

# Premises Management Policy

Crayke Church of England Primary School



|                            |                |                       |
|----------------------------|----------------|-----------------------|
| <b>Approved by:</b>        | Governing Body | <b>Date:</b> May 2022 |
| <b>Last reviewed on:</b>   | May 2022       |                       |
| <b>Next review due by:</b> | May 2023       |                       |

## Contents

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

---

### 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](#)

### 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, administrator 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 and caretaker are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The caretaker is responsible for:

- › Inspecting and maintaining the school premises
- › Conducting minor repairs and maintenance
- › Being the first point of contact for any issues with the premises
- › Conducting and keeping an incident log 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 Department for Education's [guidance on good estate management for schools](#).

| ISSUE TO INSPECT   | FREQUENCY   | PERSON RESPONSIBLE   |
|--|---|--|
| Portable appliance testing (PAT)                                     | Variable, according to risk and how the equipment is constructed.<br>Regular visual inspections where PAT is not required.<br>We will refer to <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection. | Administrator – to book annually<br><br>NYCC –delegated to DFP services<br>Last inspection May 2021  |
| Fixed electrical installation tests (including lightning conductors) | Variable, according to the number and severity of faults found at last inspection.<br>Inspection and testing always carried out by a competent person.  | For school<br>Last inspection July 2021<br>Every 5 years<br><br>For kitchen<br>Last inspection September 2018<br><br>Lightning conductor – last inspection November 2021 |
| Emergency lighting   | Monthly flash test.<br>6-monthly condition test (including 3-hour battery test) by a competent person.  | Caretaker – weekly<br><br>Monks Security – annual<br>Last inspection November 2021   |
| Fuel oil storage   | Checks at least weekly, with more detailed annual inspections by qualified inspectors.  | Caretaker<br><br>HCS – annual<br>Last inspection December 2021   |

| 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 <a href="#">guidance for each type from the HSE</a> . | Caretaker – weekly<br><br>HSC – 6 monthly check<br>Last inspection – November 2021                           |
| Asbestos                               | Regular inspections as part of the asbestos register and management plan.<br>Reviews of the asbestos register annually.<br>Refurbishment and demolition surveys before any refurbishment or demolition work.   | Caretaker – weekly<br><br>NYCC – annual building conditions survey<br>Last inspection – August 2021          |
| 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.<br>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.   | Caretaker<br><br>NYCC – H&S adviser annually (premises inspection)<br>Last inspection – July 2021            |
| Fire detection and alarm systems       | Weekly alarm tests, with a different call point tested each week where applicable.<br>Quarterly and annual inspections and tests by a competent person.<br>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.                              | Caretaker – weekly<br><br>Monks Security – annual<br>Last inspection – November 2021                         |
| Fire doors                             | Regular checks by a competent person.  | Caretaker<br><br>NYCC – H&S adviser annually (fire risk assessment inspection)<br>Last inspection – May 2022 |
| Firefighting equipment                 | Extinguishers inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.  | MacDonald Martin<br>Last inspection – November 2021  |

| ISSUE TO INSPECT     | FREQUENCY  | PERSON RESPONSIBLE   |
|----------------------|--|--|
| Extraction systems   | Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.<br>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.<br>More routine checks also set out in system logbooks.   | Northern Hygiene annually - fans<br>Last inspection – Jan 2022<br><br>HCS – Catering Equipment annually<br>Last inspection- Oct 2021 |
| Chemical storage     | Inventories are kept up-to-date.<br>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> ). | NYCC – H&S adviser annually (premises inspection)<br>Last inspection – July 2021   |
| Playground 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).<br>Outdoor fixed play equipment – periodic and annual inspections by a competent person.   | Continental Sports<br>Last inspection - November 2021  |
| 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 maintenance (NYCC from May 2022)   |

## 5. Risk assessments and other checks

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

There are a number of risk assessments we are required to have in place; please refer to our health and safety policy and procedures for more information.,

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 caretaker, administrator 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 Headteacher every three years. At every review, the policy will be shared with and approved by the governing bod.

## **7. Links with other policies**

This premises management policy is linked to our:

- Health and safety policy