PREMISES MANAGEMENT POLICY

ST MARGARETS ACADEMY 2024

Premises Management Policy

Introduction

This policy is designed to assist the school in fulfilling their legal duties in ensuring a safe and secure environment is maintained in which our staff and students can grow and learn.

In accordance with The Education Act 1996 places a duty on the Secretary of State to prescribe standards for the premises of all maintained schools in England and Wales. Those for England are set out in The School Premises (England) Regulations 2012 and they apply to all existing and new schools maintained by a local authority.

Similarly, The Education Act 2002 empowers the Secretary of State to prescribe standards for the premises of independent schools, which include Academies (including alternative provision Academies) and Free Schools. These are set in Part 5 of The Education (Independent School Standards) (England) Regulations 2010.

Whilst there continues to be two sets of school premises regulations in place, their requirements are now identical, and all types of schools now have to meet the same standards.

Description of our school

St Margarets Academy was built in approx.1960. Over the years the school has been added to/refurbished to meet current regulations which require schools to be 'suitable' for the age, number and sex of our students and any special requirements they may have.
Therefore, we are committed to ensuring our school premises and the accommodation and facilities therein are maintained to a standard such that, so far as is reasonably practicable and the health, safety and welfare of all our students and staff is maintained.

In order to ensure we remain Health and Safety compliant the school have appointed COMPLIANCE EDUCATION as their source for Health and Safety assistance and competent advice.

The Trust arranges for approved competent contractors to carry out building repairs, ground maintenance and statutory service and maintenance inspections.

Below is a list of all the fixtures, fittings, and equipment we are responsible for maintaining, a brief description of the regulatory or statutory requirements and who within the school is responsible for ensuring the necessary checks and inspections are carried out.

Fixture, fittings, equipment, or resources.	Description of the regulatory or statutory requirements	Responsible Person
Acoustics	The school buildings have been subject to detailed design checks by Building Control Bodies to ensure compliance with this requirement. Acoustic tests will be carried out on any new school accommodation to demonstrate that performance standards are achieved. The acoustic conditions and sound insulation of each room or other space must be suitable, having regard to the nature of the activities which normally take place therein. In a school with a good acoustic environment, people will experience: • good sound quality – enabling people to hear clearly, understand and concentrate on whatever activity they are involved in. • minimal disturbance from unwanted noise (such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic). In classrooms, class bases and other areas used for teaching, this will allow teachers to communicate without straining their voices. In some types of spaces, such as music rooms, recording studios, open-plan areas and rooms where students with hearing impairment are taught, there are additional requirements that may require higher acoustic standards than those for normal class bases.	The Site Manager is responsible for monitoring and maintaining the school building. Teachers are responsible for monitoring noise levels within the classroom and to report any acoustic issues. Compliance Education carry out regular routine H&S walk-arounds. Any identified hazards or concerns are raised.
Air conditioning systems and duct hygiene	Air conditioning units fall under the Energy Performance of Buildings Regulations 2012 amended in 2020. As per the regulation above, we ensure: 1. All units are annually maintained and cleaned by COOLWELL who are responsible for ensuring all their engineers are individually trained to work on stationary refrigeration and air conditioning equipment. 2. All units are inspected by an energy assessor at least once every 5 years as our output is more than 12kW) as part of the EPC. After each inspection the Site Manager must make a copy of the inspection report available to the school. A copy of the school's inspection report will be logged on the energy performance certificate register and they may also make a copy available to the accreditation scheme of which they are a member.	All service and maintenance work are carried out by fully trained engineer. An inspection of the air conditioning systems is carried out by an approved Energy Assessor who is a current member of an accreditation scheme. The school business manager/Site Manager is responsible for reading the report and escalating or arranging for all the necessary remedial works to be carried out.

