



Applebee Wood

Premises Management Policy 2023

Date policy last reviewed: January 2023

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Statement of intent

Applebee Wood has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school will consider each building's:

- **Condition:** focussing on the physical state of the premises to ensure safe and continuous operations, as well as other issues involving building regulations and other non-education centric statutory requirements.
- **Suitability:** focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2019) 'Site security guidance'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2020) 'Good estate management for schools'
- DfE (2021) 'Keeping children safe in education 2021'

This policy operates in conjunction with the following school policies:

- Asset Management Policy
- Asbestos Management Policy
- Asbestos Management Plan
- Lettings Policy
- Accessibility Policy
- Accessibility Plan
- School Security Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Safety Policy
- Whole-School Food Policy
- First Aid Policy

2. Roles and responsibilities

The Governing Board is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with disabilities.

- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The Bursar is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and good value for money.
- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.

The Site Manager is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the Head Teacher.
- Identifying and undertaking any maintenance and repair work, that is within their skill set.
- Coordinating and supervising other maintenance and repair work, including securing any external contractors where necessary.
- Ensuring completion of an annual health and safety audit.
- Completing the [asbestos management checklist](#).
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Governing Board.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including being the primary keyholder.
- Conducting and reviewing the relevant premises risk assessments.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

The Head Teacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the Site Manager, SBM and Governing Board as appropriate.
- Ensuring that the premises-related needs of people with disabilities are met, e.g. accessibility.
- Reviewing this policy in liaison with the Site Manager.
- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and the Site Manager

3. Asbestos

The Governing Board, Head Teacher and Site Manager will ensure that the school meets its duty to manage asbestos in school.

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register (including associated remedial actions) and an Asbestos Management Plan. The Site Manager will review the school's Asbestos Management Plan annually and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The Site Manager will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the Governing Board, will arrange for any necessary repairs to the school regarding asbestos. The Site Manager and Head Teacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The Head Teacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

A copy of the Asbestos Register and Asbestos Management Plan and Asbestos Management Policy will be kept in the Contractor's information file, which is kept in Reception for the benefit of any Contractor working on site. It is the Site Manager's responsibility to ensure that this file is kept up to date.

4. Water supply

The Site Manager will ensure that the school's water supply meets the regulatory requirements by ensuring the necessary checks are undertaken at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8.
- A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.

- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services.
- All deadlegs and rarely used outlets are flushed on a weekly basis.

5. Temperatures

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21°C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18°C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15°C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1°C.

The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43°C.

Air extract systems will be employed to maintain a safe environment by removing hazardous fumes and dust. Local exhaust ventilation systems (LEVs) may be used in fume cupboards and in workshops. These systems will be examined and tested at least every 14 months. Closed water circuits which operate under pressure will be checked periodically for leaks. Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

6. Toilet and washing facilities

The following toilet and washbasin facilities will be in place:

- For pupils aged 3-5, there will be 1 toilet and washbasin for every 10 pupils.
- For pupils aged 6-10, there will be 1 toilet and washbasin per 15 pupils, which will be segregated into male and female for those over 8.
- No more than two thirds of male toilets will be urinals.
- For pupils aged 11 or older, there will be 1 toilet and washbasin per 20 pupils, which will be segregated into male and female.

Toilet and washing facilities will be planned to ensure that hand washing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting. Disabled toilets will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.

The Site Manager will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

7. Accessibility

The Head Teacher and SENCO will keep the school's Accessibility Plan up-to-date, to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.

The school will take account of its Accessibility Policy when managing and maintaining the school site.

8. Drainage

The Site Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

The Site Manager will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and in severe cases can overload roofs contributing to structural failure.

9. Lighting

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

As far as practicable, external lighting will be provided to ensure safe pedestrian movement after dark including car parks.

10. Security

The Site Manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the Site Manager and Head Teacher, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.

- Arrangements for receiving visitors.
- Staff and pupil training in security.

The School Security Policy addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The Site Manager and Head Teacher will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

11. Lettings

The Bursar will be responsible for lettings and will liaise with the Site Manager to ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others. The school's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the Governing Board. When determining whether to approve an application; the Governing Board will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the school balanced or outweighed by freedom of expression or artistic merit).

The Governing Board will ensure that appropriate arrangements are in place to keep children safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the Governing Board under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the Governing Board will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.

- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

12. Weather

The Site Manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the Head Teacher. The school's Adverse Weather Policy will be adhered to at all times.

13. Invacuations and evacuations

The Site Manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils the Site Manager will liaise with the Head Teacher to establish whether any of them have any special requirements in the event of an emergency.

When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

14. Suitability

The Site Manager and Head Teacher will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. They will also ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

15. Fire safety

The school premises and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, in relation to fire safety.

