

# **Premises Management policy Hindon Primary School**



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## 1. Aims

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Complies with the requirements of the [School Premises \(England\) Regulations 2012](#)

## 2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department for Education's guidance on [Good estate management for schools](#).

## 3. Roles and responsibilities

The governing board, the headteacher and the School Business Manager (SBM) will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher and School Business Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The School Business Manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive

## 4. Inspection and testing

The school maintains accurate records and details of all statutory tests which are undertaken. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, the school includes the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency	Person responsible
Asbestos register	A risk assessment takes place annually and when any changes to the building take place.  The asbestos register and asbestos management plan are updated accordingly.	SBM
Electrical testing and inspection	A <a href="#">PAT</a> exercise takes place annually.  All fixed wiring and all distribution boards are tested at least once every 5 years.  All electrical testing and inspection is carried out by a competent person.	SBM
Extraction systems	Extraction equipment in the catering facilities. Grease filters are removed and cleaned at least annually, and ductwork is also cleaned at least each term.	SBM

<p>Fire safety</p>	<p>The fire risk assessment is reviewed by a competent person, and when any changes are made that might impact fire safety.</p> <p>Fire alarm systems are tested at least termly.</p> <p>Fire doors are inspected weekly by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>Fire blankets are inspected annually and replaced as required.</p>	<p>HT/SBM</p>
<p>First aid equipment</p>	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	<p>SBM</p>
<p>Lighting systems</p>	<p>Emergency lighting systems are inspected and tested on a monthly basis by the SBM.</p>	<p>SBM</p>

Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	SBM
Water hygiene and safety	<p>A visual condition and compliance inspection is undertaken on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed frequently. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria by a competent person.</p>	SBM
Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	Three yearly audit. SBM
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	SBM

## 5. Risk assessments and other checks

In addition to the risk assessments the school is required to have in place (please refer to our health and safety policy for more information\*), we ensure we have risk assessments in place, regularly updated, to cover:

- Tree safety

The school also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 on letting of a construction project

- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

## **6. Monitoring arrangements**

The application of this policy is monitored by the School Business Manager and the headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the school office.

This policy will be reviewed by the Headteacher and School Business Manager every three years. At every review, the policy will be shared with the governing board and approved.

## **7. Links with other policies**

This premises management policy is linked to:

- Health and safety policy

Reviewed:

Next Review: