

Premises and management policy



Churchdown School Academy
ACHIEVING SUCCESS FOR ALL

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Person responsible:	Mr A Hargreaves

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

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

The Site 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 business manager and headteacher about what actions need to be taken to keep the school premises safe

The Finance, Premises & Audit committee of the governing board and all staff at the school have a responsibility for health and safety in relation to premises management. These are detailed in the school's **Health and safety policy**.

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. 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.	Site manager and Business manager
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.	Site manager and Business manager
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site manager and Business manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Site manager and Business manager
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Site manager and Business manager
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Site manager and Business manager
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance , and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).	Site manager and Business manager
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 .	Site manager and Business manager
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.	Site manager and Business manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Site manager and Business manager
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	Site manager and Business manager
Fire doors	Regular checks by a competent person.	Site manager and Business manager
Firefighting equipment	<p>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.</p>	Site manager and Business manager
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	Site manager and Business manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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).	Site manager and Business manager
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.	Site manager and Business manager
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.	Site manager and Business manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	<p>Risk assessments including radon measurements will be carried out in all 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 (now the UK Health Security Agency) 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>	Site manager and Business manager

5. Water supply

The site manager ensures that the school's water supply complies with the legal requirements by ensuring that appropriate checks are carried out on a regular basis to ensure that:

- The school has a wholesome supply for water for domestic purchased including a supply of drinking water
- WCs have an adequate supply of hot and cold water
- The temperature of hot water supplies to showers and sinks meets the requirements laid down

6. Drainage

The site team ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists when required.

7. Lettings

The business manager and site manager ensure that the school premises (sports hall, sports pitch, school hall, conference room) used for a purpose other than conducting the school's main business are organised to ensure that the health, safety and welfare of learners are safeguarded and their education is not interrupted by other users

8. Grounds maintenance

Grounds maintenance at Churchdown School is contracted out. The contractor attends site at regular intervals to cut the grass on pitches and lawns, paint line markings on pitches, trim hedges and general weeding. Day to day maintenance of the site is carried out by the site team.

9. Security arrangements

The site manager (and the specialist security company employed by the school) ensures the school has adequate security arrangements for the grounds and building by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and that the school's perimeters are secure. The school's security arrangements are based on a risk assessment for the school and are regularly reviewed by the business manager, explicitly taking into account:

- The location of the school
- The physical layout of the school
- The movements needed around the site
- Arrangements for receiving visits
- Staff/learner training in security

10. Monitoring arrangements

The application of this policy is monitored by the site manager and business manager 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 business manager every year. At every review, the policy will be shared with and approved by the F&R committee of the governing board.

11. Links with other policies

This **Premises and management policy** is linked to our:

- Health and safety policy
- Risk assessment policy