

Oakham C.E. Primary School

The Parks School

Premises Management Policy

Date	October 2019
Approved by Executive Headteacher	Stephen Cox
Approved by Chair of Governors	Stewart Needham
Review Date	October 2021

Oakham Church of England Primary School
The Parks School

Car Parking.

OCEPS and The Parks will continuously monitor the safety of the car parking arrangements and make any alterations to accessibility and traffic flow it deems necessary to keep pedestrians and car users as safe as possible.

Compulsory display of notices.

OCEPS and The Parks will ensure that all compulsory notices and documents are displayed where the information is easily accessible to employees.

Control of Substances Hazardous to Health.

The Control of Substances Hazardous to Health Regulations (COSHH) place a duty on OCEPS and The Parks to control the risks to employees, pupils and others that arise from exposure to substances hazardous to their health.

The COSHH file is located in Premises Manager's room and is accessible for all to view.

Disability Discrimination Act.

OCEPS and The Parks will reasonably address any physical features that make it impossible or unreasonably difficult for disabled users of the building to access and use the facilities.

A lift is available to access the first floor; this is located at the bottom of the stairs and is behind a secure door to prevent unauthorised use by children or others.

Electrical Safety.

OCEPS and The Parks have a contract in place for all electrical fixtures and fittings to be inspected twice yearly.

The Premises Manager is trained in PAT testing procedures and as such carries out all PAT testing in the building. (With the exception of The Ark Nursery who are responsible for their own PAT Testing).

Any faulty electrical equipment is dealt with appropriately, and as quickly as possible.

All distribution boards to be professionally inspected every 5 years.

Emergency Lighting.

All emergency lighting is self-testing; however, this is also checked as part of the twice yearly electrical inspections.

Extraction Systems.

All extraction systems are serviced twice yearly, including filter change, by contractors.

Fire.

A full Fire risk Assessment has been carried out by a professional outside agency.

All fire extinguishers are serviced by a competent company annually.

All fire exits are kept clear at all times.

A full building practise evacuation takes place at least once every term, this is timed and logged.

The fire alarm is tested by premises staff on a weekly basis and logged to that effect. It is serviced by contractors 4 times per year.

Should the alarm be activated an alarm monitoring company is alerted, these in turn call the Fire Brigade and key holders for the building.

Intruder Alarm.

The intruder alarm is serviced twice yearly by the installers.

Should the alarm be activated an alarm monitoring company is alerted, these in turn call the Police and key holders for the building.

First Aid Equipment.

First aid boxes are kept in various places throughout the building, including, but not necessarily exclusive to, school office, music room, swimming pool room and Parks school.

Many members of staff are trained in basic first aid.

Ventilation.

The majority of the windows are operated automatically by a full BMS system.

Most of the automatic windows can be over-riden by control panels on the wall in each room.

Door Access Control System.

Access to the building and movement around it is controlled by a door access control system.

This is an electrical installation operated by the Paxton Door Access Control System. It allows for flexibility in its use and great control of its users. All computer operations are controlled by password protected software.

Staff and visitors are issued with fobs to allow them to access the appropriate parts of the building.

Hoists.

Hoists are located in DSP hygiene room, DSP classroom, Parks classroom, Parks hygiene room and swimming pool changing room. These are serviced twice yearly by contractors.

Hoists should only be operated by people trained in their use.

Building Management System.

A full Building Management System (BMS) is installed in the building.

This operates the heating , ventilation and hot water throughout the building.

The BMS is serviced 4 times per year by contractors.

All computer operations are controlled by computer protected software.

Water Hygiene.

Water temperature checks are made at different taps every month by Premises staff. These are logged and signed accordingly. Water temperatures are also checked twice yearly by contractors.

Water heaters/ tanks are checked and serviced twice yearly by contractors.

Working at Height.

Working at height should be avoided if at all possible. If it is necessary a risk assessment should be carried out beforehand.

Playground and Gym equipment

All playground and gym equipment should be visually checked before it is used. OCEPS and The Parks have a contract in place for all playground and gym equipment to be professionally inspected and certificated on a yearly basis.

Swimming Pool.

OCEPS and The Parks has a swimming pool measuring 10m X 5m with a depth of 1m throughout.

The plant is maintained by premises staff with contractors coming to site to service the plant room twice a year.

When the pool is in use all day the chlorine and ph levels are checked and recorded 3 times per day. Alkalinity and calcium hardness readings are taken once a week and the results recorded.

A sample of pool water is sent to an accredited laboratory every month to confirm the water is of an acceptable quality for swimming.

The pool is operated in line with the Normal Operating Policy (NOP) and Emergency Action Plan (EAP) these documents hang in the pool room and are available for all users to see.

Trees.

All trees on OCEPS and The Parks grounds will be maintained in a safe condition, should any tree show signs of decay or damage then the appropriate action will be taken to ensure it is not a health and safety risk to users of the site.