

Premises Management Policy



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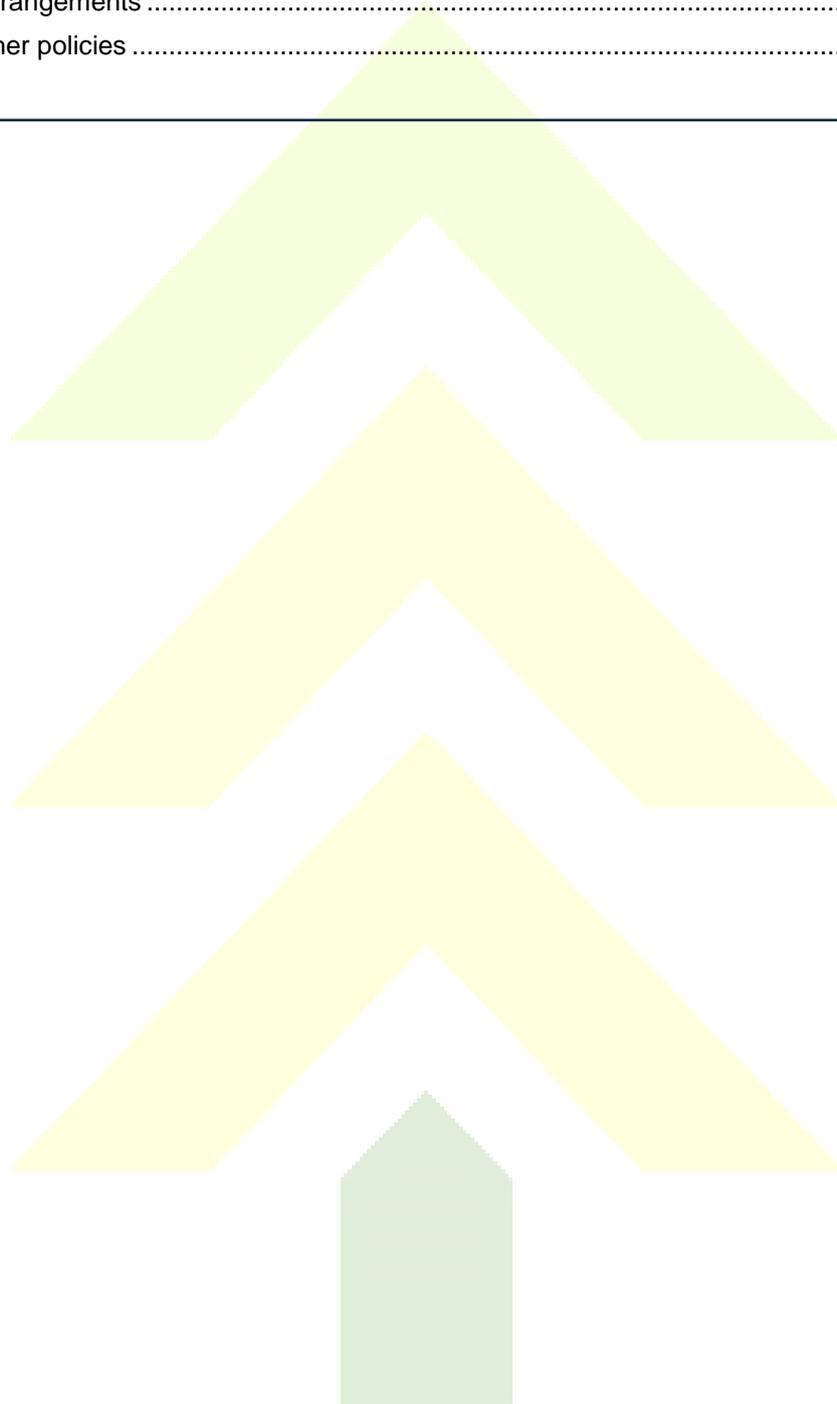


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Contents

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



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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 Education \(Independent School Standards\) Regulations 2014](#)

2. Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The Local Advisory Board (LAB), headteacher and 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 headteacher and business manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the LAB, as required.

The business 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.



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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.	Veriserv complete bi annual testing on all electrical equipment. Staff should make visual checks for wear and tear each time they use electrical equipment
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.	The fixed wiring is completed by Midwest Electrical every 5 years
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	The emergency lights are tested every 6 months by Lantern Fire and Security Site staff – Bursar/Caretaker will test the emergency lights each month and record on Parago
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	Sure maintenance complete annual service



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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 .	IWS complete the Legionella risk assessment every 2 years HSL attend site every 6 months to carry out service to TMV's, hot water units and water temperatures Caretaker completes monthly water temps and flushing of little used outlets. This will be logged on Parago
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.	Due to the age of the build, there is no asbestos on site.
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.	The Bursar/Caretaker will complete 6 monthly checks of the working at height equipment (ladders). This will be logged on Parago The caretaker will make a visual check before each 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.	Lantern Fire and Security complete quarterly servicing of the fire alarm system The caretaker will complete weekly fire alarm tests and log them on Parago The annual fire risk assessment will be completed by the Bursar
Fire doors	Regular checks by a competent person.	The caretaker will complete monthly fire door checks. These will be logged on Parago



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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.	CHUBB will service the fire fighting equipment annually. Monthly visual checks of the equipment will be made by the Caretaker and be logged on Parago
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person. More routine checks also set out in system logbooks.	N/A
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 Bursar will complete and risk assessment for COSHH. Safety data sheets will be obtained for each chemical and filed with the COSHH assessment. The assessments will be available on Parago and in files within the Bursar office and cleaning store
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.	All sport/play equipment will be serviced annually by Sportmax The PE teacher will complete monthly visual checks on all equipment. These will be logged on Parago
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.	UK Landscapes compete monthly inspections



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with Public Health England radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	N/A

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), we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management

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 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.

This policy will be reviewed by the Headteacher annually. At every review, the policy will be shared with and approved by the LAB.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy

