



**St. Giles Junior School**

**Premises Management  
Policy**

Adopted by the Governing Body:

Signed: \_\_\_\_\_

Chair of Governors

\_\_\_\_\_

Head Teacher

Date : December 2020

Date of Next Review: December 2021

## Contents

Adopted by the Governing Body:.....	1
Chair of Governors .....	1
1. Aims .....	2
2. Guidance .....	2
3. Roles and responsibilities .....	2
4. Inspection and testing .....	2
5. Risk assessments and other checks .....	4
6. Monitoring arrangements.....	4
7. Links with other policies.....	4

---

### 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

### 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 board, headteacher, business manager and caretaker will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher, business manager and caretaker are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The business manager and caretaker are 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 and the inspection frequency. 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
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 <u>HSE guidance</u> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.
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.
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks in line with good practice All work carried out by a Gas Safe Registered engineer.
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person.
Asbestos	Regular inspections as part of the asbestos register and management plan. Refurbishment and demolition surveys before any refurbishment or demolition work.
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.
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.
Fire doors	Regular checks by a competent person.
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.
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. More routine checks also set out in system logbooks.

ISSUE TO INSPECT	FREQUENCY
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 <a href="#">HSE guidance on COSHH assessment</a> ).
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.
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.

## 5. Risk assessments and other checks

The school adheres to WCC Risk Assessment Policy and Guidance.

## 6. Monitoring arrangements

The application of this policy is monitored by the caretaker, SBM 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 SBM's office.

This policy will be reviewed by SBM annually. At every review, the policy will be shared with and approved by the governing body and Head Teacher.

## 7. Links with other policies

This policy is linked to the school's Health and Safety policy