

# **Premises Management Policy**

**The Davenport School**



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# **The Davenport School**

## **Premises Management Policy**

### **1. Aims**

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The Davenport School aims to ensure that it;

- Manages its buildings and equipment in an efficient, legally compliant way.
- Inspects and tests buildings and equipment regularly, considering 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.

### **2. Guidance**

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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 Department for Education's guidance on Good estate management for schools.

### **3. Roles and Responsibilities**

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The Proprietor and the Teacher in Charge will ensure this Premises Management Policy is properly implemented, and that tests and inspections are carried out in accordance with this policy. Within Ethelbert Children's Services organisation there is a Head of Health and Safety. The Head of Health and Safety is responsible for ensuring that all relevant Risk Assessments are completed, and staff are aware. The Head of Health and Safety is responsible for ensuring that all checks and maintenance is undertaken on the building and equipment in the building.

The Teacher in Charge is responsible for ensuring relevant Risk Assessments are implemented on a day to day basis.

The Head of Health and Safety 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 Proprietor 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

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 to inspect, the inspection frequency and the person responsible for checking each issue.

The Davenport School is part of the wider Ethelbert Children's Services organisation, the organisation has a Head of Health and Safety (Lee Davenport) who is responsible for the implementation and application of the Health and Safety Policy, testing and inspecting of the school building and facilities.

| Issue to Inspect                          | Frequency  | Person Responsible |
|---|--|--------------------|
| Internal Heating/Air Recirculation System | Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years).<br><br>There is also an annual certificated inspection to ensure there is no leakage of refrigerant.<br><br>All maintenance and certification is conducted by a qualified energy assessor. | Lee Davenport      |
| Asbestos Register                         | There has been an assessment undertaken on the school building. There is no asbestos on site   | Lee Davenport      |
| Electrical Testing and Inspection         | A <a href="#">PAI</a> exercise takes place annually.<br><br>The schematic of the supply route and primary distribution is updated annually.<br><br>Fixed wiring and all distribution boards and safety devices are inspected annually.   | Lee Davenport      |

|                                 |  |               |
|---------------------------------|--|---------------|
|                                 | <p>All fixed wiring and all distribution boards are tested at least once every 5 years.</p> <p>All electrical testing and inspection is carried out by a competent person.</p>   |               |
| Extraction system (cooker hood) | For extraction equipment in catering facilities, grease filters are removed and cleaned each year. (food is not cooked onsite)   | Lee Davenport |
| Fire Safety Equipment           | <p>Our Fire Risk Assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>Fire blankets are inspected weekly and replaced as required.</p> | Lee Davenport |
| First aid equipment             | First aid equipment is inspected every month. Any equipment which has passed its expiry date is replaced.  | Lee Davenport |
| Glazing                         | The glazing for the whole building is inspected annually.  | Lee Davenport |

|  |  |               |
|--|--|---------------|
| Lighting System                            | <p>Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. A full duration test takes place annually.</p> <p>Internal and external lights are checked on a weekly basis</p>  | Lee Davenport |
| Playground and gymnasium equipment (fixed) | Fixed playground and gymnasium equipment are inspected and tested annually.  | Lee Davenport |
| Water Hygiene and Safety                   | <p>A visual condition and inspection is undertaken on an annual basis on all cold water taps sinks, drinking fountains and pipework</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis. Water temperature checks are undertaken to ensure that the water is at the correct temperature and that temperature regulators are working effectively</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> | Lee Davenport |
| Classroom's/School Rooms                   | Classrooms / school rooms are risk assessed on an annual basis. Any significant changes to the room usage and or equipment in the room is to be discussed with The Head of Health and Safety before implementation   | Lee Davenport |

## 5. Risk Assessments and Other Checks

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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 park/Traffic Management.

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**

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The application of this Policy is monitored by the site manager and the 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 school office.

This Policy will be reviewed by The Head of Health and Safety every year, at every review, the Policy will be shared with the governing board and approved by Teacher in Charge and Proprietor

## **7. Links with Other Policies**

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This premises management policy is linked to:

Health and Safety Policy.

Risk Assessment Policy.