

Caedmon College Whitby – Premises Policy

This policy was first created in January 2012 and will be reviewed every two years by the Resources’ Committee - or sooner, should new events or legislation necessitate this.

Reviewed	Approved by Governors
January 2012	29 March 2012
February 2013	25 March 2013
March 2014	31 March 2014
March 2016	21 March 2016
September 2018	11 October 2018
September 2020	17 December 2020

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Signed by the Chair of Governors: _____

Premises’ Management

1. Background to this policy

The Education (School Premises) Regulations 2012 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.

1.1 What legislation applies to schools and colleges?

The Education (School Premises) Regulations 2012 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. 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.

2. Policy Statement

The premises of Caedmon College Whitby are constantly monitored by the Site Managers and caretaking staff. Each department has its own Health and Safety representative who is responsible for reporting any concerns to the Business Manager and/or the site team.

Particular attention is paid to the following areas:

2.1 Water Supply

The Site Managers ensure that the College’s water supply meets the requirements of the *Education (School Premises) Regulations 2012* by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- The College has a supply of water for domestic purposes including a supply of drinking water.
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water.
- The temperature of hot water supplies to showers shall not exceed 43°C.

2.2 Drainage

The Site Managers ensure 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.

2.3 Load-bearing structures

The NYCC Property Landlord has ensured that each load bearing structure complies with the Education (School Premises) Regulations 2012 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary.

2.4 Security arrangements

The Site Managers and caretaking team ensures the College has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night and that each building has a secure entrance.

The College’s security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- the location of the College (both Normanby and Scoresby Site)
- the physical layout of the College on both sites (eg, multiple buildings)
- the movements needed around the site
- arrangements for receiving visitors
- staff/student training in security.

5. Lettings

The Site Managers ensure that those areas of the College which are used outside of the standard College working day are organised to ensure that the health, safety and welfare of students are safeguarded and that their education is not interrupted by other users. This is done by the Lettings Officer referring all new lettings to the Principal/Business Manager so that arrangements may be discussed and the necessary arrangements can be implemented.

6. Resistance to the weather

The Site Managers ensure that College buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

7. Evacuations

The Site Managers ensure 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 of the site.

8. Accessibility

The Site Managers ensure that access to the College allows all students, including those with special needs, to enter and leave the College in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp, if necessary, for wheelchair users.

9. Suitability

The Business Manager and Site Managers ensure that, in terms of the design and structure of the accommodation, no areas of the College compromise health or safety. There are high-level hand rails on stairs above an open stair well and an asbestos management programme is in place.

10. Welfare

The Business Manager and Site Managers ensure that there are sufficient washrooms for staff and students, including facilities for students with special needs, taking account of the Education (School Premises) Regulations 2012 in that:

- staff washrooms are ‘adequate’ for the number of staff at the College (Normanby and Scoresby Site)
- 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.

The Business Manager has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 2012 in that:

- there is a room for medical or dental examination
- the room contains a washbasin
- the room is reasonably near to a WC.

There are suitable rooms for this purpose located at the Normanby Site in the Modern Foreign Languages building and in the Science Block; at the Scoresby Site, there is a medical room adjacent to main entrance.

11. Catering

In consultation with the NYCC Catering Service, the Business Manager and Site Managers ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Area Catering Manager provides regular reports on the suitability of the kitchen facilities at both Normanby and Scoresby Site and the Business Manager and site team will assist in rectifying any issues identified through the monitoring reports.

12. Cleaning

The Business Manager, assisted by the Site Managers, will ensure that classrooms and other parts of the College are maintained in a tidy, clean and hygienic state by liaising with the NYCC Cleaning team who are contracted to clean the College. It is also each individual employee’s responsibility to ensure that their working area is clean and tidy and free from obvious hazards; this includes ensuring clear walkways, that shelves are not overloaded and that worktops and other surfaces are kept free of papers. Additional cleaning/hygiene measures have been put in place in relation to coronavirus prevention from 2020. These are detailed in the whole-school risk assessment, most recently issued in November 2020 and in the NYCC Cleaning Services cleaning schedule and risk assessment for the College.

13. Mechanical Services

The Business Manager, assisted by the Site Managers, will ensure that the lighting, heating and ventilation in classrooms and other parts of the College are satisfactory, in accordance with the Education (School Premises) Regulations 2012 in that:

- each room or other space in the College has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on)
- each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures as following:
 - in teaching, private study and examination areas: 18°C
 - in areas for physical education, washing, sleeping or circulation: 15°C.

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 systematic feedback from staff.

14. General Maintenance

The Business Manager, assisted by the Site Managers, will ensure that there is a maintenance and decoration programme. Most of this work will take place during the College holiday periods, but smaller tasks may be completed during term time. The Business Manager will ensure, in liaison with the Site Managers, that there is appropriate flooring, in good condition, by carrying out regular visual checks and implementing necessary repairs/replacements.

15. Health and Safety Audit

The College’s premises are subject to a yearly Health and Safety check from a NYCC Education Safety Risk Advisor and this is usually undertaken in the summer term.

Any matters of concern will be on the agenda for discussion at Governors’ meetings and at internal College meetings of relevant staff – eg, the Covid-19 Working Group; the Health & Safety Group.

The Business Manager and Site Managers are responsible for ensuring risk assessments are completed across the College. The Senior Administrator (Finance, Premises and Health & Safety) will chase up risk assessments from departments for review and will maintain a central file of all the College risk assessments, which are reviewed on a rolling pattern across the three school terms each year.