



Premises Management

CONVENTION ON THE RIGHTS OF THE CHILD

As a school that respects the rights of the children and adults in our school family, community and beyond, we aim for each school policy to adhere to articles from UNICEF's Convention on the Rights of the Child.

In this policy, we are working towards the following article:

Article 15 (Freedom of association): Children have the right to meet together and to join groups and organisations, as long as it does not stop other people from enjoying their rights. In exercising their rights, children have the responsibility to respect the rights, freedoms and reputations of others.

Article 28: (right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Adopted: September 2023

Date to be reviewed: September 2024



1. Position and values

This policy will help staff to achieve the vision of the school, which is that the staff and governors at Little Hill Primary School will ensure that the school provides an environment where every child can feel:

- safe
- healthy
- able to enjoy and achieve
- able to contribute to future economic well-being
- able to make a positive contribution.

Little Hill has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The school needs to consider the building:

- **Condition**
- **Suitability**
- **Sufficiency**

2. Roles and responsibilities

The school premises are constantly monitored by the premises manager, the school premises and maintenance team, the school's health and safety committee, and a range of teams/individuals who report their observations/concerns to the premises staff, school business manager and SLT. The school gives due regard to the regulatory duties it owes its staff, students and visitors.

The school has clear governance processes in place to ensure accountability and strategic decision making about the estate.

The governors and headteacher have the specific role of overseeing the following:

- the continuous development of the Asset Management Plan (AMP)
- preparing a Premises Plan prioritised within available budgets using the school's AMP and School Development Plan
- ensuring that work is correctly prioritised, that all work is carried out to an acceptable standard, and that it complies with appropriate legislation and regulations
- managing repair or improvement projects, and the associated budgets for which they are responsible
- identifying specific educational outputs from projects or proposed projects. Assess how these will deliver improved educational standards and contribute to the objectives of the school's Development Plan
- preparing policies for security, fire safety and health and safety, including monitoring procedures
- ensuring that suitable risk assessments are prepared, and that action is taken to minimise risks
- undertaking planned preventative maintenance
- producing a statutory School Accessibility Plan and Disability Equality Scheme
- employing professional property consultants, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

3. Asset Management Plan (AMP)

This survey examines each block of the school's premises and the site's external areas and playing fields. The AMP will inform operational day to day activities and should include data and information about the estate. The resulting plan will be completed using the following criteria and will be the basis for decisions made with regards to capital improvements.

Five-year planning priorities

1. Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.
2. Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.
3. Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and/or remedy a minor breach of legislation.
4. Long-term work required outside the five year planning period that will prevent deterioration of the fabric or services.

Condition gradings

- A. Good. Performing as intended but exhibiting very minor deterioration
- B. Satisfactory. Performing as intended but exhibiting minor deterioration
- C. Poor. Exhibiting major defects and/or not operating as intended
- D. Bad. Life expired and/or serious risk of imminent failure

4. Planned maintenance

The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation to include the following areas:

- air conditioning units checks
- boiler maintenance
- buildings and structure
- drainage, sewers and guttering
- electrical appliances checks
- emergency lighting testing
- fire alarm testing
- fire door checks
- fire extinguisher checks
- fire risk assessments
- fixed electrical installation testing
- gas appliances safety checks
- gas pipe soundness checks
- gym equipment safety checks
- hazardous materials
- kiln and ceramic electrical equipment checks
- kitchen deep cleaning (food hygiene and catering requirements)
- kitchen equipment
- lift safety checks
- lightning protection
- local extraction ventilation
- machinery tooling checks
- oil and gas fired boilers
- pest control
- playground equipment
- portable appliances
- pressure vessel checks
- roof finishes
- safety signage
- security systems
- sewage pumps and chambers, oil supply pipes and tanks
- swimming pools
- water supply systems.

5. Servicing, testing and inspections

Current servicing and inspections carried out are listed below. Where appropriate there is additional internal testing and monitoring. All certificates and details of all statutory examinations, testing and remedial work will be kept.

Plant or equipment	Service interval
Air conditioning systems	Annual certified inspection by a qualified energy assessor with 6 monthly checks
Fire alarm systems	Tested weekly and subject to quarterly and annual inspections
Emergency lighting	Every 6 months, with internal monthly checks
Emergency gas or oil cut-off valves	Every 12 months
Sprinkler systems	Annually or in accordance with manufacturers guidelines
Kitchen extract ductwork	Every 12 months
Fire extinguishers	Every 12 months
Boilers – Gas	Every 12 months
Boilers – Oil	Every 6 months
Oil tanks and associated pipework	Weekly visual inspection and detailed annual inspection
Gas appliances safety check and gas soundness testing	Weekly visual inspection
Catering equipment	Every 12 months (for production of the landlord's gas safety certificate)
Hot water blending valves	Every 12 months
Pressure vessels	In accordance with the written scheme of examination
Swimming pools (microbiological water testing)	Subject to assessment (monthly testing for hydrotherapy and special school pools)
Fixed electrical installations	Every 5 years (swimming pools annually)
Portable electrical appliance testing (PAT testing)	By risk assessment
Passenger lifts and stair lifts	Every 6 months (plus monthly check)
Goods lifts and hoists	Every 6 months
Lightning conductors	Every 12 months
Local exhaust ventilation (e.g. fume cupboards and wood dust extraction systems)	Every 12 months

Powered pedestrian doors	Every 12 months. Safety checks by school at intervals depending on frequency of use.
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6. Fire risk

The school undertakes regular fire risk assessments for all buildings within its control, conducted by a competent person in accordance with the *Regulatory Reform (Fire Safety) Order 2005*. These can be located at *[location]*.

