



# VICTORIA PARK JUNIOR SCHOOL

## Premises Management Policy

**Approved by:** Governors **Date:** 8<sup>th</sup> February 2023

**Last reviewed:** February 2023

**Next review due:** February 2026

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## 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 [The School Premises \(England\) Regulations 2012](#)

## 2. Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

## 3. Roles and responsibilities

The governing board and headteacher will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher is responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required. This can be delegated to the site team which includes the caretaker and/or health & safety co-ordinators.

The headteacher has overall responsible for, but this can be delegated to the caretaker and/or health & safety co-ordinators:

- › 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

This list is not intended to be exhaustive.

## 4. Inspection and testing

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. The contractors are provided via the SLAs from TMBC which the school buys into.

ISSUE TO INSPECT	FREQUENCY	WHERE THE INFORMATION CAN BE LOCATED
Portable Appliance Testing (PAT)	Annually. Regular visual inspections by staff before equipment is used. We will refer to <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Service Engineer Record table available in the school office in the Site Services file and submitted to Resources committee annually.
Fixed electrical installation tests (including lightning conductors)	Every 5 years for fixed electrical installation tests. Lightning Conductor test annually. Inspection and testing always carried out by a competent person.	Service Engineer Record table available in the school office in the Site Services file and submitted to Resources committee annually.
Emergency lighting	Weekly caretaker test. Quarterly condition test by a competent person.	Service Engineer Record table available in the school office in the Site Services file and submitted to Resources committee annually. Caretaker weekly checks in Caretaker File available in the caretakers room.
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	Completed by approved Trafford contractor arranged by TMBC catering services and available in the Site Services file.

ISSUE TO INSPECT	FREQUENCY	WHERE THE INFORMATION CAN BE LOCATED
Pressure systems	No fixed maintenance requirement but school services annually the boiler pressure unit (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a> , and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).	Service Engineer Record table available in the school office in the Site Services file and submitted to Resources committee annually.
Legionella checks on all water systems	Weekly by caretaker. Monthly by TMBC contractor and risk assessment every 2 years. Risk assessment of each site carried out and reviewed regularly by a competent person. 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 <a href="#">guidance for each type from the HSE</a> .	Service Engineer Record table available in the school office in the Site Services file and submitted to Resources committee annually. Caretaker weekly checks in Caretaker File available in the caretakers room.
Asbestos	No known asbestos. Regular inspections as part of the asbestos register and management plan every 6 months. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Contractors provided with the Type 2 Asbestos Survey Report as completed on the Permit to Work. Red Asbestos file available in the school office.
Equipment used for working at height	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. Ladder check annually by caretaker.	Ladder Check List available in the Risk Assessment file in the school office.

ISSUE TO INSPECT	FREQUENCY	WHERE THE INFORMATION CAN BE LOCATED
Fire detection and alarm systems, including doors	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Service Engineer Record table available in the school office in the Site Services file and submitted to Resources committee annually. Caretaker weekly checks in Caretaker File available in the caretakers room. Blue Fire Risk Assessment file in the school office.</p>
Firefighting equipment	<p>Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.</p>	<p>Service Engineer Record table available in the school office in the Site Services file and submitted to Resources committee annually.</p>
Extraction systems	<p>Annual removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	<p>Completed by approved Trafford contractor arranged and available in the Site Services file and submitted to Resources committee annually.</p>
Chemical storage	<p>Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with <a href="#">HSE guidance on COSHH assessment</a>).</p>	<p>COSHH sheets in the cleaning cupboards. Cleaning Contractors File in the school office.</p>

ISSUE TO INSPECT	FREQUENCY	WHERE THE INFORMATION CAN BE LOCATED
Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Service Engineer Record table available in the school office in the Site Services file and submitted to Resources committee annually. Caretaker regular checks in Caretaker File available in the caretakers room.
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out by caretaker and grounds maintenance, with more detailed assessments if suspected structural faults or other risks are found. Risk Assessment every three years.	Risk Assessment file in the school office.

## 5. Risk assessments and other checks

Please refer to our risk assessments and health & safety policy for further information. These are available for staff on the shared area and paper copies in the school office and the caretakers room.

## 6. Monitoring arrangements

The application of this policy is overseen by the headteacher supported by the caretaker and health & safety co-ordinators 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 and/or the caretakers room.

This policy will be reviewed by the headteacher. At every review, the policy will be shared with and approved by the governing body.

## 7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessments