



Hollinsclough CE (VA) Academy

Premises Management Policy: 2018

Mission Statement

To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'

Developing potential

Pre-amble

The governing body of our school has the highest expectations in relation to the building, its maintenance, its grounds and the services that it purchases to support those expectations.

A key driver for our governors is the Health, Safety and Welfare of all stakeholders who access and use the school building. Without this approach, everything else we strive to deliver would suffer, and we would fail to provide the right learning environment for the children and the right working environment for our staff.

In basic terms, our building and its grounds are required to at the very least meet or exceed our expectations.

Aims

Our school aims to ensure that we:

- Manage our building and equipment in an efficient, legally compliant way
- Inspect and test equipment and key infrastructure elements (alarms, electrical etc.) regularly, taking into account statutory requirements and best practice recommendations
- Promote the safety and well-being of our staff, pupils, parents and visitors through the effective maintenance of the building and associated equipment and infrastructure elements in accordance with the **Health and Safety at Work etc. Act 1974**
- Comply with the requirements of the **Education (Independent School Standards) (England) Regulations 2010**, as **amended**
- Comply with the requirements of the **statutory framework for the EYFS**

Roles and responsibilities

Our Governing Body, the Principal and our Bursar, will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

Our Bursar is regarded by the Governing Body as being the 'competent person', responsible for ensuring relevant risk assessments and other related activities are conducted and reported to the governing board, as required.

Responsibilities in this area include:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance or arranging the same
- Being the first point of contact for any issues with the premises
- Project development and management – buildings, infrastructure and grounds
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the Principal and Governors relating what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive

Inspection of Facilities 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 on the next page sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency	Person responsible
Asbestos register	<p>A risk assessment takes place annually and when any changes to the building take place.</p> <p>The asbestos register is updated accordingly.</p>	Staffordshire CC
Electrical testing and inspection	<p>A PAT exercise takes place every 2 years. 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>SM – PAT</p> <p>Speed Electrical</p>
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 monthly. All call points are tested over a 13-week cycle. A competent person completes formal quarterly and annual inspections.</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>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	<p>SM</p> <p>Chubb Fire equipment checks for compliance</p> <p>Concept RM</p>
First aid equipment	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	SM
Fuel oil storage	<p>The plan of primary pipework and main isolation points is updated annually.</p> <p>All tanks, bunds and pipework are checked on a weekly basis.</p> <p>A detailed inspection and service are carried out by qualified inspectors on an annual basis.</p>	SM
Glazing	<p>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.</p>	SM
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>SM</p> <p>Trinity</p>
Playground equipment (fixed)	<p>Fixed playground equipment is inspected and tested annually.</p>	SM

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. Maintenance checks are also carried out on all pipework devices annually. Water quality checks and water and surface temperature checks are completed at a frequency to be determined by our water safety risk assessment.	SM IWS
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.	SM Member of staff concerned
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	SM

Risk assessments and other checks

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

In addition to the risk assessments the 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:

- Car parking and vehicle/pedestrian segregation
- Radon
- Tree safety

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

Monitoring arrangements

Our Bursar and Principal monitor the application of this policy 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 our Bursar every two years. At every review; the policy will be shared with the governing body and approved by them or the H&S committee.

Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy

Equality Duty

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

British Values

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem, and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment, your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

While with us, our parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy, it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion, or background.

Implementation of this policy

Our academy will manage the implementation of this policy with the support and guidance of the appropriate body/bodies as defined at the time of writing.

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.

Signed.

Designation: Chair of Governors

Date. October 2018

Signed.



Designation: Principal

Date. October 2018

This policy is to be reviewed by Governors during Autumn term 2020