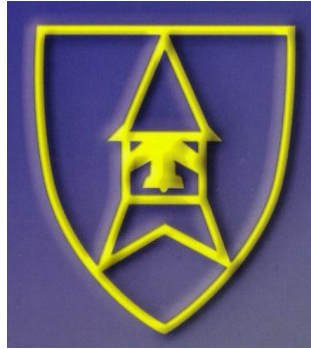




Premises Management Documents

Swinderby All Saints Primary School

Approved by:	Policy Approval Panel	Date: September 2023
Reviewed:	18 Months (normally bi-annually)	
Next review due by:	Term 3 2024-5	

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](#)
- 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](#).

3. Roles and responsibilities

- For maintained schools, both local authorities (LAs) and schools have responsibilities for the repair and maintenance of premises. If you're a maintained school, check with your LA to confirm any procedures or policies which may be specific to your LA

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 electric equipment for suggested intervals and types of testing/inspection.	The Site Manager arranges for Aspire to carry out this work.
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.	Vinci every 5 years.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	The Site Manager and this is recorded in a log. • Weekly check of green lights • Monthly flash test • Vinci yearly test
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	The Site Manager. • Visual checks- weekly • Change boilers over-monthly • Yearly service- Nigel Smith
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance , and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).	Vinci. • TMV's checked

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 .	The Site Manager and this is recorded in a log. • Flushes outlets- weekly • Shower head flushed/sterilized- weekly • Monthly temperature check- Vinci • Descale outlets- every 6 weeks
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.	Kier yearly Inspection- Site Manager to ensure contractors read Management Plan before starting work and sign. Visual check around classrooms during cleaning
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.	Site Manager. Checked and recorded 6 monthly. Staff using large ladder (must have person with them) record their 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.	The Site Manager. • Weekly- 1 point • ½ termly- full test • Annual test A1 security
Fire doors/ finger guards	Regular checks by a competent person.	The Site Manager and cleaners • Visual check- weekly • ½ termly checked and recorded • Inspected 6 monthly by Vinci

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.	The cleaners. • Visual inspection- weekly whilst dusting • Inspected annually by Fire Stop Services
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).	The Site Manager. • Log kept of ratios of use • Regular talks to staff using them
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.	The Site Manager. • Visual inspection before use- staff • Weekly walk round- Site Manager • Termly walk round- Site Manager and Head • Annual inspection- Sports Safe
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.	The Site Manager. • Visual check- report to Continental landscapes if a problem noted • Continental landscapes report to Site Manager if they notify a problem

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), Shared premises

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 and The Head Teacher annually. At every review, the policy will be shared with and approved by The Health and Safety Governor and The Policy Approvals Panel.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy