



Premises Management Policy

Pikemere School

The Premises Management Policy in respect of Pikemere School has been discussed and adopted by the Governing Board

Chair of Governing Board:

Mrs K Hulson

Head Teacher:

Mrs S L Gohr

Agreed and ratified by the Governing Board on: 30th September 2020

Policy Review Date: September 2023

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

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

The site maintenance officer 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 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 |
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| Accessibility | Access routes and corridors are checked as part of the daily risk assessment to ensure they are clear and well maintained. All staff to be vigilant throughout the school day. This ensures the safety of all staff and children, including those with SEND. | Site Maintenance Officer |
| Asbestos register | <p>A risk assessment takes place bi-annually and when any changes to the building take place by an external contractor.</p> <p>Risk to staff and pupils is managed by the school.</p> <p>The asbestos register is updated accordingly and made available to all contractors working in the school. Contractors sign to confirm this has happened.</p> | <p>School Business Manager</p> <p>School Business Manager</p> <p>Site Maintenance Officer</p> |
| Car Park/ Vehicle Movements | <p>Annual risk assessment.</p> <p>Signage at the front of the car park to indicate no pedestrians</p> <p>Car park gate closed</p> | Site Maintenance Officer |

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| | throughout school day. | |
| Catering/ Food Hygiene | <p>A health and hygiene audit is completed annually by Cheshire East Council.</p> <p>All required actions are completed within an agreed timescale</p> | School Business Manager |
| Cleaning | <p>All toilets, classrooms and kitchen areas are cleaned and tidied on a daily basis.</p> <p>The cleaning standard is monitored by the Site Maintenance Officer.</p> <p>Deep cleaning takes place during school holidays on a rota basis.</p> | <p>Cleaners</p> <p>Site Maintenance Officer</p> <p>Cleaners/ Site Maintenance Officer</p> |
| Drainage | <p>Visual checks completed on a weekly basis, and also during heavy rainfall, to ensure surface water and waste water drainage is adequate.</p> <p>If required, external drainage specialists to be called in</p> | Site Maintenance Officer |
| Electrical Testing and Inspection | <p>PAT exercise to take place annually.</p> <p>Fixed wiring and all distribution boards are tested at least once every 5 years.</p> | <p>School Business Manger</p> <p>Site Maintenance Officer</p> |
| Evacuation | <p>All emergency exits are kept clear at all times. This forms part of the daily Site Maintenance Officer's check and are ongoing throughout the day.</p> | <p>Site Maintenance Officer/</p> <p>All Staff</p> |

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| Extraction systems | The kitchen extractor fan is checked and cleaned on an annual basis | School Business Manager |
| Fire Safety | <p>An external contractor completes a Fire Risk Assessment on a bi-annual basis. After a year an internal risk assessment is completed</p> <p>Fire procedures are reviewed on an annual basis or when any changes are made which may have an impact.</p> <p>A fire drill takes place every term.</p> <p>Call points are tested weekly on a rolling cycle.</p> <p>Emergency lighting is checked on monthly basis by an external contractor.</p> <p>Fire alarm is checked on a quarterly basis by an external contractor.</p> <p>Fire doors are checked weekly.</p> <p>Fire extinguishers and blankets are inspected annually by an external contractor.</p> | <p>School Business Manager Site Maintenance Officer</p> <p>School Business Manager</p> <p>Headteacher Site Maintenance Officer Site Maintenance Officer</p> <p>Site Maintenance Officer</p> <p>Site Maintenance Officer</p> <p>Site Maintenance Officer</p> <p>School Business Manager</p> |
| First aid equipment | First aid equipment is inspected every term by a designated member of staff. | Designated staff member- Dianne Halliwell |
| Furnishings | Furniture and fittings are appropriate for the age of the pupils and any SEND needs. An annual inspection is completed. | Teachers/ Teaching Assistants |

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| Gas safety | Gas safety inspections are completed and certificates obtained. All gas appliances are serviced annually. | Site Maintenance Officer |
| Glazing | An annual risk assessment is completed Checks that any replacements are with safety glass | Site Maintenance Officer |
| Lettings | The school ensures that the letting of the building does not affect the safeguarding, welfare and health and safety of pupils and staff | |
| Lighting | Emergency lighting is checked on a monthly basis by an outside contractor. Every 6 months there is a 1 hour duration test which includes a 3 hour battery test by the outside contractor. A full duration test takes place annually | Site Maintenance Officer |
| Maintenance | An annual maintenance and decoration programme is in place. | School Business Manager Site Maintenance Officer |
| Mobile accommodation | Structural inspection takes place on an annual basis. Inspection of indoor provision forms part of daily risk assessments. Smoke alarms and emergency lighting are tested weekly | Site Maintenance Officer |
| Playground and gymnasium equipment | Fixed playground and gymnasium equipment is inspected and tested | School Business Manager |

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| (fixed) | annually. | |
| Security | <p>School is securely locked and alarmed each evening.</p> <p>Site perimeters are checked on a daily basis.</p> <p>Risk assessment in place, reviewed annually and updated when required</p> | <p>Designated Person – Lucy Edgley/ SLT</p> <p>Site Maintenance Officer</p> <p>Site Maintenance Officer</p> |
| Trees | <p>Daily checks take place on all trees within school grounds. Any damage is made safe.</p> <p>Large scale work completed by external contractor.</p> <p>Tree survey completed by outside contractor</p> | Site Maintenance Officer |
| Water hygiene and safety | <p>A Legionella risk assessment is completed every two years by an external contractor</p> <p>An external contractor is used to perform an annual cold water system tank inspection as well as quarterly blowdowns.</p> <p>Clean drinking water is checked on a weekly basis.</p> <p>Hot and cold water supply to washbasins is checked on a monthly basis.</p> <p>Water temperature tests are completed on a monthly basis and do not exceed 43c (legislation)</p> | <p>School Business Manager</p> <p>Site Maintenance Officer</p> <p>Site Maintenance Officer</p> <p>Site Maintenance Officer</p> |
| Weather | <p>Ground conditions are checked on a daily basis and all slip and trip hazards created by the weather are</p> | Site Maintenance Officer |

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| | <p>removed.</p> <p>A gritting plan is in place and displayed on all pedestrian gates.</p> <p>The building is checked regularly to ensure reasonable resistance to weather conditions.</p> | |
| Workstation assessments | <p>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.</p> | School Business Manager |
| Working at height | <p>Equipment used for working at height is inspected and tested on an annual basis.</p> <p>An annual risk assessment is completed and kept updated.</p> | Site Maintenance Officer |

5. Risk assessments and other checks

An annual Health and Safety review is undertaken by Cheshire East Council.

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

- Building premises
- Boiler room
- Classrooms
- Cleaning materials
- Fire
- First aid
- Glazing
- Grounds maintenance
- Lone working
- Manual handling
- Play areas

- Security

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 site maintenance officer, the school business 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 Caretaker's Office.

This policy will be reviewed by the school business manager every 3 years. At every review, the policy will be shared and approved by the Governing Board.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy