

Therefore, encourage one another and build each other up, just as in fact you are doing”

1 Thessalonians 5:11

Thatcham Park C.E. Primary & Nursery School,

Premises Management Policy

Our Christian values underpin our ethos; every child is valued and encouraged to achieve their full potential. Every member of our school community is encouraged to respect and value each other. We want our children to learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.



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](#) and the Schools Health and Safety Policy
- Complies with the requirements of the [School Premises \(England\) Regulations 2012](#)
- Complies with the requirements of the [statutory framework for the EYFS](#)

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, Headteacher, Site Controller, Finance Officer and School Business Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Health & Safety governor, Headteacher, Site Controller and School Business Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Site Controller is responsible for:

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- Inspecting and maintaining the school premises
- Conducting repairs and maintenance, ensuring statutory requirements are met
- 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 Governing Board about what actions need to be taken to keep the school premises safe, via the Headteacher and/or School Business Manager.
- This list is not intended to be exhaustive and duties can be delegated as appropriate

4. Inspection 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 below sets out the issues we inspect, the inspection frequency, and the person 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 Department for Education's [guidance on good estate management for schools](#).

Issue to inspect	Frequency	Person responsible
Air conditioning systems and duct hygiene	Both are inspected annually (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an inspection to ensure there is no leakage of refrigerant.	<i>Air conditioning - DAC Cooling</i> <i>Kitchen Ducts - KDC (arranged by Caterlink)</i>
Asbestos register	A risk assessment takes place annually and when any changes to the building take place.	<i>Arranged by West Berkshire Council.</i> <i>School Business Manager</i>

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	Termly visual checks to ensure the ACM's (Asbestos Containing Materials) have not become damaged or degraded. The asbestos register is updated accordingly.	<i>School Business Manager</i>
Chemical Storage	Inventories are kept up-to-date. 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 HSE guidance on COSHH assessment).	<i>School Business Manager</i> <i>Annual notice to staff around COSHH procedures.</i>
Electrical testing and inspection	A PAT exercise takes place annually. All fixed wiring and all distribution boards are tested at least once every 5 years.	Wyllie Maintenance Services Wyllie Maintenance Services
Extraction systems	Dust extraction equipment is tested and inspected on an annual basis. Local exhaust ventilation is inspected every 14 months.	<i>NA no extraction systems in school</i>

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Fire safety	Our fire risk assessment is updated when any changes are made that might impact fire safety. A daily check to ensure that firefighting equipment is in the correct location and in good order. Escape routes are inspected daily by a competent person to ensure they are not compromised, free from obstruction, fire door and mechanics are in good working order. Smoke detectors and heat detectors are routinely serviced on an annual basis Fire detection and alarm systems are tested weekly on a rotational basis, covering all call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person. Daily visual inspection of panel to ensure correct operation and no faults indicated Fire doors are inspected weekly, with a full service every 6 months. Fire extinguishers, fire blankets, fire panel, sounders and call points are inspected and maintained on an annual basis. Lightning conductors are inspected and electrically	Headteacher/Health and Safety Governor Site Controller Site Controller Optimal Fire & Security Ltd Site Controller Site Controller Site Controller - Daily RES - Every 6 months RES N/A
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	tested on an annual basis by a competent person.	
First aid equipment	First aid equipment is inspected every month. Any equipment which has passed its expiry date is replaced.	Administration Assistant
Fuel oil storage	All tanks, bunds and pipework are checked on a weekly basis, looking at potential leaks and cleanliness of external bund (where applicable) A detailed inspection and service is carried out by qualified inspectors on an annual basis.	<i>N/A No Fuel Oil in school</i>
Boilers	Annual service and maintenance carried out	Aquaheat Services Insurance Inspection arranged by West Berkshire Council (Currently using BES Group) every 2 years.
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.	Millers

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	A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis - as part of the annual gas safety inspection.	
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) - always by a competent person.	<i>N/A No lifts in school</i>
Lighting systems	Emergency lighting systems are inspected and tested on a monthly basis by the Site Controller. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person.	Site Controller Optimal Fire & Security Ltd
Mobile accommodation	A structural inspection of any mobile accommodation is conducted on an annual basis.	<i>N/A No mobile accommodation on school site</i>
Playground and gymnasium equipment (fixed)	Daily checks of equipment and surrounding area to ensure it is all in good condition and the area is free from hazardous objects. Fixed playground and gymnasium equipment is inspected annually.	Site Controller Universal Services Insurance Inspection arranged by West Berkshire Council (Currently using BES Group) annually

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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.	Headteacher
Working at height	Equipment used for working at height is inspected and tested on a termly basis.	Site Controller

5. Risk assessments and other checks

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

The school also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- 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

6. Monitoring arrangements

The application of this policy is monitored by the Health and Safety Governor, Health and Safety Committee and Headteacher 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 Finance Office and Main Reception.

7. Links with other policies

This premises management policy is linked to:

- Health and Safety policy

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