



Premises Management Policy

Reviewed by:	Charlotte Alton, Principal
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Approved by:	Tracey Storey, CEO

Aims

This policy is produced to provide a framework and point of reference for the maintenance and improvement of the school premises, Coombswood School, Laborem Place, Halesowen, Dudley, B62 8BH. It will also outline, on a summary basis, the numerous elements of building management, the aims, and objectives 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 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 (2013 amend).

Building Summary and Plan

The building is of brick construction and has three floors. It comprises briefly of:

- Reception area.
- Administration/SMT Office
- Principal's office
- Meeting Room
- 6 classrooms
- 2 multi-purpose rooms including ICT suite
- 2 My Space Rooms
- 1 Sensory Room
- Medical/Therapy Room
- Food Technology Room
- Hall
- Main kitchen
- 2 staircases
- Staffroom

Summary of Occupancy Levels

The school is registered for a capacity of 50 learners within the building.

Security and Safeguarding During Operating Hours

To ensure the safety, safeguarding, and monitoring of learners whilst under our care, there are various measures in place. These are as follows:

- There is a secured access system on the external doors which hinders the unauthorised movement of people within the premises, along with ensuring access is limited only with permission for visitors.
- The site is gated and locked with an intercom for visitors.
- Certain rooms in the building can only be accessed with a key for confidentiality or safety reasons.

All visitors will be recorded within the premises and escorted to their internal destination by staff. Visitors are all given the safeguarding leaflet and accept to abide by the Safeguarding and Child Protection Policy when signing in. Once signed in, visitors are issued with visitor passes clearly giving their identity and are notified who the DSPL on site is as well as emergency procedures in case of a fire.

Fire Safety

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 company's health and safety server-based folder. The building has a fully automated door access system which in the event of fire alarm activation will disengage all external doors. The building will meet the standards set out in the Regulatory Reform (Fire Safety) Order 2005. Consultation has been carried out with building control, the local authority, and the West Midlands Fire and Rescue Service.

Toilet and Washing Facilities

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

- Learner toilets – 6 x toilets, 6 x hand basin with hot and cold water
- Learner Disabled/unisex toilet— 1 Toilet, 1 x handbasin, 1 x emergency cord

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

- Adult male toilets – 1x toilet, 1x hand basin with hot and cold water.
- Adult female toilets – 1x toilet, 1x hand basin with hot and cold water.
- Two rooms have showers

The school also outsources its sanitary requirements, which includes the provision and regular collection of sanitary waste.

Medical Accommodation

In line with the company's First Aid Policy, facilities are provided which:

- Accommodate the medical examination and treatment of learners.
- The accommodation is in the vicinity of mobile washing facilities.
- The accommodation offers privacy.

The location of the medical room is on the ground floor. The room is equipped with mobile washing facilities. 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 can 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 to 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. All classroom areas within the building have external-facing windows, giving a good source of natural light, with the exception of the Food Tech room. They are also all artificially lit, which assists in the event of fading natural light; the lights are all on dimmers. Adequate lighting is also present in terms of ensuring safe entry and exit to the building. All entrances and escape corridors 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 has been 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 a readily accessible water fountain in the main hall of the building. Adequate signage is placed throughout the building advising of its availability. This area will be accessible throughout the operating hours. There is also provision of suitable drinking water in 2 ground floor kitchens.

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

The toilets themselves have adequate supplies of water.

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 building also has an outdoor space consisting of a playground area and a large Astroturf area; this is used for PE activities.

There is also a Forest Schools area to the right side of the building through a gate where learners participate in Forest Schools activities.

The school also offers various 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.