CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

YSGOL CYBI

Premises Management Policy

Date adopted by Governing Board *(should also be recorded in the minutes of the meeting where it was accepted and adopted)*	30/09/26
Chair of Governors (signature)	Colin Bell
Headteacher (signature)	Rh Grieves
Date of review *(3 years from adoption, unless template policy updated by LA)*	30/09/29

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1. Background to this policy

1.1 The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and Academies 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.

1.2 The Education (School Premises) Regulations 1999 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.

1.3 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. Key Staff

2.1 The premises of Ysgol Cybi are constantly monitored by the Headteacher in liaison with the Health and Safety Officer.

3. Key Areas

3.1 Water Supply

The Headteacher ensures that the School's water supply meets the requirements of the Education (School Premises) Regulations 1999 by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:-

- the School has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs have an adequate supply of cold water and wash basins, sinks and showers have an adequate supply of hot and cold water.
- The temperature of hot water supplies to taps and showers shall not exceed 43°C.

3.2 Drainage

The Headteacher ensures 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.

3.3 Load Bearing Structures

The Headteacher will carry out regular visual checks on all cross-laminate timber walls and steel columns.

3.4 Security Arrangements

The Headteacher ensures that the School has adequate security arrangements for the grounds and buildings by ensuring that the building is securely locked and alarmed each night; that the building has a secure entrance and the School perimeter fence is secure.

4. Risk Assessment

4.1 The School's security arrangements are based on a risk assessment and the Security Policy which are both reviewed annually. The Health and Safety Officer is responsible for ensuring that all risk assessments are completed and reviewed as necessary.

5. Lettings

The premises are used outside of the standard school working day. Where the premises are used, the school adheres to IOACC's School Lettings Policy.

6. Resistance to the weather

The Headteacher ensures that the School building provides reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

7. Evacuations

The Headteacher ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students and staff, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

8. Accessibility

The Headteacher ensures that access to the School allows all students, including those with special needs, to enter and leave the School in safety and comfort by ensuring that entrances are well maintained and unencumbered.

9. Asbestos Register

The school ensures that an up to date Asbestos Register is held on site in the pink box in reception. The asbestos register must be available on reception and shown (before work commences) to staff and to all other persons likely to carry out building maintenance on site. This is in the interests of their safety and the safety of anyone else at the property. The asbestos register log sheets are filled out each time someone inspects the register and are retained for future reference.

10. Catering

The Headteacher ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. Chartwells staff provide regular verbal reports on the suitability of the kitchen facilities.

11. Cleaning

The Headteacher ensures that a cleaning contract is in place to ensure that the School is maintained in a tidy, clean and hygienic state.

12. Mechanical Services

The Headteacher ensure that the lighting, heating and ventilation in classrooms and other parts of the School are satisfactory in accordance with the Education (School Premises) Regulations 1999 by monitoring the Service Level Agreement in place with Property Services.

13. Gas Safety

The Headteacher to ensure that an annual service/testing of all gas equipment is scheduled through the Service Level Agreement with Property Services.

14. Fire/Emergency Lighting and Intruder Alarms

The Headteacher ensures that weekly checks are carried out on the Fire Alarm and that there is a maintenance programme in place for both the fire/emergency lighting and intruder alarm by monitoring the Service Level Agreement in place with Property Services.

15. PAT Testing

The Headteacher and Health and Safety Officer ensures that all equipment is PAT tested on an annual basis.

16. Electrical – Fixed Electrical Installations

The Headteacher and Health and Safety Officer ensures that testing of all fixed wiring and distribution boards is carried out 5 yearly (or more frequently as determined by a competent person).

17. General Maintenance

The Headteacher ensures that there is a maintenance programme in place. Where possible most of this work takes place during the School holiday periods, but smaller tasks may be completed during term time.

18. Health and Safety

18.1 The School has a comprehensive Health and Safety Policy in place.

18.2 The School's premises are subject to a yearly Governor Health and Safety check. Any matters of concern are discussed and actioned at the next meeting of the Management Committee.