



St Joseph's Catholic Primary School & Nursery

PREMISES MANAGEMENT POLICY

Our family at St Joseph's Learns, Loves and Grows with God at the centre

Reviewed	Summer 2020
Next Revision	3 yearly
To be reviewed	Summer 2023

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 [statutory framework for the EYFS](#)

Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#). It should be read in conjunction with the Health and Safety Policy, the Lettings Policy, and the Accessibility Plan. The audits and risk assessments outlined in this policy form part of the annual Health and Safety Audit carried out by the school.

Roles and Responsibilities

The governing board, headteacher 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 application of this policy is monitored by the Premises/Site Manager, The Chair of the Health & Safety Committee (Governor) and the School Business Manager through, among other things, visual checks of the school site and equipment, and checks of risk assessments. They are responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Body, as required. Copies of risk assessments and paperwork relating to any checks are kept in the school office.

The Premises 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 headteacher about what actions need to be taken to keep the school premises safe

Inspection and Testing

Please refer to our risk assessment policy for information about the school's approach to risk assessment detailed in the Health & Safety Policy.

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 Premises Manager is 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 [checks and testing sections of the DfE estates guidance](#).

Air conditioning systems	Inspection	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).	Energy Performance of Buildings Regulations (Certificates and Inspections (England and Wales) Regulations
Asbestos Register	Upkeep of register	When Circumstance dictates, i.e. any changes to the school premises.	Control of Asbestos at Work Regulations 2006
Car Parking and Vehicle/Pedestrian Segregation	Risk Assessment	Regular inspections	The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17)
Compulsory Display of Notices	Checks made to ensure up to date info is displayed	Regular checks	Various
Construction (Design and Management) Regulations 2007		On letting of a construction project	Construction (Design and Management) Regulations 2007
Contractor Qualification Check	Ensure checks are made and records maintained	On appointment of a contractor	Various
Control of Substances Hazardous to Health (COSHH) Risk Assessment	Risk Assessment	Annual inspection and testing always carried out by a competent person. Inventories are kept up-to-date.	The Control of Substance Hazardous to Health Regulations 2002 (as amended)
Disability Discrimination Act	Inspection	Whenever alterations/changes are made to the buildings.	Disability Discrimination Act 1995 and 2005 and BS8300
Electrical – Portable Appliance	Testing	Annually inspection and testing always carried out by a competent person. Regular visual inspections by Site Manager & IT Manager in between PAT testing.	The Provision and Use of Work Equipment Regulations 1998 (PUWER)

Electrical – Fixed Electrical Installations	Schematic of supply route and primary distribution Inspection of fixed wiring and all distribution boards and safety devices Testing of all fixed wiring and distribution boards Testing of all distribution boards in mobile accommodation	Annual inspection and testing always carried out by a competent person. 5 yearly inspection and testing always carried out by a competent person. 5 yearly inspection and testing always carried out by a competent person. Annual inspection and testing always carried out by a competent person.	Electricity at Work Regulations 1989 and BS 7671 Wiring Regulations
Emergency lighting	Inspection and testing of system	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	
Extraction systems	Inspection and maintenance	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person. More routine checks also set out in system logbooks	
Fire Risk Assessment and Management Plan	Fire Risk Assessment	Whenever any changes are made that will impact on the original assessment	Regulatory Reform (Fire Safety) Order 2005
Fire Detection and Alarm Systems	Inspection and testing of system	Weekly test with formal quarterly and annual inspections by a competent person	
Fire Doors	Inspection	Weekly inspection and testing carried out by a competent person.	
Fire Fighting Equipment	Inspection and maintenance of extinguishers	Annual inspection and testing carried out by a competent person.	
First Aid Equipment	Inspection	Monthly inspection carried out by a competent person.	Health and Safety (First Aid) Regulations 1981
Gas Storage	Maintenance checks on all boilers	Annual inspection and testing carried out by a Gas Safe Registered engineer.	Regulation (36)(1) of the Gas Safety (Installation & Use) Regulations 1998
	Visual Condition Inspection	Annual inspection	

Glazing	Checks	Initial survey to identify where safety glazing should be in place then ongoing checks re replacements etc.	Workplace (Health, Safety and Welfare) Regulations 1992 and Building Regulation Part M
Legionella checks on all water systems	Risk assessment	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 . Each carried out and reviewed regularly by a competent person	Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Lifts	Inspection	Every 6 months for passenger lift and lift accessories, every 12 months for kitchen lift by a competent person.	Lifting Operations and Lifting Equipment Regulations (LOLER)
Mobiles – Stability of Playground & Gymnasium Equipment	Structural Inspection and testing	Annual inspection and testing of outdoor fixed play equipment – by a competent person. Regular inspections where any equipment is used more frequently than normal	BS 5696, BS 7188, BS 7044, BS 1892 Part 1 2003
Slips and Trips	Risk Assessment	As required	The workplace (Health and Safety and Welfare) Regulations 1992
Tree Safety	Risk Assessment	Annual and following any works that could have caused damage and high winds	Health and Safety at Work Act 1974 Occupiers Liability Act 1957 and 1984
Workstation Assessment	Analysis of workstation to assess health and safety risks	Change of employee or relocation of workstation (suggest minimum annual)	Health and Safety (Display Screen Equipment) Regulations 1992
Working at Height	Risk Assessment	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Working at Height Regulations 2005