



# Repton Manor Primary School

## Repton Manor Primary School Premises Management policy

Policy Lead	
Date approved by governing body	7 <sup>th</sup> February 2023
Governor signature	
Date uploaded to website	
Review date	

## Aims :

Our school aims to ensure that it:

1. Manages its buildings and equipment in an efficient, legally compliant way
2. Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
3. 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 Act 1974
4. 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:

Repton Manor Primary has sole responsibility for the safe management of premises

The Governing Board, Head of school, Executive Business Director and Site manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Head of school and Site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Board, as required.

The Site manager is responsible for:

Being the first point of contact for any issues with the premises.

Inspecting and maintaining the school premises.

Conducting and keeping a record of risk assessments and incident logs related to the school premises.

Conducting repairs and maintenance.

Liaising with the Head teacher and Executive business manager about what actions need to be taken to keep the school premises safe.

#### 4. Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

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 D of E estates guidance:

Inspection	Frequency	Person Responsible
Portable appliance testing ( PAT )	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site Manager
Fixed electrical installation check	Every 5 years	Skanska, KCC property management division
Lightning conductor check	Annually	Southern Lightning Ltd
Emergency lighting check	Periodically in line with KCC recommended testing schedule  Annual 3 hour test	Site Manager  Skanska, KCC property management division

Inspection	Frequency	Person Responsible
Gas appliances and fittings	Annually	KBM on behalf of Skanska, KCC property management division
Legionella checks on all water systems	Weekly system flushing. Monthly temperature checks  Periodic inspections by outside agency	Site Manager  IWS on behalf of Skanska, KCC property management division
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Not Applicable – No asbestos present.
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.	Site manager  Teaching staff responsible for visual checks before use.
Fire detection and alarm system	Weekly alarm tests, with a different call point tested each week. Bi-annual inspections and maintenance by a competent person.	Site manager  Guardian Fire services
Firefighting equipment	Periodically in line with KCC recommended schedules Inspected annually by external contractor	Site Manager  Blacklands Fire Ltd.
Extraction systems	Bi-annual service and maintenance of all air conditioning and air extraction units	AAC Group Ltd.
Chemical storage	All substances covered by COSHH have safety data sheets and risk assessments for use as necessary stored on site.	Site manager

Inspection	Frequency	Person Responsible
Gym equipment  Sports Equipment  Playground equipment	Annually  Visual inspection carried out before use  Risk assessments in place before any equipment is used on the playgrounds, visual inspection carried out before use	Kent gym and sport services ltd.  Teaching staff.  OPAL lead. Teaching staff
Sprinkler system	3 monthly services and inspections	H and K fire services ltd.

Risk assessments and other checks:

In addition to the risk assessments we are required to have in place (please refer to our health and safety policies for more information) we ensure we have risk assessments in place, regularly updated, to cover:

OPAL play initiative  
 Outdoor learning activities and lessons  
 Off site visits

This policy should be read in conjunction with the following policies:

Fire safety Risk assessment.  
 RM CCTV policy.  
 RM lone working policy.

#### Monitoring arrangements:

The application of this policy is monitored by the Site manager and Head of School 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 Site manager office.

This policy will be reviewed annually once ratified by the Board of Governors.