



Premises Policy

Scheme of Delegation

Approver: Trust board

Reviewer: Executive Principal

Dates

Date of approval: January 2019

Date for revision: January 2022

Category

A – statutory policy required by educational legislation

B – statutory policy required by other legislation impacting directly on schools

C – statutory other

D – document referenced in statutory guidance

NS – non statutory

Published

School webpage

trust webpage

prospectus

Contents

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

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1. Aims

Our school(s) aim 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 \(Independent School Standards\) \(England\) Regulations 2010, as amended](#)

Complies with the requirements of the [statutory framework for the EYFS](#)

Improves its environmental performance and impact and operates in a sustainable manner (see Appendix A)

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 Board of Trustees, the Academy Councils of the individual schools, the Executive Principal and the Trust Premises Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Premises Manager is responsible for ensuring relevant risk assessments are conducted and for reporting to the trustees and governors, as required.

The Premises Manager is responsible for:

- Managing the site team in each school

Ensuring that inspection and maintenance of the school premises is carried out

Organisation and oversight of repairs and maintenance

Being the first point of contact for any issues with the premises

	Testing of all distribution boards in mobile accommodation is conducted on an annual basis.	
Fire safety	<p>Our fire risk assessment is updated when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. 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>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	<p>PM organises:</p> <p>Site Staff</p> <p>Element Fire</p> <p>Redpath Buchanan</p>
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	School Welfare Officer
Fuel oil storage	All tanks, bunds and pipework are checked on a weekly basis.	Infant School Caretaker
Gas safety	<p>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.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p>	<p>SMS</p> <p>SMS</p> <p>SMS</p>
Glazing	An initial survey has been made of the building to identify any	Weekly check list for site staff

	<p>areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.</p>	
Lighting systems	<p>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.</p>	<p>Site Staff</p> <p>Element Fire</p>
Playground and gymnasium equipment (fixed)	<p>Fixed playground and gymnasium equipment is inspected and tested annually.</p>	<p>ROSPA Playsafe – external. Universal Services – internal equipment</p>
Water hygiene and safety	<p>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.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment.</p>	<p>PM organises bi-annual Legionella RA</p> <p>Site Staff carry out water checks</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>	<p>Self-assessments are carried out. PM distributes check list to relevant users.</p>
Working at height	<p>Equipment used for working at height is inspected and tested on an annual basis.</p>	<p>PM</p>

5. Risk assessments and other checks

Please refer to our risk assessment policy for information about the trust's approach to risk assessment.

In addition to the risk assessments each school is 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:

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Car parking and vehicle/pedestrian segregation

Traffic management

Tree safety

Lettings

Lone working

Minibus use

The premises manager 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 Premises Manager and the Principals 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 premises office.

This policy will be reviewed by Premises Manager every three years. At every review, the policy will be shared with the academy councils and approved by the trust board.

7. Links with other policies

This premises management policy is linked to:

Health and safety policy

Risk assessment processes

Environmental Statement (Appendix A)

Minibus Policy

Lettings Policy

Appendix A

Cippenham Infant School and Cippenham Primary School

Gold Rose MAT

Environmental Statement & Principal

January 2019

The Gold Rose MAT aims to provide the very best educational opportunities for the children who attend its schools. We also take seriously our responsibility for achieving good environmental practice and operating in a sustainable manner. We are committed to seeking to improve our environmental practice and impact – this demonstrates sound commercial sense and also delivers on our duty of care to our children and to future generations.

Key areas covered in this statement are:

Paper and office supplies:

- Reduce purchasing
- Consider shared and bulk buying
- Consider the environmental impact of all products
- Reuse and recycle wherever possible

Energy and water:

- Reduce energy use by switching off electrical equipment when not in use
- Adjust heating and cooling
- Do not leave taps running

Cleaning and maintenance:

- Ensure that all chemicals used are environmentally friendly
- Where possible repair rather than replace

Waste management:

- Always observe the waste hierarchy – reduce, reuse, recycle
- Ensure that waste is separated and use the correct bin
- Always use appropriately licensed carriers to remove waste
- Aim to send the minimum amount of waste to landfill

Monitoring and improvement

- Ensure that the message on sustainability is communicated to all staff and pupils
- Incorporate environmental factors into business decisions
- Review the policy on an annual basis