

Whinstone Primary School

Helping each other to be the best we can be

Premises Management Policy

May 2021



Date of Approval: May 2021

Date of Next Review: 2022

Whinstone Primary School

Premises Management Policy

1. Aims

At Whinstone Primary School, we aim to ensure that we:

- › Manage our buildings and equipment in an efficient, legally compliant way
- › Inspect and test buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- › Promote 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
- › Comply with the requirements of The Education (Independent School Standards) Regulations 2014
- › Comply with the requirements of the statutory framework for the EYFS

We are a Rights Respecting School that places the UN convention of the rights of the child at the heart of our ethos and curriculum. It is our aim that every member of the school community feels valued and respected, and that each person is treated fairly and well. This policy promotes:

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 31 (leisure, play and culture) Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

2. Guidance

This document is based on the Department for Education's guidance on good estate management for schools.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The Local Governing Body, headteacher Trust Estate Manager and school site manager 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 site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site 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
- › Conducting and keeping a record of risk assessments and incident logs related to the school premises
- › Liaising with the headteacher and Trust Estate Manager 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

We maintain accurate records and details of all statutory tests which are undertaken at our premises. 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, we include 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 we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the checks and testing sections of the DfE estates guidance.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to <u>HSE guidance</u> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site Manager SLA with OneIT
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Site Manager/ Trust Estate Manager. OneIT
Emergency lighting	Monthly flash test. Annual condition test (including 3-hour battery test) by a competent person.	Site Manager SLA: Corners Electrical
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	Site Manager / Trust Estate Manager. 3-year Contract with JH Mechancial

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	<p>Site Manager</p> <p>3-year Contract with Hadrian Air Conditioning</p>
Legionella checks on all water systems	<p>Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in <u>guidance for each type from the HSE</u>.</p>	<p>Site Manager / Trust Estate Manager.</p> <p>SLA: SBC</p>
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	<p>Site Manager / Trust Estate Manager</p>
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	<p>Site Manager</p> <p>Annual - PTSG</p>
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Site Manager</p> <p>SLA: TFS</p>
Fire doors	<p>Regular checks by a competent person.</p>	<p>Site Manager</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Firefighting equipment	Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Site Manager SLA: Hutton Fire
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person. More routine checks also set out in system logbooks.	Site Manager
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with <u>HSE</u> guidance on COSHH assessment).	Site Manager
Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Site Manager SLA: HD Playground Equipment
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Site Manager SLA : SBC

5. Risk assessments and other checks

In addition to the risk assessments we are required to have in place we also make sure 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 during construction projects
- 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 site manager, Trust Estate Manager and 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 every year. At every review, the policy will be shared with and approved by the Local Governing Body.