Asbestos Survey Asbestos Management Plans Asbestos Register	Under the Control of Asbestos Regulations 2012 and wider duties under health and safety legislation. • The Health and Safety at Work act 1974 (HSWA) Hazardous Waste Regulations 2005 • Safety Representatives and Safety Committees Regulations 1977 • Health and Safety (Consultation with Employees) Regulations 1996 • Construction (Design and Management) Regulations 2015 • The Management of Health and Safety at Work Regulations 1992	Our school Governors and Head Teacher/Trust (Dutyholder/Joint Dutyholders) are required by law to manage the asbestos within our school.
	As our school premises was constructed before 2000 and belong to the Local Authority, we have a joint responsibility to ensure: 1. A management survey undertaken by appropriate professionals indicating the location and type of identified occurrences of asbestos should be recorded in an asbestos location register 2. An assessment of the risks posed by each identified occurrence of asbestos 3. Using the information provided within the Management Survey an asbestos management plan (AMP) is created which details how we as a school will manage the asbestos within our school on a day-to-day basis. 4. Arrangements to ensure that all staff (teaching and non-teaching) are aware of asbestos documents and management plans and have appropriate training. 5. An Annual review of the Asbestos Management Plan and asbestos location register including associated remedial actions is carried out	• A management survey is conducted in accordance with HSE's survey guide, HSG264 and undertaken by an accredited or certificated surveyor. • With the assistance of Compliance Education, the Business Manager/Site Manager will assess the level of risk and produce an asbestos management plan (AMP) and an asbestos register which includes building diagrams showing the asbestos material locations. • The asbestos management plan and register is then kept in a central location and all staff and contractors carrying out maintenance work are required to read and sign the register before any work is carried out. • The Business Manager/Site Manager are required to ensure that anyone liable to disturb asbestos during their work, or who supervise such employees receive the correct level of information, instruction, and training to enable them to carry out their work safely. • As part of our SLA with Compliance Education our school AMP will be reviewed during our annual H&S Audit. • The Business Manager/Site Manager will review the schools AMP regularly and will ensure it is kept up to date.
Asbestos Management during maintenance or building work	Under the Construction (Design and Management) Regulations 2015 requires the Duty holder to provide information about existing hazards, including asbestos, to designers and builders at an early stage. Therefore, the school will arrange for a relevant Refurbishment or Demolition Survey to be carried out before any work which will disturb the fabric of the building is approved. The school will pass on the findings of the survey to the designated contractor or person who will be doing the work.	A trained specialist will be appointed to carry out a more intrusive asbestos survey. The Business Manager/Site Manager with the assistance from our appointed Service and Maintenance (SLA) provider will ensure all contractors hold the relevant license as per HSE Licensable work with asbestos advice The Site Manager will oversee the work being carried out by the contractor to ensure the work is being carried out correctly and

	Under the Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996 the school will ensure that all staff, stakeholders are informed of the proposed works. Trade union and Health and Safety Representatives are consulted in a timely manner on matters relating to planned works. Under the Hazardous Waste Regulations 2005 The school will ensure all asbestos-containing waste is properly contained and disposed of.	the contractors have implemented all risk control measures as per the survey. The Business Manager/Site Manager will obtain a Waste Consignment Note from the contractor who is responsible for the disposal of the asbestos as the school is also responsible for ensuring the asbestos was appropriately disposed of.
Asbestos – Accidental release	As part of the school Asbestos Management Plan, we are required to address any emergencies associated to the accidental or unplanned disturbance of asbestos within the school. In an emergency the following actions will be followed: • stop any activity in the affected area immediately. • remove everyone from the affected area and do not remove any items from the area as the spread of asbestos can occur through contaminated clothing or possessions. • prevent access to the area until any necessary remedial action has been taken. • seek immediate expert advice regarding necessary remedial action to be taken – there may be a need to decontaminate individuals or areas exposed to asbestos.	The dutyholder(s) will be notified immediately. The dutyholder with the assistance of the contractor will report the incident to the Head of Facilities. The Business Manager will draft up a letter or send out a message to all staff, students and students parents/carers informing them of the incident and advise them to consult their GP. The Business Manager will inform Compliance Education of the incident as a RIDDOR report is legally required to be submitted.
Building Maintenance	As part of our ongoing commitment to preserve the life of our building periodical inspections are carried out by the Site Manager who will complete a methodical check for damage to the exterior and interior fabrication of the building, doors, windows etc. When necessary external structural professionals will be appointed to complete a professional survey or carry out remedial repairs.	The Site Manager is responsible for monitoring and maintaining the school building. Compliance Education carry out regular routine H&S walk-arounds. Any identified hazards or concerns are raised.
	Buildings that are owned or managed by the Trust. All Saints MAT have carried out a condition survey on behalf of our school and have prepared a long-term maintenance programme. As part of our ongoing commitment to preserve the life of our building periodical inspections are carried out by the Site Manager who will complete a methodical check for damage to the exterior and interior fabrication of the building, doors, windows etc.	All Saints MAT responsible for monitoring and maintaining the school building. The Site Manager will assist the All Saints MAT.
Chemical Storage	Under the Control of Substances Hazardous to Health 2002 (COSHH) and the Health and Safety at Work, etc Act 1974 an employer has a duty of care to	Head Teacher assisted by our Heads of Department (Science, DT, etc), Site Manager, School Cleaners and Caterers.

