



RICKMANSWORTH SCHOOL

Premises Management Policy

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OVERVIEW

Purpose

The purpose of the Premises Management Policy is to set out the school's approach to managing the facilities and to ensure that the school complies with statutory and regulatory standards

A reference copy of this document is kept on the shared drive and it will be brought to the attention of all members of staff.

Review Process

This document will be reviewed in accordance with our policy review process on a yearly basis or on the introduction of new or amended relevant legislation.



Tony Walker
CHAIR OF GOVERNORS



Matt Fletcher
HEADTEACHER

1. Aims

Rickmansworth School aims to ensure that it:

- Manages its buildings, equipment and vehicles 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 Education \(Independent School Standards\) Regulations 2014](#)

2. Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#). This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The Governing Board, Headteacher, the Director of Finance & Business Operations and Estates Manager will ensure this Premises Management Policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Headteacher, the Director of Finance & Business Operations and Estates Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Estates Manager is responsible for:

- Developing the long-term asset plan
- Developing a maintenance plan, inspecting and maintaining the school premises
- Managing 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
- Managing the school's minibuses fleet
- Liaising with the Headteacher and Director of Finance & Business Operations 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

Rickmansworth School maintains accurate records and details of all statutory tests which are undertaken at the school 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, 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 [checks and testing sections of the DfE estates guidance](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	<p>Completed by an external contractor for selected departments every year. External company undertakes the checks of all items every five years.</p> <p>Regular visual inspections where PAT is not required.</p> <p>We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.</p>	Estates Manager
Fixed electrical installation tests (including lightning conductors)	<p>Testing is completed on one fifth of the building every year. All areas are tested over a five year period with the exception of the Swimming Pool which is tested annually.</p> <p>Inspection and testing is always carried out by a competent person.</p>	Estates Manager
Emergency lighting	<p>Monthly flash test.</p> <p>6-monthly condition test (including 3-hour battery test) by a competent person.</p>	Estates Manager
Lifts	At least every 6 months for passenger lifts by a competent person.	Estates Manager
ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE

Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>Annual safety checks (in line with good practice / required if the premises are used for residential accommodation).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>	Estates Manager
Fuel oil storage (unleaded petrol)	Checks completed at least weekly.	Estates Manager
Air conditioning systems	Annual certificated inspection completed.	Estates Manager
Pressure systems	An examination of the system is carried out by a competent person annually.	Estates Manager
Legionella checks on all water systems	<p>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 guidance for each type from the HSE.</p>	Estates Manager
ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE

<p>Asbestos</p>	<p>Annual visual inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p> <p>Approved registered contractors are employed to deal with any removals.</p> <p>If the asbestos is in good condition and is not in an area where it will be damaged by everyday activities, then it is safer to leave it in place.</p>	<p>Estates Manager</p>
<p>Equipment used for working at height</p>	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	<p>Estates Manager</p>
<p>ISSUE TO INSPECT</p>	<p>FREQUENCY</p>	<p>PERSON RESPONSIBLE</p>

<p>Fire detection and alarm systems</p>	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual 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>Estates Manager</p>
<p>Fire doors</p>	<p>Regular checks by a competent person.</p>	<p>Estates Manager</p>
<p>Firefighting equipment</p>	<p>Equipment – extinguishers and fire blankets – inspected annually (by a competent person).</p>	<p>Estates Manager</p>
<p>ISSUE TO INSPECT</p>	<p>FREQUENCY</p>	<p>PERSON RESPONSIBLE</p>

<p>Extraction systems</p>	<p>Regular 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) are 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>Estates Manager</p>
<p>Chemical storage</p>	<p>Inventories are kept up-to-date.</p> <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 HSE guidance on COSHH assessment).</p>	<p>Head of Science</p> <p>Head of Art and Design & technology</p> <p>Estates Manager</p>
<p>ISSUE TO INSPECT</p>	<p>FREQUENCY</p>	<p>PERSON RESPONSIBLE</p>

Hydrotherapy pools and swimming pools	<p>In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems.</p> <p>Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.</p> <p>Pool cover inspected annually.</p> <p>UV disinfection system inspected twice a year.</p>	Estates Manager
Playground and gymnasium equipment	<p>Regular inspections – at least annually</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	Estates Manager
Tree safety	<p>As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.</p>	Estates Manager
Kiln and ceramic electrical equipment check	Annual inspection and service	Estates Manager
ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE

Raked seating	Annual inspection and service	Estates Manager
Automated doors and gates	Annual inspection and service	Estates Manager

5. Contractors

Rickmansworth School ensures that there adequate arrangements are in place to select, appoint and monitor any contractor undertaking works.

Competence is considered based on past experience, recommendation, preselection evaluation or a combination that takes into consideration the nature and scale of the works required.

Checks are undertaken to ensure that:

- Where necessary the contractor has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- The contractor has a current health and safety policy, suitable insurance in place and risk assessments to ensure that the contractor has appropriately interpreted any site-specific conditions.

6. Risk assessments and other checks

The school has risk assessments in place, regularly updated, to cover:

- Asbestos
- Contractors on site
- Hot works
- School fields
- Snow and ice
- Use of garden machinery
- Use of power tools
- Mobile elevating platform
- Swimming pool
- MUGA
- Raked seating
- Vehicles on school site
- Shared premises
- Lettings
- Lone working

- Working at height

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

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
- 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

7. Monitoring arrangements

The application of this policy is monitored by the Estates Manager, Director of Finance & Business Operations 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 Estates Office.

This policy will be reviewed by the Director of Finance & Business Operations every year. At every review, the policy will be shared with and approved by the Headteacher.

8. Health and safety committee

Rickmansworth school has a Health & Safety Committee which consists of the Estates Manager, the Director of Finance & Business Operations, the Governor responsible for Health & Safety and the Heads of Department of high-risk faculties (Science, PE, Art and D&T). Lower risk faculties attend on a rota basis.

9. Links with other policies

This premises management policy is linked to:

- Health and safety policy