.

Client Duties

For any construction work involving more than one contractor, the Client must appoint a Principal Contractor and a Principal Designer, or take on those roles themselves.

All construction work, whether notifiable or not and regardless of how many contractors are involved, must have a Construction Phase Plan.

The Client must make suitable arrangements for managing a project. This includes making sure:

- Other Duty Holders are appointed;
- Sufficient time and resources are allocated;
- Relevant information is prepared and provided to other Duty Holders (pre-construction information);
- The Principal Designer and Principal Contractor (where appointed) carry out their duties;
- Welfare facilities are provided.

25. CDM Roles and Responsibilities

Client – person or organisation for whom the construction work is done (this may be a Domestic Client if work done is not in connection with a business).



Principal Designer - person or organisation appointed by the Client to control the design and pre-construction phase of the construction project, and co-ordinate work of designers.

Designer - person or organisation who draws up or modifies any design element for a construction project. This includes anyone who specifies a product for a construction project.

Principal Contractor – person or organisation appointed by Client to control construction phase, and co-ordinate activities of all contractors on the project.

Contractor – person or organisation who carries out, manages or controls construction work.

26. Communication of Policy

This policy is published on the school website and on the school intranet.

27. Review of Policy

This policy shall be reviewed every three years by the Finance and Resources Committee.