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

Fire detection and alarm systems should ideally have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are

eventually included in the schedule of testing over a period of time. The Site Manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

16. Catering

The school's Whole-School Food Policy will be adhered to at all times. The Head Teacher and Bursar, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

17. Cleaning

The school's School Cleaning Policy will be adhered to at all times. The Site Manager will be responsible for monitoring the performance of the cleaning contractors and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

18. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

19. Maintenance

The Site Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by conducting regular inspections of the school premises. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

A number of documents will be held by the Site Manager to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

20. Furnishings

The Head Teacher in consultation with relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils registered at the school.

21. Grounds

The Site Manager, in consultation with the Head Teacher, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas, including the outdoor gym and other play structures, will be monitored by the Site Manager and deficiencies addressed. The school will ensure,

as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There should be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

22. Health and safety audit

The Site Manager will ensure that the school premises are subject to a regular health and safety audit. The Head Teacher will monitor that health and safety risk assessments are completed annually for each department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up-to-date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

23. Electrical testing and inspection

PAT testing will take place annually. All fixed wiring and all distribution boards will be inspected and tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

24. Other equipment, systems and storage

In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the school will ensure that hoists provided in First Aid rooms are safe to use.

The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

25. Monitoring and review

This policy is reviewed annually by the Head Teacher and the Site Manager. The next scheduled review date for this policy is **September 2023**.

Any changes to this policy will be communicated to all relevant staff members.

APPENDIX A

LCC HEALTH AND SAFETY AUDIT GUIDANCE

The following table has been prepared as a guide to identify the minimum requirements the school is expected to have in place to show that Health and Safety is managed effectively in all areas.

Do not worry if everything is not in place (or is in place but not documented) prior to the audit. The purpose of the audit is to identify what needs to be done and give you the means to develop an action plan.

Audit Area to be Considered	Minimum Requirements to Demonstrate Effective Health and Safety Management	Tick if Available
Policy	<p>You have a completed health and safety policy and health & safety arrangements are documented. <i>Completion of the Model Schools Health and Safety Policy and Arrangements Document fulfils this requirement.</i></p> <p>You have evidence that you have shared this information with employees.</p> <p>You have evidence that the policy is periodically reviewed.</p>	
Hazard identification, risk assessment and determining controls	<p>You have evidence of a procedure in place for ongoing hazard identification, risk assessment, and determination of the necessary controls.</p> <p><i>You have evidence of:-</i></p> <ul style="list-style-type: none">• <i>Documented Risk Assessments for all significant risks employees, pupils and visitors face;</i>• <i>Carrying out and monitoring the effectiveness of identified actions</i>• <i>Sharing the findings with employees or other interested parties;</i>• <i>Reviewing risk assessments regularly.</i>	

Audit Area to be Considered	Minimum Requirements to Demonstrate Effective Health and Safety Management	Tick if Available
Legal and Other Requirements	<p>The Health and Safety Law Poster is displayed or, in shared Premises, you and your employees are aware of where this is displayed.</p> <p>NOTE: The new style Health and Safety Law Poster was a requirement from 2014.</p>	
Objectives & Programme	<p>You have set health and safety aims and objectives, which are documented and reviewed. These can be formal plans or documented informally e.g. team meeting minutes.</p>	
Resources, Roles, Responsibility, Accountability & Authority	<p>Health and safety roles and responsibilities are documented. <i>Completion of the Model Schools Health and Safety Policy and Arrangements Document fulfils this requirement.</i></p> <p>You have evidence that you monitor that individuals are fulfilling the requirements of any role delegated to them. You have evidence that you review roles and responsibilities regularly, particularly if staff leave.</p> <p>Individuals are aware of any health and safety responsibilities they have.</p>	

Audit Area to be Considered	Minimum Requirements to Demonstrate Effective Health and Safety Management	Tick if Available
Training, Awareness & Competence	<p>You have systems in place to ensure that:-</p> <ul style="list-style-type: none"> • All employees receive the required level of induction training; <i>Induction training should be provided for new employees including temporary, agency, and casual employees and volunteers including employees seconded to other organisations.</i> • Persons with specific health and safety responsibilities are competent; • Refresher training is undertaken where appropriate. <p>All health & safety training should be recorded.</p>	
Consultation, Participation & Communication	<p>You have evidence that health and safety issues are discussed and arrangements are communicated to all persons including those who use, share or visit the premises.</p>	
Documentation	<p>You have appropriate documentation to demonstrate the management of health and safety on site.</p> <p>NOTE: <i>This documentation is not an extra requirement – it will be available as a matter of course if you have in place the systems described in the other sections of this document.</i></p>	
Control of Documents	<p>There is evidence of document control or a system in place to ensure that only current versions of documents are used and available.</p>	
Operational Control	<p>You have evidence that risk assessments have been carried out for all high risk activities identified and that any resulting control measures have been implemented and are monitored.</p>	







