

Premises Management Policy

Aim of the Trust

One community. Many ideas. Everyone's future.

We aim to provide an exceptional education for every child in the Trust through an ethos of collaboration and high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

To ensure all staff, volunteers and contractors with a safe working environment through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work Act 1974 (HSWA) and that we manage our buildings and equipment in an efficient, legally compliant way.

This policy is linked to the following policies:

- Health and Safety Policy
- First Aid Policy
- Fire Safety Management Policy

Principles

The Trustees of The Langley Academy Trust recognise their responsibilities under the Health and Safety at Work Act 1974 (HSWA) and the Management of Health and Safety at Work Regulations 1999, to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises.

The Trust complies with the requirements of the Education (Independent School Standards) Regulations 2010 and the requirements of the statutory framework for the EYFS.

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.

Roles and responsibilities

The Governors, Executive Principal, Headteachers and Health and Safety (H&S) Coordinators will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Headteacher and H&S Coordinator at each location are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The H&S Coordinator along with 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 related to the school premises

- Liaising with the Headteacher about what actions need to be taken to keep the school premises safe

Inspection and testing

The Trust 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.

When the works are completed, the school will file the job report to confirm the works that were undertaken.

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
Air conditioning systems and duct hygiene	Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant. All maintenance and certification is conducted by a competent contractor.	H&S Coordinator and Site Manager
Asbestos register	The asbestos register and asbestos management plan are reviewed annually and updated accordingly.	H&S Coordinator and Site Manager
Electrical testing and inspection	A PAT (portable appliance testing) exercise takes place annually. All fixed wiring is tested at least once every 5 years. All electrical testing and inspection is carried out by a competent person.	H&S Coordinator and Site Manager
Extraction systems	Dust extraction equipment is tested and inspected on an annual basis. Local exhaust ventilation is inspected every 14 months.	H&S Coordinator

	Extraction equipment in catering facilities including grease filters are cleaned on an annual basis.	
Fire safety	<p>Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and 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 12 month period. Formal six monthly are completed by a competent person.</p> <p>Fire doors are inspected six monthly by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Hose reels are inspected on an annual basis by a competent person.</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>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	H&S Coordinator and Site Manager
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	First Aid Representative
Gas safety	<p>Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers).</p> <p>All gas appliances are serviced annually.</p> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence</p>	H&S Coordinator and Site Manager

	relevant to the particular type of gas work involved.	
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.	H&S Coordinator and Site Manager
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.	H&S Coordinator and Site Manager
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Emergency lighting systems are inspected and tested on a monthly basis by the site manager. There is a full duration test undertaken annually.	H&S Coordinator and Site Manager
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	H&S Coordinator
Water hygiene and safety	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. For hot water systems, a visual condition inspection is conducted on an annual basis. Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.	H&S Coordinator and Site Manager

Workstation assessments	Staff workstations are undertaken on staff who are mainly desk based to assess any health and safety risks	H&S Coordinator
Working at height	Equipment used for working at height is inspected on an annual basis.	H&S Coordinator and Site Manager

Risk assessments and other checks

The Trust has a number of risk assessments in place at each school in addition they also ensure 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
- Contractors have the necessary qualifications to carry out the specified work

Monitoring arrangements

The application of this policy is monitored by the H&S Coordinator and the Headteacher through 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 on site at each academy.

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