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**Powerstock CE VA Primary School**

**Premises Management Policy**

*Learning together to be the best that we can*

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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](https://www.legislation.gov.uk/ukpga/1974/37/contents)
* Maintained schools: Complies with the requirements of the [School Premises (England) Regulations 2012](http://www.legislation.gov.uk/uksi/2012/1943/contents/made)
* If your school has an Early Years Foundation Stage (EYFS) setting: Complies with the requirements of the [statutory framework for the EYFS](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)

# 2. Guidance

This document is based on the Department for Education’s guidance on [good estate management for schools](https://www.gov.uk/guidance/good-estate-management-for-schools).

# 3. Roles and responsibilities

The governing board, headteacher will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The link governor is David Jones.

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

The head teacher 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](https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety).

| 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](http://www.hse.gov.uk/pubns/indg236.htm) on maintaining portable electric equipment for suggested intervals and types of testing/inspection. | Head teacher: Every two years. |
| 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. | Head teacher: Every five years. |
| Emergency lighting | Monthly flash test.  6-monthly condition test (including 3-hour battery test) by a competent person. | Head teacher |
| 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](http://www.hse.gov.uk/pubns/books/hsg274.htm). | Head teacher – monthly with annual/long holiday flushing. |
| Asbestos – no asbestos in building. | 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. |  |
| 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. | Head teacher |
| 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. | Head teacher  SES Alarms  Head teacher  5 yearly Fire risk assessment |
| Fire doors | Regular checks by a competent person. | Head teacher/Council advisor |
| 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. | Head teacher/Churches Fire Equipment annually |
| 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](http://www.hse.gov.uk/pubns/books/hsg97.htm)). | Head teacher |
| 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. | Head teacher/monthly  Universal annual inspection |
| 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. | Dorset Works |

# 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 safety policy for more information\*), we ensure we have risk assessments in place, regularly updated.

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 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 head teacher every year. At every review, the policy will be shared with and approved by the governing body.

# 7. Links with other policies

This premises management policy is linked to:

* Health and safety policy