The James Hornsby School

Together we excel

Premises Management Policy

Approved by Local Governing Body:	September 2023
Approved by Zenith Multi Academy Trust:	
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Section 1. Policy Aims and Objectives.

This policy aims to set out the requirements of compliance with statutory testing and inspection of workplace equipment and the buildings management and maintenance.

The James Hornsby School aims to ensure that is:

- Manages it's buildings and equipment in an efficient, legally complaint way;
- Inspects and tests buildings and equipment at regular intervals, taking into account the statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of all staff, students, parents/carers, visitors and contractors through effective maintenance of buildings and equipment in accordance with but not limited to the:
    - Health and Safety at Work etc. Act 1974
    - Management of Health and Safety at Work Regulations 1999
    - School Premises (England) Regulations 2012
    - Regulatory Reform (Fire Safety) Order 2005
    - Control of Asbestos Regulations 2012
    - Provision and Use of Work Equipment Regulations 1998
    - Lifting Operations and Lifting Equipment Regulations 1998
    - Control of Substances Hazardous to Health Regulations 2002
    - Electricity at Work Regulations 1989
    - Manual Handling Operations Regulations 1992
    - Control of Noise at Work Regulations 2005
    - Control of Vibration at Work Regulations 2005
    - Personal Protective Equipment at Work (Amendment) Regulations 2022
    - The Health and Safety (First-Aid) Regulations 1981
    - Workplace (Health, Safety and Welfare) Regulations 1992
    - Health and Safety (Display Screen Equipment) Regulations 1992
    - Gas Safety (Installation and Use) Regulations 1998
    - Approved Code of Practice L8
    - BB100 (Building Bulleting 100: Design for fire safety in schools)

Section 2. Guidance

This policy is based on the Department for Education's guidance on Good Estate Management for Schools (GEMS).

The School buys into the Essex Schools Info Link resources, The Key and utilises the Health and Safety Executive (HSE) guidance and standards and has a subscription service with British Standards Institute (BSI).

Section 3. Roles and Responsibilities

The Zenith Multi Academy Trust Board have overall accountability for Health and Safety matters as the overall employer, however the responsibility of school buildings and equipment management and maintenance has been delegated to the Local Governing Body and Headteacher. The Headteacher has delegated responsibility to the Premises Manager whom is to ensure this policy in properly implemented and that all tests, inspections and maintenance is carried in accordance with this policy.

The Headteacher is responsible for:

- Appointing a competent Premises Manager.
- Ensuring adequate resources are available for the maintenance and repair of the Premises.
- Ensuring this policy is implemented.
- Ensuring risk assessments are in place for activities and events.

The Premises Manager is responsible for:

- Inspecting and maintaining the school premises, buildings, facilities and equipment.
- Conducting necessary repairs and maintenance.
- Being the first point of contact for any issues with the premises.
- Conducting and keeping a record of premises related risk assessments.
- Keeping record of incident logs relating to the school premises.
- Liaising with the Headteacher regarding any actions requires to keep the school premises, buildings, facilities and work equipment safe.
- Form an approved contractors list and vetting process.
- Utilising, updating and managing the iAM Complaint buy in service.
- Ensuring the VLE (School's Intranet) is kept up to date.
- Ensuring records, certificates and reports are held centrally.

The Premises Manager has also been appointed as the school's Health and Safety Co-ordinator as the Competent Person.

Directors of Faculty and other Departmental Managers are responsible for:

- Ensuring their work areas are safe for use and reporting any defects or concerns to the Premises Manager.
- Ensuring their work equipment is inspected before its use and maintained to the relevant standards.
- Ensuring risk assessments are conducted for their work activities within their department and reviewing as and when necessary.

Section 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.

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.

Internal inspections are recorded using iAuditor software by Safety Culture, where reports are formed and can be uploaded to iAM Compliant.

The table below sets out the items we inspect, the minimum frequency and the person responsible for each item and those that require a competent in-house person or a competent external contractor.

