



Bradford Central PRU

Premises Management Policy

Policy agreed by Staff on:	27 September 2016
Ratified by full Management Committee:	27 September 2016
Review Date:	Autumn 2019
Agreed Frequency of Review:	3 yearly
Allocated Group / Person to Review:	MC can delegate to committee or individual member or HT
Signed by Chair:	
Signed by Headteacher:	

Statement of intent

Bradford Central PRU has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. Bradford Central PRU needs to consider the building:

- Condition – focus on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of Bradford Central PRU in raising educational standards.

Bradford Central PRU premises are monitored by the Head of Centre and the caretaking and cleaning staff, who liaise with the Business Manager and Administrator to highlight and rectify any issues surrounding the building.

1. Legal framework

This policy will have consideration for and be in compliance with the following legislation:

- The Control of Asbestos Regulations 2012.
- The Education (School Premises) Regulations 1999.
- The Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Statutory Premises Management Documents.

This policy will also have due regard to the following statutory and non-statutory guidance:

- First Aid in Schools – February 2014.
- Asbestos Management in Schools – November 2013.
- Health and Safety: advice for schools – February 2013.

2. Key responsibilities

The Management Committee, as the duty holder, will be primarily responsible for ensuring the proper maintenance and repair of Bradford Central PRU premises.

The Business Manager will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.

The Caretaker will identify and, where appropriate, undertake all maintenance and repair work within Bradford Central PRU premises. If it is not appropriate for the Caretaker to undertake the work, they should inform the Business Manager or Head of Centre.

3. Asbestos

The Management Committee, in collaboration with the Headteacher, Business Manager, and the Caretaker, will ensure that it meets its duty to manage asbestos in the Bradford Central PRU premises.

The Business Manager, together with the Caretaker, will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register.

The Business Manager, in collaboration with the Caretaker, will put together an asbestos management plan to manage the risks to Bradford Central PRU staff and pupils regarding exposure to asbestos.

4. Water supply

The Caretaker will ensure that Bradford Central PRU's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- Bradford Central PRU has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water.
- Temperatures do not exceed 43°C as stated in legislation.

5. Drainage

The Caretaker will ensure that there is adequate drainage for hygienic purposes and for the disposal of waste water and surface water by carrying out regular visual checks and calling in external drainage specialists should problems arise in this area.

6. Security

The Business Manager and the Caretaker will ensure that Bradford Central PRU has adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance; and that Bradford Central PRU's perimeters are sufficiently secure.

Bradford Central PRU's security arrangements are based on a risk assessment, regularly reviewed by the Business Manager, Caretaker and Senior Leadership Team, explicitly taking into account the:

- Location of Bradford Central PRU.
- Physical layout of Bradford Central PRU.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/pupil training in security.

7. Lettings

The Business Manager will ensure that Bradford Central PRU premises, used for a purpose other than conducting Bradford Central PRU's main business, are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

8. Weather

The Caretaker will ensure that Bradford Central PRU buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the Business Manager or Administrator.

9. Evacuations

The Caretaker will ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special educational needs and/or disabilities (SEND), by ensuring that all exits are kept clear and unobstructed, and by carrying out regular checks.

10. Accessibility

The Caretaker will ensure that access to the campus allows all pupils, including those with SEND, to enter and leave the site in safety by ensuring entrances are well maintained, unobstructed and wheelchair accessible.

11. Suitability

The Business Manager will ensure, as much as is reasonably possible, that the school premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

The Business Manager and Caretaker will further ensure that, in terms of the design and structure of Bradford Central PRU buildings, no areas of Bradford Central PRU compromise health or safety.

12. Welfare

The Business Manager and the Caretaker will ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with special educational needs, taking into account that:

- All single and double sanitary fittings contain one or two washbasins respectively.
- The number of washbasins is at least two-thirds that of the toilets/urinals in senior school.
- Separate washrooms for girls and boys are provided for pupils aged 8 years or older, and separate washrooms are provided for staff and pupils.

- Staff washrooms are adequate for the number of staff at Bradford Central PRU.

The Business Manager will further ensure that there are appropriate facilities in place for pupils who are ill, including:

- An area where pupils can rest and if necessary a separate area for medical treatment.
- A washbasin.

13. Catering

The Business Manager, in consultation with the Head of Centre, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

14. Cleaning

The Business Manager will ensure that classrooms and other parts of Bradford Central PRU are maintained in a tidy, clean and hygienic state by monitoring standards.

15. Mechanical services

The Caretaker will ensure that the lighting, heating and ventilation in classrooms and other parts of Bradford Central PRU are satisfactory in that:

- Each room or space in Bradford Central PRU has lighting appropriate to its normal use.
- Each room or space in Bradford Central PRU 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 will be done through a programme of monitoring and systematic feedback from staff.

16. Maintenance

The Business Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing Bradford Central PRU's planned maintenance programme, including the statutory and best practice checks.

Most of this work will take place during Bradford Central PRU holiday periods, but smaller tasks may be completed during term time.

17. Furnishings

The Business Manager, in consultation with the Headteacher and relevant Heads of Centre, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the Bradford Central PRU.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the Caretaker.

18. Grounds

The Business Manager, in consultation with the Headteacher and Heads of Centre will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

The condition of all playground areas will be monitored by the Caretaker and deficiencies addressed.

19. Health and Safety audit

The Business Manager will ensure that Bradford Central PRU's premises are subject to a regular health and safety audit.

The Caretaker will monitor that risk assessments are completed annually for specific areas.

20. Financial planning and control

The Business Manager, Senior Leadership Team and the Resources Committee will review requirements coming out of premises management procedures and will integrate as required into the normal budget review process.