



# Shalom Noam Primary School Premises Management

## **School Premises**

<b>Date</b>	<b>Review Date</b>	<b>Head Teacher</b>
<b>29<sup>th</sup> September 2024</b>	<b>29<sup>th</sup> September 2025</b>	<b>Mrs Gerson / Mr Azoulay</b>

Our school 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 [statutory framework for the EYFS](#)

### **Roles and responsibilities**

The governing board, headteacher, school business manager and premises 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, school business manager and premises manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The School Business Manager and Premises Manager are responsible for:

- Inspecting and maintaining the school premises
- Organising 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 headteacher about what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive.

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### 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)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	<ul style="list-style-type: none"><li>School Business Manager organises this biannually.</li><li>Our electrician is:</li><li><b>Shannon Griffiths</b> <b>01623 810400 . <a href="http://www.aggelectrical.co.uk">www.aggelectrical.co.uk</a></b></li><li>BLB Electrical Ltd) Mobile: 07956 374432 <a href="http://www.blbelectrical.co.uk">www.blbelectrical.co.uk</a></li><li>Next PAT testing scheduled for 25<sup>th</sup> November 2024</li></ul>
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	School is preparing for fixed line wiring test and is gathering quotes.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	<ul style="list-style-type: none"><li>Weekly by School Business Manager</li><li>6 monthly by Firetec</li><li>Next test December 2024</li></ul>

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer Next check required January 2022 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>	<ul style="list-style-type: none"> <li>School Business Manages organises this quarterly.</li> <li>A company carries out our Gas Safety Certificates.</li> <li>August 2024</li> </ul>
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	<ul style="list-style-type: none"> <li>School Business Manages organises this 6 monthly</li> <li>A company carries out our inspection.</li> <li>Next inspection will be made January 2025</li> </ul>
Water Hygiene	6 monthly	<ul style="list-style-type: none"> <li>School Business Manages organises 6 monthly visits</li> <li>A company carries out our inspection</li> <li>Inhibitors added as necessary</li> </ul>
Legionella checks on all water systems	<p>Monthly.</p> <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 <a href="#">guidance for each type from the HSE</a>.</p>	<ul style="list-style-type: none"> <li>School Business Manages organises monthly visits</li> <li>A company carries out our inspection</li> </ul>

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Equipment used for working at height	<p>Inspected before each 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>We have a harness available for those who need to go onto the roof and into the plant room. We have step ladder checks if required. Several members of staff have done working at height course.</p>
Fire detection and alarm systems including emergency lighting	<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>	<ul style="list-style-type: none"> <li>• School Business Manages organises annual visits for fire risk assessment</li> <li>• Carried out by Capital Fire</li> <li>• Next risk assessment due April 2023</li> <li>• School Business Manages organises 6 monthly fire panel checks</li> <li>• A company carries carry out inspections</li> <li>• Next Inspection due December 2024</li> <li>• Weekly checking of fire points happen every Thursday and logged.</li> </ul>
Fire doors	<p>Regular checks by a competent person. Annually by qualified person</p>	<ul style="list-style-type: none"> <li>• School Business Manages checks fire doors weekly.</li> <li>• Checked annually by qualified engineer</li> <li>• Next visit January 2025</li> </ul>
Fire fighting equipment	<p>Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.</p>	<ul style="list-style-type: none"> <li>• School Business Manages organises this annually.</li> <li>• A company carries out this service.</li> <li>• Next check required January 2025</li> </ul>

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 <a href="#">HSE guidance on COSHH assessment</a>).</p>	<p>All cleaning chemicals are kept locked in a secure cupboard.</p> <p>Chemicals are not used for science lessons.</p>
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>	<p>Risk assessments and tick lists are in operation. Daily/weekly and monthly inspections are made by EYFS staff.</p> <p>PE teacher responsible for PE equipment and regular checks are made.</p> <p>There is no equipment other than football goals and netball posts in the playground.</p>
Intruder Alarm	Annual	<ul style="list-style-type: none"> <li>• School Business Manages organises annually</li> <li>• A company carries out the inspection</li> <li>• Next inspection will be made December 2024</li> </ul>
Gates and Fences	Annually	<ul style="list-style-type: none"> <li>• School Business Manages organises monthly</li> <li>• A company carries out the inspection</li> <li>• Next inspection will be made December 2024</li> </ul>

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Roof Anchor	Annual	<ul style="list-style-type: none"><li>• School Business Manages organises</li><li>• A company carries out the inspection</li><li>• Next inspection will be made October 2024</li></ul>
Lightening Conductor	Annual	<ul style="list-style-type: none"><li>• School Business Manages organises</li><li>• A company carries out the inspection</li><li>• Next inspection will be made July 2025</li></ul>
Manhole and gutter cleaning	Annually	<ul style="list-style-type: none"><li>• School Business Manages organises</li><li>• A company carries out the inspection</li><li>• Next inspection will be made when required</li></ul>

#### **Risk assessments and other checks**

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

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

- Car parking and vehicle/pedestrian segregation
- Traffic management
- CPZ permits where applicable

We 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

#### **Monitoring arrangements**

The application of this policy is monitored by the school business manager, premises manager 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 school office.



This policy will be reviewed by headteacher or school business manager as required. At every review, the policy will be shared with and approved by Mrs Nahva Rose, chair of governors and all governing body.

## ***Shalom Noam Primary School***

### **Links with other policies**

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy

<b>Headteacher:</b>		<b>Date:</b>	29 <sup>th</sup> September 2024
<b>Chair of Governing Body:</b>		<b>Date:</b>	29 <sup>th</sup> September 2024
<b>Responsible Governor</b>	Adam Azoulay	<b>Date:</b>	29 <sup>th</sup> September 2024
<b>Last reviewed on:</b>	29 <sup>th</sup> September 2024	<b>Next review due by:</b>	Date: <b>September 2025</b>