	prevent employees and non-employees being exposed to substances hazardous to health or, if prevention is not reasonably practicable, to adequately control exposure.	
	As part of the school's legal responsibility to ensure all potentially hazardous substances are monitored, secured, stored, and used appropriately, the school management team has implemented a system of controls which adheres to COSHH guidelines.	Head Teacher assisted by our Heads of Department (Science, DT, etc), Site Manager, School Cleaners and Caterers.
	A full inventory of all chemicals stored or used on site is centrally recorded. Staff are not allowed to bring in their own cleaning products without authorisation from the Head Teacher. If authorisation is granted all necessary product documentation must be obtained.	The Business Manager will keep a central record of all chemicals stored and used on site.
	Science Laboratories – Is perhaps one of the most likely places to find hazardous substances in our school. For this reason, stringent precautionary measures are implemented to keep students and staff safe. This is particularly relevant for practical teaching activities in chemistry lessons, which frequently involve the use of potentially dangerous chemicals. Although these chemicals may not be hazardous on their own, they can produce toxic fumes and gases when mixed.	Head of Science and DT will ensure that: • All teaching staff are trained • Personal Protective Equipment (PPE) is purchased and worn • All chemicals are stored and disposed of correctly as per MSDS/CLEAPS. • All chemical storerooms are well ventilated and locked at all times when not in use. • Qualified technicians are on hand to oversee and help • The technicians are logging the use of all chemicals. • During lesson preparations the technician only issues enough of the chemicals required to carry out a demonstration/practical session • Spill kits are available and appointed staff receive training. • Appropriate safety instructions are communicated to all staff and students.
	Design and Technology - Potentially dangerous substances are often used in design and technology (D&T) workshops. These include solvent-based varnishes, glues, and paints. Additionally, harmful fumes and dust can be produced by sanding, soldering, or other essential fabrication processes.	
	Cleaners Employed by the school – Our school cleaners are employed by the school. Therefore, As, a school we work closely with our cleaning team to ensure: • The school has a current list of all cleaning products stored and used on site. • A copy of the most recent MSDS for each product is kept centrally. • A copy of the most recent COSHH Risk Assessment for each product is kept centrally. • All cleaning staff have received appropriate, efficient training from their employer which covers a legal understanding of the dangers posed by the chemicals and the importance of using caution in a working environment	The Business Manager/ Site Manager together with the cleaners will ensure a central record is kept of all products purchased. The Business Manager/Site Manager will ensure a Material Safety Data Sheet is obtained from the cleaning provider and all recent MSDS are kept centrally. The Business Manager/Site Manager with the assistance from Compliance Education will use the information held on the MSDS to complete or review a COSHH Risk Assessment for each product.

	that includes children (Chemicals must be safety locked away and never accessible to students) • Appropriate Personal Protective Equipment (PPE) is purchased and worn • Eye wash solution is available in 1st aid kits.	The Business Manager is responsible for ensuring appropriate PPE is purchased as per the MSDS The Head Teacher is responsible for ensuring all staff receive the correct training required.
	Caterers Employed by the school – Our school caterers are employed by the school. Therefore, As, a school we work closely with our catering team to ensure: • The school has a current list of all cleaning products stored and used on site. • A copy of the most recent MSDS for each product is kept centrally. • A copy of the most recent COSHH Risk Assessment for each product is kept centrally. • All catering staff have received appropriate, efficient training from their employer which covers a legal understanding of the dangers posed by the chemicals and the importance of using caution in a working environment that includes children (Chemicals must be safety locked away and never accessible to students) • Appropriate Personal Protective Equipment (PPE) is purchased and worn • Eye wash solution is available in 1st aid kits.	The Business Manager/ Site Manager together with the caterers will ensure a central record is kept of all products purchased. The Business Manager/Site Manager will ensure a Material Safety Data Sheet is obtained from the cleaning provider and all recent MSDS are kept centrally. The Business Manager/Site Manager with the assistance from Compliance Education will use the information held on the MSDS to complete or review a COSHH Risk Assessment for each product. The Business Manager is responsible for ensuring appropriate PPE is purchased as per the MSDS The Head Teacher is responsible for ensuring all staff receive the correct training required.
	Site Manager/Caretaker In order for our Site Manager/Caretaker to carry out minor repairs around the school and school grounds a small amount of potentially dangerous substances maybe purchased, used and if necessary stored on site. These, include paints, insect repellent's, WD40 etc Therefore, when necessary, we will ensure: • The school has a current list of all hazardous products stored and used on site. • A copy of the most recent MSDS for each product is kept centrally. • A copy of the most recent COSHH Risk Assessment for each product is kept centrally. • All catering staff have received appropriate, efficient training from their employer which covers a legal understanding of the dangers posed by the chemicals and the importance of using caution in a working environment that includes children (Chemicals must be safety locked away and never accessible to students) • Appropriate Personal Protective Equipment (PPE) is purchased and worn • Eye wash solution is available in 1st aid kits.	The Business Manager/ Site Manager together with the cleaners will ensure a central record is kept of all products purchased. The Business Manager/Site Manager will ensure a Material Safety Data Sheet is obtained from the cleaning provider and all recent MSDS are kept centrally. The Business Manager/Site Manager with the assistance from Compliance Education will use the information held on the MSDS to complete or review a COSHH Risk Assessment for each product. The Business Manager is responsible for ensuring appropriate PPE is purchased as per the MSDS The Head Teacher is responsible for ensuring all staff receive the correct training required.

Drainage	Under the Department for Environment Food and Rural Affairs (Defra) surface water flooding is a growing challenge with climate change bringing more frequent heavy storms. Therefore, as a school we endeavour to play our part by ensuring: • Our water drains are kept clear of debris to prevent blockages. • All gullies and guttering are inspected regularly and cleared out when necessary. • All blockages are dealt with. In areas where schools are at high risk of flooding other measure may need to be included.	The Site Manager/Caretaker is responsible for ensures that there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.
Electrical testing and inspection	**Fixed Wiring** Under the Electricity at Work Regulations 1989 and BS 7671Electrical Wiring Regulations Guide requires the testing of a building's wiring structure and maintenance is mandatory and deems educational establishments should ensure this is completed every 5 years. If the school is hired out to external groups, the fixed wiring and all distribution boards are tested at least once every 3 years. The fixed wiring and distribution boards serving the school swimming pool are tested annually. All electrical testing and inspections are carried out by a qualified contractor Cotterells Electrical 'competent' person who is registered with an approved regulatory body (NICEIC, ECA). After the inspection our contractor provides us an Electrical Installation Condition Report (EICR)	The Business Manager/Site Manager with the assistance from our appointed Service and Maintenance (SLA) provider will ensure all contractors hold the relevant experience and qualification before contracts are awarded. The school business manager/Site Manager is responsible for reading the report and escalating or arranging for all the necessary remedial works to be carried out. All C1, C2, C3 or FI reported defects will be dealt with immediately.
	PAT Testing by a member of staff or team Under the Electricity at Work Regulations 1989 requires that all electrical equipment that is classified as "portable" is deemed safe for use. Even though the above regulation does not stipulate a specific frequency, PAT testing legislation recommend that all: • Class 1 equipment in schools should be PAT tested every 12 months. • Class 2 equipment should be tested every 48 months. All our portable electrical equipment is inspected by Several members of site staff who are 'competent' persons and have obtained certification and have relevant experience to perform this task.	Site Manager is responsible for ensuring all portable electrical items used within the school are: • Individually identified and recorded so a 'cradle to the grave' record is maintained. • PAT testing frequencies are agreed. • PAT tested • When faulty, taken out of use and our kept in a secure cabinet until arrangement can be made to have the item repaired or disposed of.

