

Premises Management & Facilities Policy

Aim	To set out how Wymondham College Prep School provides safe premises and facilities to support the management of safety
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1. INTRODUCTION

This policy supports the Health and Safety strategy for the School and compliance with various regulations specific to the type of hazards within the premises. It should be read in conjunction with Safety Management Policies for Fire and Security. In this policy the term 'premises' means the School and Underwood Hall buildings and the serving infrastructure. 'Facilities' are the services, fixtures and fittings which support the intended occupation and use. The aim of the policy is to provide a structure through which the Sapientia Education Trust (SET) provides safe premises. It also serves to identify the means by which the requirements of various standards for schools are met, to inform the onward management of such arrangements (annex A). These standards are the School Premises (England) Regulations, the Education (Independent School Standards) (England) Regulations 2010 and the National Minimum Standards for Boarding Schools 2022.

This policy and associated plan of safety management does not cover the activities (e.g. teaching, maintenance, cleaning etc.) undertaken within premises other than to create a safe workplace environment in which they may take place.

2. REVIEW

2.1 The policy will be reviewed annually and in the event of significant change to a building, its use or occupation or in the event of an accident occurring at such a location.

3. RESPONSIBILITIES

3.1 The Chief Operations Officer for the SET holds overall responsibility for the provision of safe premises.

3.2 The Headteacher and Head of Boarding are responsible for ensuring within the building/s or areas under their control that-

- safe standards are maintained through the occupancy and use of the premises
- where defects occur, these are reported promptly to the SET Estates team
- no significant alteration is carried out to the layout, use or structure of part of a building without consultation with the SET Estates Manager
- the procurement of any equipment or furnishing ensures that the item is suitable and safe for the intended use

3.3 The SET Estates Manager is responsible for ensuring-

- the routine inspection and testing of equipment or facilities takes place in accordance with annex B.
- effective arrangements are in place to respond to building or facilities defect reports
- that following any structural or material alterations to premises, it is safe to occupy and used for the intended purpose.

3.4 The SET Health and Safety Officer is responsible for-

- undertaking and reviewing the risk assessments associated with this policy
- undertaking a programme of routine safety inspections in accordance with annex B

4. ELECTRICITY

This section sets out the measures in place to meet the requirements of the Electricity at Work Regulations 1989. HSE guidance INDG231 (rev1) and INDG236 (rev3) have been used to inform this policy.

4.1 The Estates Manager is responsible for the programme of electrical testing. This comprises of Portable Appliance Testing and 5 year fixed installation tests. Visual checking of equipment also occurs during routine safety checks by the Health and Safety Officer. Cleaning, Catering and Campus Services staff are trained to undertake basic pre use equipment checks.

4.2 High and low voltage electrical supply is inspected and tested to BS7671:2008 by a specialist contractor.

4.3 There is a programme of annual testing of fixed electrical appliances overseen by the Estates Manager.

4.4 Portable Appliance Testing (PAT) is undertaken by members of the SET Estates and external contractors to the schedule provided at Annex C.

4.5 There is no legal requirement to label equipment that has been inspected or tested, nor is there a requirement to keep records of these activities. However, in keeping with HSE recommendations the PAT tester maintains records for 12 months and labels equipment to support the monitoring and review of the effectiveness of the maintenance.

4.6 In order to reduce the risk of fire and electrocution and from other hazards, the following items are not permitted to be used by students in dormitories or bedrooms-

- Electric blankets
- Heaters or radiators
- Kettles and rice cookers
- Sandwich makers or any form of hot plate
- Popcorn makers
- Fridges
- Cookers
- Multi point block adaptors
- Any item which has not been PAT tested and shows visual sign of damage or fault

4.7 PAT testing of pupils' items is undertaken during the Autumn term. Pupils must advise the Head of Boarding of Items subsequently brought into Underwood Hall. Subject to a visual check, these may be used until a PAT test can be arranged.

5. EQUIPMENT IN BUILDINGS

This section sets out the arrangements to provide for the safe use of equipment installed or provided in buildings and through which the College meets the general requirements of the Health and Safety at Work Act 1974 and the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER). The HSE Approved Code of Practice L22 has been used to inform this policy.

