THAMES FEDERATION
HIGH EXPECTATIONS | ENRICHMENT | EXCELLENCE

PREMISES MANAGEMENT DOCUMENT

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Reviewed by: Executive Head Teacher
Approved by: Governing Board
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1. Aims

The Federation 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 requirements and best practices recommendations
- Promotes the safety and wellbeing of pupils, staff, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work Act 1974

2. Guidance

This document is based on the Compliance monitoring in Council Buildings report, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department of Education's guidance on Good estate management for schools.

3. Roles and responsibilities

The Governing board, Executive Head Teacher and the Site Team will ensure this Premises Management policy is properly implemented, and that tests and inspections are carried out in accordance with his policy.

The Executive Head Teacher and Site Team are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Site Team 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 Executive Head Teacher about what actions need to be taken to keep the school premises safe

4. Inspections 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 completed works, the school includes the dates when works were undertaken and the details of the individual or company who completed them, along with qualifications/certificates and insurance paperwork.

Issue to inspect	Frequency	Person responsible
Asbestos register	A risk assessment takes place annually and when any changes to the building take place. The asbestos register and asbestos management plan are updated accordingly.	Site Team LA (BNS & JL) LA
Electrical testing and inspection	PAT testing takes place annually. PAT testing takes place bi-annually for nursery schools Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least every 5 years. A competent person with the relevant skills and qualifications carries out all electrical testing and inspection.	Company: Metro PAT FM Ltd BNS: Company: PAT Testing Solutions JL: Company: Metro PAT FM Ltd Company: WS Maintenance Ltd. BNS: Company: Total Fire & Electrical Solutions Ltd JL: Company: Reaction Group

Extraction systems	Extraction equipment in catering facilities, grease filters are removed and cleaned at least each term, and ductwork is also cleaned annually.	Site Team Company: First In Service BNS & JL: Company: First In Service
Gas Safety	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. All gas appliances are serviced annually. A visual condition inspection is conducted on gas pipework annually. All work carried out by a Gas safe registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.	Company: A.J.F Heating Mechanical & Electrical Services BNS: Company: JLA HVAC Ltd JL: No gas on site. Controlled St Paul's (landlord)
Fire Safety	Fire risk assessment is reviewed and updated by a competent person, with the	Site Team

	relevant skills and qualification, on an annual basis, and when changes are made that might impact fire safety. Fire Risk Assessment is carried out bi-annually in the nursery schools. Fire detection and alarm systems are tested weekly. All call points are tested over a 12-week cycle. Formally, quarterly and annual inspections are completed by a competent person. Termly fire drill in place. Fire doors are inspected weekly. Fire extinguishers, blankets are tested and maintained annually Lightning conductors are inspected and electrically tested annually by competent people.	Company: Workplace Fire & Safety BNS: Company: C. Steel Associates Ltd JL: DHN Fire Lead by a member of the SLT BNS & JL: Member of SLT & Site Care Officer Site Team BNS & JL Site Care Officer Company: G8 Secure Ltd. BNS & JL: Company: G8 Secure Ltd Strike Point Lighting Protection Ltd BNS & JL: Company: SPC Ltd
First Aid equipment	**First aid equipment is inspected every term. Any equipment that has passed its expiry date is replaced**	First Aid Lead BNS & JL First Aid Officer Midday Supervisor
Glazing	**Regular checks to buildings to identify any areas where safety glazing should be implemented.**	Site Team/LA BNS & JL: Site Care Officer

Lift	**Goods lifted should be tested and inspected annually by a competent person.**	Otis Ltd.
Lighting systems	**Emergency lighting systems are inspected and tested weekly.** **A full duration test should take place annually**	Company: Edison Swan BNS & JL: Company: FAFS
Playground/Gym equipment **Security**	**Fixed playground and gymnasium equipment is inspected and tested annually** **Security alarm is tested/inspected annually by a competent contractor/person**	Site Team Company/: Gym Fix Team Services Ltd. BNS & JL: Company: Gym Fix Team Services Ltd. ADT BNS: Company: Mercury Security Systems Ltd JL: Company: ADT
Tree Safety	**Monthly checks/inspections Risk assessment following any works that could cause damage and high winds**	Site Team/ Company: Parsons Tree Care Ltd. BNS & JL: Company: Parsons Tree Care Ltd
Water hygiene and safety	**Visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection** **Maintenance checks are also carried out on all pipework devices annually.** **Water checks/flushing and temperature checks to be done monthly. These checks include identifying, assessing**	Company: Allied Water BNS & JL: Company: Allied Water Site Team Company: Allied Water BNS & JL: Company: Allied Water

	and monitoring sources of risks of legionella bacteria.	
Working at height	**Equipment used for working at height is inspected and tested on an annual basis.**	Site Team BNS & JL: Site Care Officer
Workstation assessments	**Staff workstations are analysed to assess any health and safety risks whenever a new member of staff is appointed, and whenever a staff member is relocated to a different room/area.**	IT Technician BNS & JL: IT Technician

5. Risk Assessments and other checks

Risk assessment recording

Premises working may be considered as part of an overall risk assessment of a job role or activity. However, where working on site has not been considered as part of other risk assessments, a specific risk assessment must be carried out. It is important to note that the original risk assessment may change as the activity itself progresses.

Risk assessment review

Premises working risk assessments must be regularly reviewed in line with changes which have been identified. All incidents and/or previously unforeseeable risks must be reported by the Site Team as soon as possible, reviewed by a senior leader and flagged on any systems which will warn other staff of the risk. If no changes have occurred within a twelve month period then risk assessments should be reviewed at that point.

Heads of Schools / senior managers must ensure that adequate reporting and feedback mechanisms are in place which allow for new information to be gathered about any changes which impact on any risk assessments. Changes to working practice must be evaluated and communicated to all relevant employees.

Further information on the competency of premises working has been provided in the Lone working policy.

In addition to this policy the school has in place, other risk assessments that cover

- Car parking
- Tree safety
- Lettings

6. Safeguarding

We request and process data relating to those visiting our school (including contractors). Personal data that we may view, collect, process, hold and share (where appropriate) about individuals includes, but is not restricted to:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Criminal records information as required by law to enable you to work with children e.g. DBS checks;
- Information relating to your visit, e.g. your company or organisations name, arrival and departure time, car number plate;
- Information about any access arrangements you may need;
- Photographs for identification and security purposes for the duration of your visit;
- CCTV footage captured by the school.

7. Monitoring arrangements

The application of this policy is monitored by the Site Team, the Executive Head Teacher and Heads of School 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 in the school office.

This policy will be reviewed annually by the Executive Head Teacher or a member of the Site Team.

At every review, the policy will be shared and approved by the Board of Governors.

8. Links with other policies

This premises management policy is linked to:

- Child Protection & Safeguarding policy
- Health and Safety policy

- Lone working policy
- Privacy notice for visitors and contractors