	There is no legal requirement to calibrate a PAT tester, but manufacturers usually recommend that instruments are calibrated every 12 months in order to ensure ongoing accuracy and check for any faults that are developing within the tester.	
	Routine Procedures. In order to ensure all electrical items, remain safe to use between inspections all our staff are instructed to carry out a visual inspection (pre-use check) of the appliances before use and report all faulty. No 'portable' electrical items are allowed to be brought in or used on site unless it is displaying a current PAT Test label.	When necessary, the Business Manager/Site Manager will ensure appropriate safety instructions are communicated to all staff and students.
Extraction systems	**Local Exhaust Ventilation System** Under the Health and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and Dangerous Substances and Explosive Atmospheres Regulations 2002 requires that adequate Air Extraction and/or Local Exhaust Ventilation Systems are installed in the Science Laboratory and Design Technology Workshops as an engineering control to reduce exposure to dust, mist, fumes, vapour, or gas by drawing harmful substances away from the user. As a school we have several LEV systems located in [DT /Science] all of which are examined and tested at least every 14 months by a contracted qualified engineer P&J Dust. Our Heads of Department, as part of the ongoing cleaning regime will remove and clean/replace all air filters as per the manufacturer's recommendations.	The Business Manager/Site Manager with the assistance from our appointed Service and Maintenance (SLA) provider will ensure all contractors hold the relevant experience and qualification before contracts are awarded. The school business manager/Site Manager is responsible for reading the report and escalating or arranging for all the necessary remedial works to be carried out. The Head of Science and DT is responsible for ensuring all LEV equipment is maintained and filters are cleaned or replaced.
	Kitchen Extractor Hoods – belonging to the school Under the Workplace (Health, Safety and Welfare) Regulations 1992 requires that employers provide effective and suitable ventilation in every enclosed workplace this includes kitchen as during the process of cooking food a significant amount of fumes and vapours. As we have type B gas appliances that require a flue to comply with Gas Safety (Installation and Use) Regulations 1998 regulations. The school ensures all mechanical ventilation systems are maintained in accordance with the manufacturer's/installation instructions.	The Business Manager/Site Manager with the assistance from our appointed Service and Maintenance (SLA) provider will ensure all contractors hold the relevant experience and qualification before contracts are awarded. The school business manager/Site Manager is responsible for reading the report and escalating or arranging for all the necessary remedial works to be carried out. The Catering Manager is responsible for ensuring all kitchen equipment is maintained and cleaned

	To prevent a build up of fat and other substances on the filters and/or in the ducts, which could affect the efficiency of the extraction system and increase the risk of fire our extractor hoods are deep cleaned at least once a year. Therefore, we have set up a planned maintenance contract with West Cheshire Facilities Management who ensures all our kitchen extractors are serviced and cleaned. Our catering team, as part of their ongoing cleaning regime will remove and clean all grease filters.	
Fire safety	Under The Regulatory Reform (Fire Safety) Order 2005 requires schools to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. This includes ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems and familiarising staff and students with emergency evacuation procedures. Due to the complexity of this regulation, we have decided to adopt a team collaboration to ensure we remain compliant. **Reduce the likelihood of fire:** All schools are legally required to have a fire safety plan called a Fire Safety Risk Assessment (FSRA): • A qualified member of Compliance Education staff 'competent person' will carry out an initial Fire Risk Assessment of our premises which they then review annually or when there has been a significant alteration made to the school premises. • A comprehensive report is written and issued to the school for them to review and where necessary action all recommended improvements. **Maintaining Fire Detection and Alarm Systems:** • The school Fire Detection and Alarm System is serviced and inspected by a 'competent' contractor Granger every 6 months. A report is written and issued to the school for them to review and where necessary action all recommended improvements. • Week Alarm Tests of the Fire detection and alarm system is carried out by the site manager and usually requires the nominated person activating the fire alarm by inserting a dedicated test key into a chosen call point and resetting the fire alarm at the main control panel.	Fire Risk Assessments are carried out by Compliance Education The school caretaker is responsible for carrying out • weekly call point testing and fire door inspections. • monthly emergency lighting checks With the assistance of the caretaker the Head Teacher is responsible for arranging termly fire drills.

