

# Roxbourne Primary School



## Premises Management Policy

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<b>Approved By</b>	Finance and Resources Committee
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## **Aim**

Roxbourne Primary School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

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
- Complies with the requirements of the statutory framework for the EYFS

## **1. Guidance**

This document is based on the Compliance Monitoring from the DfE's guidance on good estate management which provides an overview of the legislation and compliance requirements related to premises management in schools.

## **2. Roles and responsibilities**

The Local Authority, Governing Board, Headteacher, School Business Manager (SBM) and the Facilities 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, School Business Manager and Facilities 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:

- Developing the Asset Management Plan
- Preparing a Long Term Maintenance Plan which is prioritised within available budgets using the School Improvement Plan
- Managing repair or improvement projects
- Preparing policies for security, fire safety, health and safety, including monitoring processes.

- Liaising with the Local authority, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The Facilities 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
- Ensuring the school has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night.
- Liaising with the Headteacher/School Business Manager about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

### 3. 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.

The table below sets out the issues we inspect, the inspection frequency, 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
Air conditioning systems and duct hygiene	Air conditioning systems are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant.
Asbestos register	A risk assessment takes place annually and when any changes to the building take place. The asbestos register is updated accordingly.
Chemical storage	Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with <a href="#">HSE guidance on COSHH assessment</a> ).
Drainage	The school 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.
Electrical testing and inspection	A PAT exercise takes place annually. The schematic of the supply route and primary distribution is updated annually. Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years.  Testing of all distribution boards in mobile accommodation is conducted on an annual basis.

Extraction systems	Dust extraction equipment is tested and inspected on an annual basis.
Fire safety	<p>Our fire risk assessment is updated when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13- week cycle. Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly. Fire extinguishers are inspected and maintained on an annual basis. The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Hose reels are inspected on an annual basis by a competent person.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.
Fuel oil storage	The plan of primary pipework and main isolation points is updated annually. All tanks, bunds and pipework are checked on a weekly basis. A detailed inspection and service is carried out by qualified inspectors on an annual basis
Gas safety	<p>Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis.</p> <p>All gas appliances are serviced annually.</p>

	A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.
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Glazing	An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.  Emergency lighting systems are inspected and tested on a monthly basis by the Facilities Manager.
Mobile accommodation	A structural inspection of any mobile accommodation is conducted on an annual basis.
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually
Trees	The school ensures that a tree survey takes place each year for which a report with priorities is produced. All arboriculture work is carried out by a competent arboriculturist.
Waste	The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this.  The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.



Water hygiene and safety	<p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection are undertaken on an annual basis, as is a tank condition and compliance inspection.</p> <p>For hot water systems, a visual condition inspection is conducted 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 at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</p>
Workstation assessments	<p>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.</p>
Working at height	<p>Equipment used for working at height is inspected and tested on an annual basis.</p>

### 3.1 Accommodation

1. The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaption and summer programme of works, but smaller tasks may be completed during the year.
2. The school ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
3. The school ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual adaptation and summer programme of works
4. The school ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Site Team and Cleaners and monitoring standards of cleaning.
5. The school ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
6. The school ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs.
7. The school ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate.
8. The school ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by carefully monitoring the number, age and needs of pupils who will be using the classrooms and making any necessary adjustments in provision and arrangements.
9. The school ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
10. The school ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

11. The school ensures that access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
12. The school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
13. The school ensures that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

#### **4. Risk assessments and other checks**

The school's premises are subject to regular Health and Safety checks by the Head teacher, School Business Manager, Facilities Manager and the responsible Governor with Health & Safety responsibilities. Any matters of concern are discussed at regular Health and Safety Meetings chaired by the Governor responsible for Health and Safety.

In addition to the risk assessments the school is required to have in place; we ensure we have risk assessments in place, regularly updated, to cover:

- Lettings
- IT
- Curriculum
- Outdoor learning
- Premises
- Educational Visits

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

## **5. Monitoring arrangements**

The application of this policy is monitored by the Facilities Manager, 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 Business Manager every 2 years. At every review, the policy will be shared with the Headteacher and Resources Committee and approved by the Full governing Board.

## **6. Links with other policies**

This premises management policy is linked to the Health and safety policy.