Statutory Requirement	Frequency	Due Date	Responsible Person	Competency
TM44 Air conditioning Inspection Report.	5 years		Premises manager	External Contractor.
PAT Testing (Portable Appliance Testing)	3 years		Premises manager	External Contractor or Competent Person.
EICR (Electrical Installation Condition Report) Phase 1	5 years		Premises manager	External Contractor.
EICR (Electrical Installation Condition Report) Phase 2	5 years		Premises manager	External Contractor.
EICR (Electrical Installation Condition Report) Phase 3	5 years		Premises manager	External Contractor.
EICR (Electrical Installation Condition Report) Phase 4	5 years		Premises manager	External Contractor.
EICR (Electrical Installation Condition Report) Phase 5	5 years		Premises manager	External Contractor.
EICR (Electrical Installation Condition Report) Phase 6	5 years		Premises manager	External Contractor.
EICR (Electrical Installation Condition Report) Phase 7	5 years		Premises manager	External Contractor.
MFL Structural Staircase Inspection	3 years		Premises manager	External Contractor.
Legionella Risk Assessment	2 Years		Premises manager	External Contractor.
LEV (Local Exhaust Ventilation) Fume Cupboards	14 months		Premises manager	External Contractor.
LEV (Local Exhaust Ventilation) Dust Extraction	14 Months		Premises manager	External Contractor.
Staff Room Fire Escape Structural Inspection	3 year		Premises manager	External Contractor.
Lightning Protection	12 months		Premises manager	External Contractor.
Automated Gate	12 months		Premises manager	External Contractor.
Fire Dampers	12 months		Premises manager	External Contractor.
Thermostatic Mixing Valves (TMV's)	12 months		Premises manager	External Contractor.
Fitness Suite Gym Equipment	Annual		Premises manager	External Contractor.

Emergency Lighting Test and Inspection	Annual		Premises manager	External Contractor.
Rationale Oven Filter Replacement	Annual		Premises manager	External Contractor.
Written Scheme of Examination of Pressure systems	Annual		Premises manager	External Contractor.
Boiler, pump and plant	Annual		Premises manager	External Contractor.
Gas tightness	Annual		Premises manager	External Contractor.
Gas Meter Purging	Annual		Premises manager	External Contractor.
Retractable Seating	Annual		Premises manager	External Contractor.
Asbestos Management Survey	Annual		Premises manager	External Contractor or Competent Person.
BMS (Building Management System) *NON-STATUTORY*	Annual		Premises manager	External Contractor.
Private Fire Hydrant	Annual		Premises manager	External Contractor.
Ladderties (ladder restraint D-Rings)	Annual		Premises manager	External Contractor.
Fire Extinguishers	Annual		Premises manager	External Contractor.
Fire Extinguishers	Monthly		Premises manager	Competent Person
Lockers	Annual		Premises manager	Competent Person
Gymnasium and Sports Equipment	Annual		Premises manager	External Contractor.
TVC Sampling	Bi-Annual		Premises manager	External Contractor.
Legionella Screening	Bi-annual		Premises manager	External Contractor.
Analytical inspection- Treated closed loop system	Bi-Annual		Premises manager	External Contractor.
Tree Condition Assessment Survey Report	3 year Annual		Premises manager	External Contractor.

TR19 Clean to Kitchen and UB5	Annual		Premises manager	External Contractor.
Fire Door Inspection	Annual		Premises manager	External Contractor.
Fire Door Inspection	Monthly		Premises manager	Competent Person.
Shutters	Annual		Premises manager	External Contractor.
Stair Climber Service and LOLER	Bi-Annual		Premises manager	External Contractor.
Intruder Alarms	Bi- Annual		Premises manager	External Contractor.
Ladders	Bi-Annual		Premises manager	Competent Person.
D&T and Premises Workshop Machinery	Annual		Premises manager	External Contractor.
Catering PPM and Gas Tightness	Annual		Premises manager	External Contractor.
Shower head descale and disinfection	Quarterly		Premises manager	External Contractor.
Staircases *NON-STATUTORY*	Bi-Annual		Premises manager	Competent Person.
Minibus Safety Inspections	10-weekly		Premises manager	External Contractor.
Fire Alarm Service and Maintenance	Bi-Annual		Premises manager	External Contractor.
Moveable Walls	Annual		Premises manager	External Contractor.
Grease Traps and Interceptors *NON-STATUTORY*	Bi-Annual		Premises manager	External Contractor.
Air Conditioning and Air Handling	Bi-Annual		Premises manager	External Contractor.
Automatic and Manual External Doors	Bi-Annual		Premises manager	External Contractor.
CWST (Cold Water Storage Tank) Disinfection	Annual		Premises manager	External Contractor.
Defibrillator Battery (Battery replacement 3 year)	Bi-Annual		Premises manager	Competent Person.

Monthly Water Temperatures	Monthly		Premises manager	External Contractor or Competent Person.
Low-Use outlet flushing	Weekly		Premises manager	Competent Person.
Local Exhaust Ventilation (LEV) Premises	Monthly		Premises manager	Competent Person.
Local Exhaust Ventilation (LEV) D&T	Monthly		DoF D&T	Competent Person.
3G Astro Pitch Maintenance *NON-STATUTORY*	Monthly		Premises manager	Competent Person.
3G Astro Pitch Maintenance *NON-STATUTORY*	Quarterly		Premises manager	External Contractor.
Disabled Hoist	Bi-Annual		Premises manager	External Contractor.
Written Scheme of Examination (Lifts and Lifting Equipment)	Annual		Premises manager	External Contractor.
Passenger Lift Service	Quarterly		Premises manager	External Contractor.
Emergency Lighting Flick Test	Monthly		Premises manager	Competent Person.
Calorifier Blow Downs	Quarterly		Premises manager	External Contractor.
Filter cleans of Canopies	Bi-Annual		Premises manager	Competent Person.
Drainage power flushing *NON-STATUTORY*	Annual		Premises manager	External Contractor.
Gulley Clearing *NON-STATUTORY*	Bi-Annual		Premises manager	Competent Person.
CCTV *NON-STATUTORY*	Annual		Premises manager	External Contractor.
Fire Risk Assessments (each building)	Annual		Premises manager	External Contractor.
Chemical Storage Inventory	Annual or sooner	TBC	DoF science, DoF D&T, DoF art, premises manager	Competent Person.
Radioactive sources	Annual	TBC	DoF science	Competent Person.
Waste Disposal: General Waste, Recycling, Sanitary, Medical, Hazardous, Specialist.	Ongoing- Frequency changes depending	Ongoing	Premises manager	Competent Person.

	on the type of waste.			
Fire Emergency Evacuation Plans		Annual	Premises manager	Competent Person.
Asbestos Management Plan		Annual	Premises manager	Competent Person.
Asbestos Emergency Procedure		Two years	Premises manager	Competent Person.
Fire Safety Management Plan	Ongoing	Ongoing	Premises manager	Competent Person.
Five Year Plan	Ongoing	Ongoing	Premises manager	Competent Person.

Section 5. Risk Assessments and Other Checks

Our Risk Assessment Procedure sets out the schools approach to risk assessments which details how and when risk assessments must be carried out and when they should be reviewed.

Departments are required to hold a risk assessment matrix to track their assessments and review dates.

The School has produced and implemented a generic site safety risk assessment which is reviewed annually or sooner if necessary.

For those writing risk assessments also have our own guidance document for staff to provide assistance when writing risk assessments.

We also carry out further checks are made to confirm the follow:

- Correct and up-to-date information is displayed in all notices,
- Compliance with Construction (Designs and Management) Regulations 2015 (CDM) during construction projects
- Contractors have the necessary qualifications to carry out the specified works, and where applicable, accreditations and enhanced DBS certificates are valid.
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment.

Section 6. Monitoring Arrangements

The application of this policy is monitored by the Premises Manager and Headteacher through visual inspections of the school site and equipment, risk assessments, certificates and reports.

Copies of all reports and certificates are held with the Premises Manager.

Risk Assessments are also held with the Premises Manager and uploaded onto the school's VLE.

This policy will be reviewed by the Premises Manager every 3 years. At every review, the policy will be shared with and approved by the Headteacher and the Local Governing Body.

Section 7. Links with Other Policies and Documents

- Health, Safety and Wellbeing Policy
- Fire Safety Policy
- First Aid Policy
- Fire Safety Management Plan
- Five Year Plan
- Risk Assessment Procedure
- Asbestos Emergency Procedure
- Asbestos Management Plan
- Person Centred Fire Risk Assessment
- Person Centred Assessment Procedure
- Personal Emergency Evacuation Plan Procedure
- Fire Emergency Evacuation Plan Procedure

End of document.