

“As unique individuals, we do our best at work and play for the love of God and others.”



St Benedict's Catholic Primary School

Premises Management Policy

Policy created by 'The Key'

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The Department for Education’s (DfE’s) guidance on [statutory policies for schools](#) includes ‘premises management documents’. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

There isn’t a definitive list of the documents required by schools in relation to premises management, as this will vary depending on your particular circumstances. You may already incorporate relevant duties into your health and safety policies and/or risk assessments. However, you may decide to use a premises management policy to set out your approach.

This model policy is based on the DfE’s guidance on good estate management. It’s not intended to be exhaustive, and may not reflect the individual circumstances of your school. **You should always seek legal advice to make sure you’re compliant with all regulations that may apply to your particular circumstances.**

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](#)
- › Maintained schools: Complies with the requirements of the [School Premises \(England\) Regulations 2012](#)
- › Academies, including free schools: Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- › If your school has an Early Years Foundation Stage (EYFS) setting: Complies with the requirements of the [statutory framework for the EYFS](#)

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 governing board, headteacher and 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 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 HSE guidance on maintaining portable electrical equipment for suggested intervals and types of testing/inspection.	This is done In-house by the Site Manager annually. Next test is due June 2020
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.	Our Contractor for Fixed electrical installation testing is Calbarrie 01270 524 871 David Hale Next due October 2023
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	The monthly flash test is done by the Site Manager Condition and battery test by Contractor, Eric Charlsworth 01260 272 558 Next due September 2020
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.	Carl Roberts Climate Energy Group are our contractors. Sandbach 01270 446 170 Next due, November 2020
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Weekly checks by Site Manager Annual inspection by Contractor, Climate Energy Group Due November 2020

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Legionella checks on all water systems	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 guidance for each type from the HSE .	Weekly flush is done by the Site Manager, with water temp in flow and return done every month. Brodex Trident are our Legionella Contractors. Colin Brown 07792 001 034 Next due August 2020
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Contractor Shield On-Site Services Kevin Chester 0845 604 6729 Next survey due September 2020
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	All school equipment checked by the Site Manager after and before use.
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Weekly tests by Site Manager Quarterly and annual inspections by Contractor, Eric Charlsworth John Pyne 01260 272 558 Next test due March 2021 Alarm check contractor is ADT Michelle Fielding 0344 800 1999 Next test due October 2020
Fire doors	Regular checks by a competent person.	Fire doors checked every morning and evening by Site Manager

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.	Checked weekly by Site Manager Firezone Consultants are our Contractors 07932 160 315 Next service due, October 2020
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.	Contractor, C & C Catering Engineers Barry Robinson 01244 536 354 Next due June 2020
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 HSE guidance on COSHH assessment).	Any substances deemed hazardous are stored safely and records kept accordingly by the 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.	Playground/gym equipment is checked weekly by Site Manager and records kept. Sports and Playground Services are our sport equipment Contractor. 0161 537 2848 Next test is June 2021

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Grounds are checked every morning and any low-lying branches/obstructions which may cause danger are removed by Site Manager. Serious problems are dealt with by Cropper Grounds Maintenance Contractors 01782 370 008

5. Risk assessments and other checks

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

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

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Vacant buildings

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 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 Site Manager every 12 months. At every review, the policy will be shared with and approved by the governing board committee members and the headteacher.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy