




Trafford Alternative Education Provision



Premises Management Policy

2019

Policy Name:	Premises Management Policy
Policy Number:	58
Date of Approval:	April 2019
Review Date:	April 2020
Person Responsible:	Lynda Thompson Executive Headteacher
Approved By:	Lynda Thompson Executive Headteacher
For Action By	Senior Leadership Team
For Information to:	All Staff
General Data Protection Regulations (GDPR)	This policy document has been reviewed in compliance with GDPR (May 2018) Lynda H Thompson, Executive Headteacher 



Trafford Alternative Education Provision



Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

1. Aims

Trafford Alternative Education 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](#)

2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department for Education's guidance on [Good estate management for schools](#).

3. Roles and Responsibilities

The Management Committee, the Executive Headteacher and the Site Manager will ensure this policy is properly implemented, and that tests and inspections are carried out in accordance with it.

The Executive Headteacher and Site Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Management Committee, 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 headteacher 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

The school maintains accurate records and details of all statutory tests which are undertaken. 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, the school includes 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 following table sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency	Person responsible
Air conditioning systems and duct hygiene	Both 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. All maintenance and certification is conducted by a qualified energy assessor.	<i>Site Manager in conjunction with Trafford Council contractors</i>
Asbestos register	A risk assessment takes place annually and when any changes to the building take place. The asbestos register and asbestos management plan are updated accordingly.	<i>Executive Headteacher & Site Manager in conjunction with Trafford Council contractors</i>
Electrical testing and inspection	A PAT exercise takes place annually. The schematic of the supply route and primary distribution is updated annually.	<i>Site Manager in conjunction with Trafford Council contractors</i>

	<p>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.</p> <p>Testing of all distribution boards in mobile accommodation is conducted on an annual basis.</p> <p>All electrical testing and inspection is carried out by a competent person.</p>	
Extraction systems	<p>Dust extraction equipment is tested and inspected on an annual basis.</p> <p>Local exhaust ventilation is inspected every 14 months.</p> <p>For extraction equipment in catering facilities, grease filters are removed and cleaned at least each term, and ductwork is also cleaned at least each term.</p>	<i>Site Manager in conjunction with Trafford Council contractors</i>
Fire safety	<p>Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly by a competent person.</p> <p>Fire extinguishers are</p>	<i>Site Manager & Business Manager in conjunction with Trafford Council</i>

	<p>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>Hose reels are inspected on an annual basis by a competent person.</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> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Business Manager
Fuel oil storage	<p>The plan of primary pipework and main isolation points is updated annually.</p> <p>All tanks, bunds and pipework are checked on a weekly basis.</p> <p>A detailed inspection and service is carried out by qualified inspectors on an annual basis.</p>	Site Manager

<p>Gas Safety</p>	<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.</p> <p>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>	<p>Site Manager</p>
<p>Glazing</p>	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.</p>	<p>Site Manager</p>
<p>Lifts and Hoists</p>	<p>Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.</p>	<p>Site Manager</p>
<p>Lighting Systems</p>	<p>Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer</p>	<p>Site Manager</p>

	<p>racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.</p> <p>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.</p>	
Mobile Accommodation	A structural inspection of any mobile accommodation is conducted on an annual basis.	Site Manager - currently not applicable
Playground and Gymnasium Equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	Site Manager
Water Hygiene and Safety	<p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>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</p>	Site Manager

	water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.	
Workstation Assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	Site Manager
Working at Height	Equipment used for working at height is inspected and tested on an annual basis.	Site Manager

5. Risk assessments and other checks

5. Risk Assessment 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 the school is 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
- Radon
- Shared premises
- Tree safety
- Vacant buildings
- Lettings

The school also ensures further checks in conjunction with Trafford Council or their contractors 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 on letting of a construction project

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

6. Monitoring Arrangements

The application of this policy is monitored by the Site Manager and the Executive 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 Business Manager every year. At every review, the policy will be shared with the Management Committee and approved by Executive Headteacher.

7. Links with Other Policies

This policy is linked to:

- Health and safety policy
- Risk assessment policy