Audit Area to be Considered	Minimum Requirements to Demonstrate Effective Health and Safety Management	Tick if Available
	<p>As Premises Manager, you have identified premise related aspects (as appropriate to establishment/team) and have made arrangements to ensure that servicing and maintenance and other premises management requirements are carried out in accordance with the Premises Management Guidance and Record (PMGR) to the required Lancashire County Council standards.</p> <p>You complete the Statement of Compliance for the premises on PAMS.</p> <p>You have evidence of arrangements in place for the selection, induction and management of contractors working at your premises.</p> <p>Where appropriate evidence of the management of Control of Substances Hazardous to Health (COSHH), Working at Height/Ladder Safety and Local Premises or Building Arrangements which affect your employees, pupils and visitors may be subject to audit.</p>	
Emergency preparedness and Response	<p>You have evidence of a current Fire Risk Assessment that is suitable and sufficient and reviewed on a regular basis (<i>annual recommended</i>).</p> <p>You have evidence that any actions arising out of the fire risk assessment have been undertaken.</p> <p>You have evidence of regular testing of emergency arrangements for:-</p> <ul style="list-style-type: none"> • Fire call points • Means of escape and fire signage 	


Audit Area to be Considered	Minimum Requirements to Demonstrate Effective Health and Safety Management	Tick if Available
	<ul style="list-style-type: none"> • Emergency lighting • Alarm sounders <p>You have documented arrangements for any employee, pupil or regular visitor who may require assistance to evacuate in the event of an emergency. <i>This may be in the form of a Personal Emergency Evacuation Plan (PEEP).</i></p> <p>You have evidence that visits by the Fire & Rescue Service are recorded and that actions arising from these are completed.</p> <p>You have evidence of arrangements to deal with and manage other emergencies e.g. flood, bomb threat, loss of services in the buildings your employees, pupils and visitors access. <i>This may be in the form of the Emergency Preparedness Matrix.</i></p> <p>You have evidence of a first aid needs assessment that is suitable and sufficient.</p> <p>This should be reviewed periodically or following any significant changes to personnel, use of the building or regulation/legislation.</p>	
Performance Measurement & Monitoring	<p>You have evidence of systems in place to proactively and reactively monitor, measure, review and record health and safety performance.</p> <p><i>This includes the requirement for accident/incident or ill-health information to be available and Workplace Inspections to be documented for the whole of the school.</i></p>	

Audit Area to be Considered	Minimum Requirements to Demonstrate Effective Health and Safety Management	Tick if Available
Incidents, Accidents and Corrective & Preventative Action	<p>You have evidence of communicating your procedure for reporting Incidents, accidents and near misses and when asked, all employees will be able to describe what they would do in the event of an incident, accident or near miss.</p> <p>You are aware of the RIDDOR reporting requirements.</p>	
Control of Records	<p>You have evidence that local and shared records are stored appropriately, reviewed periodically with retention periods observed and are available to authorised or interested parties.</p> <p>NOTE: <i>In line with LCC Policy, documents should only be printed out if absolutely necessary and therefore electronic storage of records (i.e. on shared drives) is preferred.</i></p>	
Internal Audit	<p>The Health, Safety and Quality Team undertake school audits upon request and under the T&Cs of the Schools Health & Safety SLA.</p> <p>You have evidence that you have carried out any action identified in previous audits.</p>	
Management Review	<p>You have evidence that your school's Senior Management Team/Committee/Board of Governors review health and safety compliance at planned intervals to ensure continuous improvement.</p>	

Further guidance is available from health and safety administration on 01772 538877 or email to: health.safety@lancashire.gov.uk

Asbestos Management Checklist

Criteria	Yes	Further action needed
Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.		
Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.		
Does the management survey highlight the location of ACMs? All areas of the school premises should be included storerooms, yards, outbuildings, underfloor services; pipes; ceiling voids; corridors, etc.		
Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.		
Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.		
Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.		

<p>Are any in-house staff who may undertake maintenance work adequately trained? Training needs to be appropriate for the work.</p> <p>Awareness training: this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p>Training for work with asbestos that does not require a licence from the HSE: this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p> <p>Training for asbestos work that does require a licence from the HSE: this includes most work of asbestos insulation, asbestos insulating board, and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>	 N/A N/A N/A		
Further action needed			
Action required	Action taken	Date	Signature

Name	Ray Allen
Job role	Site Manager
Name of school	Applebee Wood
Signature	<i>R Allen</i>
Date	30/1/2023