5.1 Installed and higher risk equipment is subject to safety management based on procurement, inspection, servicing and repair.

5.2 Equipment or furnishings that present a potential risk must generally be purchased as new. A proposal to purchase pre used items must be agreed by the Health and Safety Officer.

5.3 The following arrangements for maintaining safe equipment are established-

EQUIPMENT	INSPECTION/TESTING	SERVICE AND REPAIR	FREQUENCY
Fire detection and alarm	Specialist contractor other than Estates weekly testing	Specialist contractor	3 monthly and annual
Emergency lighting	Specialist contractor	Specialist contractor Bulb replacement only by SET Estates	Monthly and annual
Electrical supply, lighting	Specialist contractor	Specialist contractor other than minor works by SET Estates	5 years
Gas heating and associated boilers	Specialist contractor and pressure vessel testing by insurers	Specialist contractor	Annual service 6 monthly safety checks

			6-24 months as determined by insurers
Industrial cookers, catering equipment, extraction and pressure systems	Routine department checks and specialist contractor inspection	Specialist contractor	6-12 months for different equipment
Air conditioning units	Specialist contractor	Specialist contractor	Annual
Lifts	Specialist contractor	Specialist contractor	Annual
Food technology –gas cookers	Specialist contractor	Specialist contractor	Annual

6. ASBESTOS

6.1 The buildings were constructed in 2021 and therefore do not contain any asbestos.

7. TREES

The risk presented by trees in the vicinity of the Prep School premises is addressed through the measures in place for the College. This section sets out these measures to meet the requirements under section 3 of the Health and Safety at Work Act and the Occupiers' Liability acts of 1957 or 1984 in respect of the risk of injury from trees.

7.1 The HSE Sector Information Minutes 01/2007/05 have been used to inform this policy.

7.2 A risk assessment of trees on the campus has been undertaken by a specialist contractor. The College Campus Services Manager is responsible for review of this by the contractor every 3 years and for ensuring any identified remedial work.

7.3 The monitoring of tree safety is supported by the Grounds Team who are routinely working in or near wooded areas and are vigilant for any signs of tree fall.

7.4 The condition of the trees over paths is part of the annual site inspection by the Health and Safety Officer.

8. GAS

This section sets out the arrangements to provide for the safe use of mains and stored gas through which the School meets the general Health and Safety at Work etc. Act 1974 and the requirements of the Safety (Installation and Use) Regulations 1998.

8.1 Inspection and testing is undertaken by specialist contractors every five years.

8.2 Repair and servicing is only carried out by gas safe registered contractors. Estates staff are not permitted to undertake repairs to gas appliances or associated pipes.

8.3 The Estates Manager (SET) is responsible for ensuring the ongoing testing of gas systems and equipment.

8.4 No LPG or other flammable gas cylinders are stored in or near the premises.

9. WATER

This section sets out the arrangements to provide safe water through which the School meets the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations (MHSWR) and the Control of Substances Hazardous to Health Regulations 2002 (COSHH). For the swimming pool, the 2014 Code of Practice of the Pool Water Treatment Advisory Group 'The Management and Treatment of Swimming Pool Water' is used.

9.1 All cold water taps provide mains fed drinking water via storage tanks.

9.4 Hot water for domestic use is maintained at a minimum temperature of 60C to reduce the potential risk presented by Legionella bacteria. Sampling and testing by the School Caretaker Estates staff is steered by a survey and risk assessment undertaken by specialist contractors who also inspect and test every 6 months.

10. FIXTURES, FITTINGS AND THE FABRIC OF BUILDINGS

10.1 Planned redecoration and improvements to the premises are set out within the Forward Maintenance Register (FMR).

10.2 The Chief Operating Officer for the Trust maintains awareness of the condition of the buildings is achieved through reports from the Headteacher and the routine school visits by members of SET Estates and the Health and Safety Officers.

10.3 A caretaker is employed at the School and attends to minor defects. The SET Estates team is based on the College site. The SET Reactive Maintenance Program ensures the recording and resolution of reported defects.

Compliance with the School Premises (England) Regulations and the Education (Independent School Standards) (England) Regulations 2010

Regulation	Brief outline	How the WCPS meets the regulation
ISS 23a	<p>(a) suitable toilet and washing facilities are provided for the sole use of pupils</p> <p>(b) separate toilet facilities for boys and girls aged 8 years or over are provided except where the toilet facility is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time</p> <p>(c) suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the school year who receive physical education.</p> <p>Where separate facilities are provided under sub-paragraph (1)(a) for pupils who are disabled, they may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled.</p>	<ul style="list-style-type: none"> • Separate facilities for pupils are provided and signed • Where shared (disabled access) the room can be secured from the inside • Separate staff toilets • DDA facilities available in both buildings • Dormitories have separate, private wcs and bathrooms
SPR 4	<p>(1) Subject to paragraph (3), suitable toilet and washing facilities must be provided for the sole use of pupils.</p> <p>(2) Separate toilet facilities for boys and girls aged 8 years or over must be provided except where the toilet facility is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time.</p> <p>(3) Where separate facilities are provided under paragraph (1) for pupils who are disabled, they may also be used by other pupils, teachers and others employed at the school, and visitors, whether or not they are disabled.</p> <p>(4) Suitable changing accommodation and showers must be provided for pupils aged 11 years or over at the start of the school year who receive physical education</p>	
ISS 23 b	<p>Suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including—</p> <p>(a) accommodation for the medical examination and treatment of pupils;</p> <p>(b) accommodation for the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and</p> <p>(c) where a school caters for pupils with complex needs, additional medical accommodation that caters for those needs.</p> <p>(2) The accommodation provided under sub-paragraphs (1)(a) and (b) may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purposes set out in sub-paragraphs (1)(a) and (b).</p>	<ul style="list-style-type: none"> • Medical centre with 2 treatment rooms and separate 'wards' with bathrooms and toilets • Medical centre has suitable access for students with special mobility considerations • Additional facilities/arrangements such as for students requiring privacy for medical treatment established in boarding houses

	(3) For the purposes of sub-paragraph (1)(c), a pupil has “complex needs” if the pupil has profound and multiple learning difficulties in addition to other significant difficulties, such as a physical disability or sensory impairment, which require provision which is additional to or different from that generally required by children of the same age in schools other than special schools or by children with special requirements	<ul style="list-style-type: none"> • Matron office within Underwood Hall provides for minor treatment/care with privacy • Medical room provided in the Prep School • Medical Room is not used for another purpose
SPR 5	<p>(1) Suitable accommodation must be provided in order to cater for the medical and therapy needs of pupils, including accommodation for —</p> <p>(a) the medical examination and treatment of pupils; and</p> <p>(b) the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.</p> <p>(2) The accommodation provided under paragraph (1) may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purpose set out in paragraph (1).</p> <p>(3) Where a school caters for pupils with complex needs, additional medical accommodation must be provided which caters for those needs.</p> <p>(4) For the purposes of this regulation, a pupil has “complex needs” if the pupil has profound and multiple learning difficulties in addition to other significant difficulties, such as a physical disability or sensory impairment, which require provision which is additional to or different from that generally required by children of the same age in schools other than special schools or by children with special requirements</p>	
ISS 23 c	The school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.	<ul style="list-style-type: none"> • Safety management is supported by various School policies • Routine of unannounced safety inspections of buildings • Defect reporting system and Maintenance Program overseen by the SET COO
SPR6	School premises and the accommodation and facilities provided therein must be maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured	
ISS 23 d	The acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities that normally take place therein.	<ul style="list-style-type: none"> • New buildings that are compliant with the current Building Regulation requirements

<p>SPR 7</p>	<p>The acoustic conditions and sound insulation of each room or other space must be suitable, having regard to the nature of the activities that normally take place therein.</p>	<ul style="list-style-type: none"> • Noisy activities such as grass cutting are controlled • Hearing loops provided as required for hearing impaired staff or students
	<p>(a) the lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein; and</p>	<ul style="list-style-type: none"> • All entrances to buildings are illuminated

ISS 23 e	(b) external lighting is provided in order to ensure that people can safely enter and leave the school premises.	<ul style="list-style-type: none"> • Emergency lighting provided to all buildings • All rooms illuminated with additional, table lamps as needed. • New buildings meet modern requirements of Building Regulations • Older buildings have no history of poor illumination • Building safety checks include check of lighting • Programme of window cleaning managed by Estates Manager • Defect reporting system for College
SPR 8	<p>(1) The lighting in each room or other internal space must be suitable, having regard to the nature of the activities that normally take place therein.</p> <p>(2) External lighting must be provided in order to ensure that people can safely enter and leave the school premises.</p>	
ISS 23 f	<p>(a) suitable drinking water facilities are provided;</p> <p>(b) toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water;</p> <p>(c) cold water supplies that are suitable for drinking are clearly marked as such; and</p> <p>(d) the temperature of hot water at the point of use does not pose a scalding risk to users.</p> <p>(2) The facilities provided under sub-paragraph (1)(a) will be suitable only if—</p> <p>(a) they are readily accessible at all times when the premises are in use; and</p> <p>(b) they are in a separate area from the toilet facilities.</p>	<ul style="list-style-type: none"> • Drinking water facilities are provided in a separate area to toilets and available during hours of occupancy. These points are marked. • Water supplies to all wcs and urinals • Hot/cold washing facilities in all toilets • Scalding risk assessment undertaken • Upgrade of hot water mixing for baths is programmed
SPR 9	<p>(1) Suitable drinking water facilities must be provided.</p> <p>(2) The facilities provided under paragraph (1) will only be suitable if —</p> <p>(a) they are readily accessible at all times when the premises are in use; and</p> <p>(b) they are in a separate area from the toilet facilities.</p> <p>(3) Toilets and urinals must have an adequate supply of cold water and washing facilities must have an adequate supply of hot and cold water.</p> <p>(4) Cold water supplies that are suitable for drinking must be clearly marked as such.</p> <p>(5) The temperature of hot water at the point of use must not pose a scalding risk to users.</p>	

ISS 23 g	Suitable outdoor space is provided in order to enable— (a) physical education to be provided to pupils in accordance with the school curriculum; and (b) pupils to play outside	<ul style="list-style-type: none">• Extensive outdoor sports fields• Underwood Hall has a grassed play area• MUGA available at all times• Pupils are encouraged to play outside
	(1) Suitable outdoor space must be provided in order to enable—	

SPR 10	(a) physical education to be provided to pupils in accordance with the school curriculum; and (b) pupils to play outside.	
ISS 23 h	Where the school provides accommodation, regard is had to Standard 5 of the National Minimum Standards for Boarding Schools	
National Minimum Standard 5	<p>5.1 Suitable sleeping accommodation is provided for boarders. It is well organised and managed with risk assessments undertaken and findings acted upon to reduce risk for all boarders. Where boarders are aged 8 years or over, sleeping accommodation for boys is separate from sleeping accommodation for girls.</p> <p>5.2 Suitable living accommodation is provided for boarders for the purposes of organised and private study outside school hours and for social purposes.</p> <p>5.3 Suitable toilet and washing facilities are provided for boarders, which are reasonably accessible from the sleeping accommodation. Separate toilet facilities are provided for boys and girls unless each toilet facility is provided in a separate room intended for use by one pupil at a time, the door to which is capable of being secured from inside. Toilet and washing facilities provide appropriate privacy for boarders.</p> <p>5.4 Boarding houses and other accommodation provided for boarders is appropriately lit, heated and ventilated, cleaned and maintained, and reasonable adjustments are made to provide adequate accessible accommodation for any boarders with restricted mobility.</p> <p>5.5 Accommodation is suitably furnished and of sufficient size for the number, needs and ages of boarders accommodated, with appropriate protection and separation between genders, age groups and accommodation for adults. Bedding is clean and suitable, and is sufficiently warm.</p> <p>5.6 Boarders can personalise an area of their accommodation with suitable posters and personal items if they wish.</p> <p>5.7 Boarding accommodation is reserved for the use of those children designated to use it, and is protected from access by unauthorised persons. Any use of school facilities by individuals or groups does not allow members of the</p>	<ul style="list-style-type: none"> • Boarding provision RA in place • Gender split for sleeping areas • Underwood Hall offers study and social areas • Toilet and wash facilities are easily accessible • Arrangements are separate and offer privacy • Arrangements can meet any mobility or other individual need • Accommodation is suitably illuminated, heated, ventilated and cleaned. • Bedrooms have allocation of furniture. Longer beds available if needed • Gender and adult separation/protection is in place • Bedding supplied with additional items available if needed. All bedrooms are heated • Boarders are permitted to personalise their rooms • Accommodation is reserved for use of boarders during term time. Security risk assessment undertaken and measures in place. • Control over bookings made by any external groups. These are not permitted to use or enter boarding accommodation during term time. Public allowed into boarding houses under strict supervision and escort arrangements- Supervision of Unchecked Staff and Visitors Policy. • No external letting of premises during term time. • CCTV use does not intrude

	<p>public (including members of organised groups using school facilities) substantial and unsupervised access to pupils, or to boarding accommodation while occupied by pupils.</p> <p>5.8 Any use of surveillance equipment (e.g. CCTV cameras) or patrolling of school buildings or grounds for security purposes does not intrude unreasonably on boarders' privacy.</p>	
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Routine inspections and risk assessments in support of safe management of buildings

AREAS	INSPECTION SCOPE	BY WHOM	FREQUENCY	ASSOCIATED RISK ASSESSMENT	RISK ASSESSMENT REVIEW AND BY WHOM
Underwood Hall	Condition survey of fixtures and fittings	Estates Manager (SET)	Annually (April)	Boarding Provision RA	Annual (August) Health and Safety Officer (HSO)
Underwood Hall and immediate external vicinity	Safety check	HSO	Once a term	Boarding Provision RA	Annual (August) HSO
School teaching areas	Safety check	HSM	Once a term	School RA	Annual (August)-HSO
Roads, paths, infrastructure	Safety check	HSM	Annually	Whole site RA	Annual (August)-HSM
All trees presenting risk to paths, buildings and roads	Specialist tree survey	External contractor	3 yearly	Tree RA	3 years -contractor
High voltage electrical supply	Service/safety check	External contractor	Six monthly April/Oct	Whole site RA	Annual (August)-HSO
Low voltage electrical supply	Safety check	External contractor	5 yearly-rolling programme August	Whole site RA	Annual (August)-HSO
Gas	Tightness test-valves and pipes	External contractor	5 years	Whole site RA	Annual (August)-HSO
Water	Legionella and temperature	Estates External Contractor	Weekly 6 monthly	Water RA	Annual (August)-HSO

Schedule for Portable Appliance Testing and Inspection at the Prep School

Equipment	Environment	User checks	Formal visual inspection (HSE guidance)	Combined inspection and testing (HSE guidance)	SCHOOL INSPECTION AND TESTING ROUTINE
Battery-operated: (less than 40 volts)	Anywhere	No	No	No	None
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	Anywhere	No	No	No	None
Desktop computers, VDU screens	Offices, classrooms	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years	Every 4 years. For double insulated this is visual, other items are tested
Office equipment such as photocopiers, fax machines, not hand-held, rarely moved	Offices, classrooms, administration areas	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years	Every 4 years. For double insulated this is visual, other items are tested
Double insulated (Class II) equipment, not hand-held. Moved occasionally, e.g. fans, table lamps	Anywhere	No	Yes, 2–4 years	No	Every 4 years. For double insulated this is visual, other items are tested
Double insulated (Class II) equipment hand-held, e.g. some floor cleaners, some kitchen equipment	Anywhere	Yes	Yes, 6 months – 1 year	No	Annual visual inspection
Earthed equipment (Class I): Electric kettles, some floor	Anywhere	Yes	Yes, 6 months – 1 year	Yes, 1–2 years	Annual test

cleaners, some kitchen equipment and irons					
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Anywhere	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to	At the same time as the electrical item it is connected to
<p>Supporting measures:</p> <ul style="list-style-type: none"> • Campus Services, cleaning and catering staff instructed to carry out pre use visual check • New items will not be tested within the first 12 months of use • Defect reporting procedures 					