The fire risk assessment is reviewed and updated (where appropriate) regularly, and particularly where there is reason to suspect it is no longer valid or where significant changes to the premises or use take place. Schools of any height should consider reviewing their assessment annually, or at least every 3 years.

Note: *Those completing fire risk assessments, or providing advice in relation to them, should be appropriately qualified or experienced. The Fire Risk Assessment Competency Council (FRACC) has issued advice on what to consider when appointing a 'competent person' to carry out the fire risk assessment.*

7. Non-statutory maintenance

The school ensures that the regular maintenance is carried out, in accordance with best practice to include the following areas:

- car parks
- cleaning
- communication systems
- decoration
- disabled access
- doors
- floors
- furniture
- gutters
- intruder alarms
- partitions
- security fencing
- staircases
- steps and handrails
- surfaces
- walls
- windows
- vandals

8. Water supply (legionella)

The school arranges regular suitable and sufficient risk assessments and testing of water systems by a competent person (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) to identify and manage the risk in respect of legionella in accordance with the Approved Code of Practice.

This scheme of management is arranged to ensure that:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
- the temperature of hot water supplies to showers shall not exceed 43°C.

9. Asbestos

The school maintains an asbestos register, which contains a copy of the asbestos survey, conducted by a competent surveyor and which is updated when works are carried out which change the fabric of the school premises. The register shows where in the premises asbestos has been identified or is suspected and staff members are made aware of the location of this register. Suitable communications and training is provided to all staff.

Where the premises contains asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities, then it is safer to leave it in place.

Approved registered contractors are employed to deal with any removals and staff who routinely engage in maintenance have training in asbestos awareness.

10. Contractors

The school ensures that:

- arrangements are in place to select, appoint and monitor anyone undertaking works. The school has defined and transparent procedures on how to engage contractors and professional advisers, purchasing arrangements and how to achieve value for money through procurement
- contractors are competent (competence can be judged from experience, recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required)
- where necessary contractors have the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively
- contractors with five or more employees must have a written health and safety policy, which should include appropriate organisational arrangements to implement it. If they have less than 5 employees, they may not have a written policy but should provide specific method statements and/or risk assessments relating to the work to be undertaken
- contractors must have appropriate insurance that will pay out in the event of a claim for an accident on the site.

11. Commissioning a large project

The school seeks a property professional to work with the school, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:

- feasibility study – checking the feasibility of the project and providing an early cost estimate.
- specification – with the school to producing a technical specification for the work.
- tender – going out to tender to several appropriate contractors.
- evaluation of tenders – checking the validity and accuracy of the tenders
- site management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with health & safety requirements and relevant legislation and regulations.
- handover – accepting the finished project, carrying out snagging and testing.
- invoice check – checking the validity and accuracy of invoices.

12. Buildings insurance

Governors are responsible for ensuring the school has the necessary insurance policies in place that protect the school buildings, children, staff and visitors. Insurance policies are not a substitute for good risk management practices and can only provide limited financial compensation after something has gone wrong, whereas risk management can minimise the potential occurrence of events happening, ensuring resources remain focused on the purpose of educating children.

13. Security

The school business manager and premises manager have day to day responsibility for school security and these responsibilities are laid out in a separate Security Policy. They cover the maintenance and monitoring of equipment, inside and outside of buildings, visitors and events occurring during and outside of school hours.

14. Waste

The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment and ICT equipment, which are properly disposed of if they cannot be recycled. There are things that everyone can do to contribute to this. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

15. Vehicle segregation

The school ensures that appropriate traffic management systems are in place on site so pedestrians and vehicles can circulate in a safe manner.

16. Venue hire

The school ensures that the premises which are used for a purpose other than conducting the school curriculum (the hall, gym or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded and other users do not interrupt their education. There is a separate policy specifically addressing all aspects of venue hire.

17. Trees

The school ensures that an annual tree survey takes place from which a report with priority is produced. A competent arboriculturist carries out all arboricultural work.

18. Energy and water use

Energy and water are valuable and costly resources. The estate will be managed in order to:

- understand how much energy and water is used
- reduce consumption
- minimise waste.

Understanding how energy is used and identifying opportunities for efficiencies will enable lower energy consumption, reduced operating cost and a lower carbon footprint.

19. Gas Installations

Maintenance of all gas installations and appliances must be carried out in accordance with the Gas Safety Installation and Use Regulations 1998. Gas Safe Registered Engineers are employed to undertake gas works.

20. Ventilation Systems

Air extract systems may be employed to maintain a safe environment by removing:

- hazardous fumes, as in the case of a laboratory fume cabinet or kitchen extract
- dusts and fumes, as in the case of technical workshops.

Ventilation systems may also now be used as part of a suite of control measures to prevent the transmission of Covid-19.

Where such systems are installed, they should be adequately maintained as advised by the supplier or installer.