



Premises Management Policy

Ombersley Endowed First School

Approved by:

Date:

Last reviewed on:

June 2021

Next review due by:

Summer 2023

Contents

1. Aims	2
2. Guidance	2
3. Roles and responsibilities	2
4. Inspection and testing	4
5. Risk assessments and other checks	7
6. Monitoring arrangements	7
7. Links with other policies	7

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. By implementing such a policy the Governing Body intends to:

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
- Complies with the requirements of the statutory framework for the EYFS
- Ensures the school has an environment which is healthy and safe.
- Develops performance standards for the organisation of health and safety management and the control of risks.
- Establishes a framework for carrying out assessments through competent persons.
- Establishes a programme for carrying out inspections of the school for the control of risks.

2. Guidance

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

3. Roles and responsibilities

The Governing Body aims to ensure that the school premises are fit to teach in, by provision of adequate management of funding, maintenance and review for the upkeep of the fabric of the school. To do this the governing board, headteacher and school business manager will ensure this

premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The organisation for the implementation of this policy is outlined below.

- a) The premises committee is part of the Finance and General Purposes Governor committee, which is elected annually and consists of a Chairperson, Governors and includes the Headteacher, The committee meets termly and the Premises Governor and school business manager also attend. The committee has the responsibility for ensuring that deficiencies are repaired and that improvements, alterations and extensions to premises are carried out to defined standards and within budget.
- b) The committee reports to the Governing Body.
- c) The committee is responsible for monitoring and advising on Health and Safety matters.
- d)

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 or arranging contractors where
- 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.

The arrangements for the implementation of this policy is outlined below.

- a) The premises are audited annually for condition of decoration and state of repair, suitability for purpose of use, Health and Safety, or other requested facility.
- b) Priorities are established by means of scoring the requirements on a rag rating and balanced with the budget for the year; a timetable of scheduled works is agreed with the Headteacher.
- c) Specifications and quotations are drawn up for larger works. These are discussed at regular meetings of the committee and a programme of work is agreed. Contracts are awarded on the basis of "Best value" with regard to quality.
- d) Committee members are required to declare any interest that they may have in connection with a particular programme of work, or contract.
- e) Contractors are advised by the Headteacher of the health and safety regulations operating in the school and are required to go about their work with due consideration and safety for the smooth operation of the school.
- f) Work required will always exceed the funding available and therefore priorities are essential.

The basis for priority is:

- 1) Work required on an urgent health and safety basis, including removal of asbestos, electrical safety, heating, dangerous walls, leaking pipes etc.
- 2) Serious deterioration of building or fabric where delay will lead to increased costs.
- 3) All other work, including decoration. Routine maintenance is carried out under the direction of the Headteacher. Maintenance contracts are placed for specific items where the schools does not have the manpower or the expertise. The contracts are reviewed periodically for cost effectiveness.
- 4) Premises inspection/ Health and safety management
 - Regulations
 - Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1992
 - Workplace (Health, Safety and Welfare) Regs 1992.
 - The Education (Schhols Premises) Regs 1996
- 5) Frequency of inspection; The frequency of inspections is to take place no less than once a year. In some instances of apparatus and equipment the law requires specific checks by qualified personnel at set intervals in time. These intervals of time must be adhered to. Generally frequency of inspections though should be such that it provides useful outcomes and is not seen as simply a bureaucratic exercise.
- 6) Health and Safety inspection list – All schools are a complete blend of grounds, buildings, services and equipment. As a first step towards ensuring a healthy and safe environment this policy contains a generic inspection list.

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,

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)	Annually, We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	The school business manager will arrange a suitably qualified person to carry out testing. (AGG)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	The school business manager will arrange a suitably qualified person to carry out testing. (Firesafe)
Gas appliances and fittings	Annually All work carried out by a Gas Safe Registered engineer.	The school business manager will arrange a suitably qualified person to carry out testing.
Fuel oil storage	Detailed annual inspections by qualified inspectors.	The school business manager will arrange a suitably qualified person to carry out testing.
Legionella checks on all water systems	Risk assessment of school carried out and reviewed every two years by a competent person. The monitoring checks for hot and cold water systems and other risk systems – specific details can be found in guidance for each type from the HSE . are carried out weekly, monthly, quarterly and annually	School business manager undertakes the monitoring of the water system and organises the review of the risk assessment every two years.
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.	The school business manager will arrange a suitably qualified person to carry out annual inspection. (PR Asbestos)
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.	School business manager undertakes routine inspection and monitoring.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire detection and alarm systems	Weekly alarm call point 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.	School business manager undertakes weekly call point testing. The school business manager will arrange a suitably qualified person to carry out quarterly and annual testing. (Firesafe)
Fire doors	Quarterly checks and annual checks by a competent person.	School business manager undertakes the quarterly monitoring. The school business manager will arrange a suitably qualified person to carry out annual testing. (Firesafe)
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.	The school business manager will arrange a suitably qualified person to carry out testing. (Chubb)
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).	Lewis Cleansing – provide all COSHH data sheets for products they use.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Playground and gymnasium equipment	Regular inspections – at least annually, Outdoor fixed play equipment – periodic and annual inspections by a competent person.	The school business manager will arrange a suitably qualified person to carry out annual inspection.
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.	School business manager.

5. Risk assessments and other checks

In addition to the risk assessments we are 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:

- Car parking and vehicle/pedestrian segregation
- Specific OEFS site risk assessments

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 school business 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 and finance office.

This policy will be reviewed by the school business manager and the Headteacher every two years. At every review, the policy will be shared with and approved by the Finance and General Premises Committee and the Full Governing Body.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy

