

The Blue Tangerine Federation

SPECIAL EDUCATIONAL NEEDS SCHOOLS

POLICIES, GUIDANCE AND PROCEDURES



Premises Management

Date Implemented: February 2021

Date Last Reviewed: August 2022

Review Period: 2 years

Staff Responsibility: Manda Sides

Date for Next Review: August 2024

Changes since last version:

Section	Details of change
Whole document	Reformatted
5. Inspection & Testing	Table tweaked

1. Background

The Blue Tangerine Federation has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and LEA standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The schools within the federation need to consider the building;

- Condition – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.
- Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

This is a key document of the Federation and it applies to all staff members. The policy is available to all parents, prospective parents, school governors and authorised inspectors.

Effective management of school buildings is the responsibility of the Head of Operations (HO) with Premises Manager, Caretaker and site services and ultimately the responsibility lies with the Management Team (MT).

The Federation is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

2. Aims

The Federation 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](#)
- Complies with the requirements of the [School Premises \(England\) Regulations 2012](#)

3. Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

4. Roles and responsibilities

The Governing Board, Executive Head, Head of Operations 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 Executive Head, Head of Operations, 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:

- 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 Executive Head and Head of Operations about what actions need to be taken to keep the school premises safe

N.B This list is not intended to be exhaustive.

5. 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.

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)	A PAT test exercise takes place annually. We will continue to refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Premises Manager / Caretaker / Office
Fixed electrical installation tests (including lightning conductors)	Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years. All electrical testing and inspection is carried out by a competent person.	Premises Manager / Caretaker / Office
Emergency lighting	Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.	Premises Manager / Caretaker / Office

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Lifts & hoists	<p>Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months.</p>	Premises Manager / Caretaker / Office
Gas appliances and fittings	<p>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.</p> <p>All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p>	Premises Manager / Caretaker / Office
Air conditioning systems	<p>All are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant.</p> <p>All maintenance and certification is conducted by a qualified energy assessor.</p>	Premises Manager / Caretaker / Office
Legionella checks on all water systems	<p>Risk assessment of each site carried out and reviewed regularly by a competent person.</p> <p>For cold water systems, a visual condition and compliance inspection is undertaken on an annual basis.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</p>	Premises Manager / Caretaker / Office

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Asbestos	<p>Regular 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>	Premises Manager / Caretaker / Office
Equipment used for working at height	<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>	Premises Manager / Caretaker / Office
Fire detection and alarm systems	<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>	Premises Manager / Caretaker / Office
Fire doors	Regular checks by a competent person.	Premises Manager / Caretaker
Firefighting equipment	<p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p>	Premises Manager / Caretaker / Office

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
First aid equipment	<p>First aid equipment is inspected every term.</p> <p>Any equipment which has passed its expiry date is replaced.</p>	Premises Manager / Caretaker / Office Medical Assistant
Extraction systems	<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) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	Premises Manager / Caretaker / Catering Company
Chemical storage	<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>	Premises Manager / Caretaker
Playground and gymnasium equipment	<p>Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	Premises Manager / Caretaker / Office
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>	Premises Manager / Caretaker

6. Risk assessments and other checks

Please refer to our risk assessment folder for information about the school's approach to risk assessments. In addition to the risk assessments, we are required to have in place we ensure we have risk assessments in place, regularly updated, to cover:

- Animals & Horticulture
- Lettings

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

I. Drainage

The schools ensure that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

II. Glazing

The schools ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

III. Accommodation

The schools ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned program of redecoration through the annual adaptation and summer program of works, but smaller tasks may be completed during the year.

The schools ensure that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

The schools ensure that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual adaptation and summer program of works.

The schools ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Site Team and Cleaners and monitoring standards of cleaning.

The schools ensure that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.

The schools ensure that there are sufficient washrooms for staff and pupils, including facilities for pupils with disabilities.

The schools ensure that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well.

The schools ensure that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by carefully monitoring the number, age and needs of pupil who will be using the classrooms and making any necessary adjustments in provision and arrangements.

The schools ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

The schools ensure there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with physical difficulties, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

The schools ensure that access to the school allows all pupils to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.

The schools ensure that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.

The schools ensure that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

IV. Building

The schools ensure that each load bearing structure is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals.

The school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

V. Contractors

The school ensures:

- That adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- The competence of contractors (competence can be judged from past experience, recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required).
- Where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- That the contractor has a current health and safety policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

VI. Commissioning a large project

The schools seek a property professional to work with them, 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 a number of appropriate contractors
- *Evaluation of Tenders* – checking the validity and accuracy of the tenders
- *Site Management* – regular site visits to check the progress and quality to 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.

VII. Waste

The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this. The school will plan towards forming an ECO group which will steer some of this element.

The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

VIII. Vehicle Segregation

The schools ensure that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner where reasonably practicable and plan towards finding resolutions if not.

IX. Lettings

The schools ensure 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 their education is not interrupted by other users.

7. Monitoring arrangements

The application of this policy is monitored by the Premises Manager/Caretaker, Head of Operations and Executive Head 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 and on the Admin shared drive.

This policy will be reviewed by the Head of Operations every 2 years. At every review, the policy will be shared with the governing board and approved by the Executive Head.

8. Links with other policies

This premises management policy is linked to:

- Health and safety policy