

# EXCALIBUR PRIMARY SCHOOL

## PREMISES MANAGEMENT POLICY

The Premises Management Policy in respect of Excalibur Primary School has been discussed and adopted by the Governing Body

***Chair of Governors:***

***Sarah Sproston***

***Head Teacher:***

***Juliet Jones***

***Ratified at the meeting of Full Governing Body on: 11<sup>th</sup> January 2021***

***To be reviewed January 2024***

# **PREMISES MANAGEMENT POLICY**

## **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 Education (Independent School Standards) (England) Regulations 2010
- Complies with the requirements of the statutory framework for the EYFS

## **2. Guidance**

This document is based on the Compliance Monitoring in Council Buildings report from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Education and Skills Funding Agency's Essential School Maintenance guidance for schools.

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

## **3. Roles and responsibilities**

The governing board, the headteacher, the school business manager and the 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 headteacher, the school 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 school business manager and 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

The school maintains accurate records and details of all statutory tests which are undertaken. 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, the school includes 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 to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency	Person responsible
Accessibility	The access routes and corridors are checked to ensure that they are clear and well maintained for all pupils and staff including those with SEND.	Site Manager
Asbestos register	A risk assessment takes place bi-annually and when any changes to the building take place by an external contractor. The school will manage the risk to school staff and pupils on exposure The asbestos register is updated accordingly.	School Business Manager  School Business Manager  Site Manager
Car Parking and Pedestrians	The school ensures that there is safe circulation between pedestrians and vehicles and completes an annual risk assessment.	Site Manager

Catering	The school ensures that an health and hygiene audit is completed by the council in all food preparation areas on an annual basis by Cheshire East.	School Business Manager
Cleaning	<p>All toilets, classrooms, kitchen areas in the school are cleaned and tidied on a daily basis.</p> <p>The cleaning standard is monitored on a daily basis. Extra deep cleaning of the school happens internally and using an external contractor on a half termly basis.</p>	<p>Cleaner</p> <p>Site Manager</p> <p>Cleaner and Site Manager</p>
Drainage	<p>Visual checks completed on a weekly basis to ensure waste water and surface water drainage is adequate for hygienic purposes.</p> <p>External drainage specialists will be called if problems arise.</p>	<p>Site Manager</p> <p>Site Manager</p>
Electrical testing and inspection	<p>A PAT exercise takes place annually.</p> <p>The schematic of the supply route and primary distribution is updated annually.</p> <p>Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years.</p>	<p>School Business Manager</p> <p>Site Manager</p> <p>School Business Manager</p>
Evacuation	There are sufficient access to emergency exits in the school. These are checked on a daily basis to ensure that they are free of	Site Manager

	<p>obstacles.</p> <p>The emergency exits have notices that state 'Keep clear'. These are checked on a monthly basis.</p>	Site Manager
Extraction systems	Kitchen extraction equipment is tested and inspected on an annual basis.	Site Manager
Fire safety	<p>Our fire risk assessment is updated when any changes are made that might impact fire safety, completed by an external contractor on a three yearly basis..</p> <p>Fire detection and alarm systems are tested weekly.</p> <p>All call points are tested over a 13-week cycle.</p> <p>Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly.</p> <p>Fire extinguishers are inspected and maintained on an annual basis.</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p>	<p>School Business Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>School Business Manager</p> <p>Site Manager</p> <p>School Business Manager</p> <p>School Business Manager</p> <p>Site Manager</p>
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	School Business Manager
Furnishings	Furniture and fittings are	Teachers and Teaching

	appropriate for the age of the pupils and any SEND needs. An annual inspection of furnishings and adequacy is completed.	Assistants
Gas safety	Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis. All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.	School Business Manager  Site Manager
Glazing	An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.	Site Manager
Lettings	The school ensures that the letting of the building does not affect the safeguarding, welfare and health and safety of the pupils and staff.	Head Teacher and School Business Manager
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.	Site Manager

	Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.	School Business Manager
Maintenance	An annual maintenance and decoration programme is in place and monitored. This ensures a satisfactory standard in all areas of the school. The school has a three year building project plan to improve the school space over time.	School Business Manager and Site Manager  Head Teacher
Mobile accommodation	A structural inspection of any mobile accommodation is conducted on an annual basis.	Site Manager
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	School Business Manager
Security	The school is securely locked and alarmed each night. The site perimeters are secure and checked on a daily basis. The school's security risk assessment is in place and updated.	Site Manager  Site Manager  Site Manager
Trees	A daily check on the condition of all trees is carried out and all low and damaged branches are removed. An annual tree risk assessment is completed	Site Manager  Site Manager

	<p>and kept updated. A five yearly tree survey is completed by an external contractor.</p>	School Business Manager
Water hygiene and safety	<p>A Legionella risk assessment is completed by an external contractor when any changes are made to the system. For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection by an external contractor. For hot water systems, a visual condition inspection is conducted on an annual basis by an external contractor. Maintenance checks are also carried out on all pipework devices annually. The clean drinking water supply will be checked on a monthly basis. The hot and cold water supply to washbasins will be checked on a monthly basis. Water temperature tests are completed on a monthly basis according to the external contractors and do not exceeding 43°C (legislation).</p>	<p>School Business Manager</p> <p>School Business Manager</p> <p>School Business Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p>
Weather	<p>The building is checked regularly to ensure reasonable resistance to rain, snow and wind. The ground conditions are checked on a daily basis and all slip and trip hazards</p>	<p>Site Manager</p> <p>Site Manager</p>

	created by the weather are removed e.g. mud, leaves, ice. Gritting is completed as per the gritting plan which is displayed at the bottom of the school drive.	
Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	School Business Manager
Working at height	Equipment used for working at height is inspected and tested on an annual basis. An annual risk assessment is completed and kept updated. Instructions on working at height are kept on all ladders.	Site Manager  Site Manager  Site Manager

## 5. Risk assessments and other checks

The school has an annual Health and Safety review and a Compliance review undertaken by Cheshire East Council staff.

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

The school ensure they have risk assessments in place, regularly updated, to cover:

- Building Premises
- Boiler Room
- Classroom
- Cleaning Materials
- Curriculum Areas
- Electric Gate

- Fire
- First Aid
- Glazing
- Grounds Maintenance
- Lettings
- Lone Worker
- Manual Handling
- Play Area
- Security
- Stress

The school also ensures 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 on letting of a construction project
- 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 school business manager, the site manager and 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 school business manager every 3 years. At every review, the policy will be shared with the governing board and approved by Resources and Personnel Committee.

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

This premises management policy is linked to:

- Health and safety policy