



Premises Management Policy – Sargon Way

Reviewed by:	Stuart Dainty, Health, and Safety Manager
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Approved by:	Tracey Storey, CEO

Aims

This policy is produced in order to provide a framework and point of reference for the maintenance and improvement of the school premises at Unit 1 Sargon Way, Great Grimsby Business Park, Grimsby. It will also outline on a summary basis, the numerous elements of building management, the aims and objective of each element along with reference to further individual policies and procedures.

This policy will also aim to ensure that there is a framework, which will as a consequence ensure the premises are fit for purpose in terms of providing a suitable, safe, secure and well-maintained environment within which our learners can learn.

Standards

The school aims to meet standards and requirements as prescribed by the Secretary of State as set out in Part 5 of The Education (Independent School Standards) (England) Regulations 2010 (having come into force on 1st January 2013).

Building Summary and Plan

The building is of brick/cladding construction and is over two floors. It comprises briefly of:

- Reception/meeting/interview area.
- Administration, staff offices.
- Classroom teaching areas (comprising of eleven classrooms).
- Therapy room.
- Gym area with laminated flooring.
- Centrally located kitchen/canteen area.
- Outdoor secure area, seating/astro turf.
- Sensory rooms.

Summary of Occupancy Levels

The building comprises of two main areas for teaching. This is split into classroom working areas and a gym area. The school aims to accommodate up to 74 learners.

Security and Safeguarding During Operating Hours

In order to ensure the safety, safeguarding and monitoring of learners whilst under the care of the school, there are various measures in place. These are as follows:

- Within the premises there is comprehensive internal CCTV coverage which allows the monitoring and movement of all persons within the building and its grounds.
- There is a secured access system on some of the internal and external doors which hinders the unauthorised movement of persons within the premises, along with ensuring access is limited only with permission for visitors.
- Access to the building is via both a staffed reception area and intercom system which can be constantly monitored from the administration department.
- All visitors entering the premises must sign in using the tablet-based sign in system, upon signing in, visitors will be issued with a printed identification badge and given a lanyard from reception.

All visitors are recorded within the premises and are escorted to their internal destination by staff. Once recorded, visitors are issued with visitor passes clearly giving their identity.

Fire

As per the Regulatory Reform (Fire Safety) Order 2005, the school undertakes risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. These include ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and learners with emergency evacuation procedures. These risk assessments are updated if any significant changes to the premises or their use takes place. Records of risk assessment, risk management and general fire safety maintenance are recorded within the 'Fire Safety' section of the school Health and Safety folder.

Toilet and Washing Facilities

The school provides toilet and washing facilities solely for the use of learners. These comprise of:

- Learner male – 3 x urinals, 2 x toilets, 1 x hand basin with thermostatically controlled hot and cold water.
- Learner female – 2 x toilets, 2 x hand basin with thermostatically controlled hot and cold water.
- Located within the pastoral area, 1 x shower facility unisex with thermostatically controlled hot and cold water.

The school also provides toilet and washing facilities for adult persons which comprise of:

- Adult male – 1 x urinal, 1 x toilet, 1 x hand basin with hot and cold water.
- Adult female – 1 x toilet, 1 x hand basin with hot and cold water. This toilet is also suitable for disabled access and has the appropriate equipment to support disabled persons. This toilet is situated within the reception area and offers immediate access to a circulation area.

All toilets/washing facilities are on the ground floor of the premises.

The school also outsources its sanitary requirements, which includes the provision and regular collection of sanitary waste, sanitisation of urinals and hand drying equipment.

Medical Accommodation

In line with the school First Aid Policy, facilities are provided which:

- Accommodate the medical examination and treatment of learners.
- The accommodation is in the vicinity of washing facilities.
- The accommodation offers privacy and is near to a toilet facility.

The location of the facility is within the main conference room and whilst this area does have other uses, where the need arises, priority to its medical use would be given and is always readily available.

Acoustics

The acoustic conditions of teaching areas are considered in relation to the activities being carried out.

Within classroom areas, the staff are able to communicate clearly with learners without voice strain or extensive echo. Other noises such as teaching equipment, outside traffic noise, or noise from adjacent rooms are also taken into consideration and no negative effects are experienced.

Lighting

All internal teaching areas are assessed in relation to having adequate lighting. This should be at levels where rooms are lit to enable occupants can clearly see (without strain) each other's faces which ensures good visual communication and avoids eye strain when reading or carrying out other close work. The classroom areas within the building are all artificially lit which offers benefits in relation to avoiding sunlight glare.

Adequate lighting is also required in terms of ensuring safe entry and exit to the building. All entrances are illuminated from above.

Water Supplies

The school recognises the need for hot water to be provided

- Water not exceeding 43 degrees Celsius to avoid scalding within areas accessible by learners (e.g. washing facilities). This is remedied by the installation of thermostatic mixing valves to ensure the temperature is regulated.
- Water exceeding 43 degrees Celsius is available in other areas of the building (e.g. kitchens) and relevant measures are in place to ensure compliance with HSE control of Legionella guidance.

The provision of suitable drinking water is also addressed by the provision of readily accessible bottled water from the canteen area of the building and can also be obtained from the two drinking water dispensers located on the ground floor kitchen and first floor admin office. Adequate signage is placed throughout the building advising of its availability. This area is staffed/accessible throughout operating hours.

All other cold-water taps are marked with signage advising against its use for drinking. This is particularly important within the washing facilities in the toilets.

The toilets themselves have adequate supplies of water and have automated equipment fitted within urinals to ensure waste is flushed away adequately.

Outdoor Space

The school ensures that learners have the opportunity to spend a proportion of their time outside and in natural daylight. The premises have an outdoor area to the rear which is constructed to ensure that the learners are in a safe and secure environment. This provides an area for rest and relaxation during break times.

The school also offers offsite activities which include physical activities as part of the provision offered. These are varied in nature and offer stimulating activities to allow our learners to explore physical skills and develop fitness.