	This weekly test forms an important routine schedule of testing all call points in the school over a set period of time and recording the test in the Fire Logbook. • Monthly Fire Door and Electromagnetic Door Release visual inspections are carried out by the Site Manager and simply requires the nominated person visually checking: ▪ All electro-magnetic devices release on activation of the fire alarm ▪ The door is in good working order and fully closes into its frame. ▪ Intumescent/smoke seals are present. ▪ Door signs are present and legible ▪ All glass vision panels are unobstructed ▪ Fire Doors and corridors leading up to the fire doors are unobstructed. This monthly test forms part of an important fire prevention schedule and therefore each inspection is recorded in the Fire Logbook. **Fire Fighting Equipment and Fixed Installations:** • Fire Extinguishers and Hoses The British Standard 5306 Fire Extinguishers regulations sets out a number of requirements which based on the size of the school will recommend how many portable fire extinguishers are required, the type of extinguishers required based on where they are positioned and the location of the extinguishers. Therefore, we have set up a full service and maintenance programme with Celtic Fire who will carry out an annual audit to ensure we remain compliant and ensure all our extinguishers are serviced, fully charged and ready to use. • Monthly Fire Fighting Equipment visual inspections are carried out by the Site Manager and simply requires the nominated person visually checking that all fire extinguishers are where they are supposed to be, they are not obstructed, and they have not tapered with or discharged. This monthly test forms part of an important fire prevention schedule and therefore each inspection is recorded in the Fire Logbook. **Emergency Lighting** As well as protecting the lives of staff and students in an emergency, the provision of adequate lighting in schools is also a statutory requirement under The Regulatory Reform (Fire Safety) Order 2005.	

	With a high volume of individuals on-site during an average school day, the provision of suitable and clear emergency lighting and signage is one of the only ways to ensure staff and students are given the best opportunity to make a safe exit during an emergency: • The school Emergency Lighting is serviced by a 'competent' contractor McGoff and Vickers annually. A report is written and issued to the school for them to review and where necessary action all recommended improvements. • Monthly Emergency Lighting Tests is carried out by the Site Manager and usually requires a 'fishtail' key being inserted into a special switch either near the main fuse board or adjacent to the relevant light switch this will isolate the power, resulting in the light remaining illuminated by batteries alone. • General checks – All staff are encouraged to report all faulty or damaged fixtures and fittings so, remedial repairs can be arranged. **Familiarising Staff and Students with Emergency Evacuation Procedures:** As a school we have in place a Fire Policy and an Emergency Evacuation Plan which details what we will do, should a fire break out in the school. In order to ensure all staff and students are familiar with the process: • Our Fire Evacuation Procedure and Fire Preventive measures forms part of our H&S Induction for all new staff. • All staff/nominated staff receive regular Fire Awareness/Fire Marshal Training, EVAC Training. • When necessary Personal Emergency Evacuation Plans (PEEP) are complied to ensure that we are able to ensure all our staff and students are considered. • A termly fire drill is arranged in order to reconfirm understanding of our fire evacuation procedure and highlight issues which are then addressed. • Adequate documentation and instruction signs are located around the school and held on the school staff intranet/share drive. • All visitors are made aware of the school's fire evacuation plan upon arrival.	
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	
First Aid Medical Accommodation	The DfE Guidance states: Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of students during school hours.	

	The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.	
Gas safety	The Gas Safety (Installation and Use) Regulations 1998 require that employers ensure any gas appliance, installation pipework or flue installed in the school is maintained and in a safe condition. Therefore, we have set up a full service and maintenance programme with Senate Mech who will appoint a qualified 'Gas Safe Registered' engineer to complete an annual gas safety inspection of all our gas appliances/flue and issue the school with a Gas Safety Certificate as proof all appliances are safe. **Documentation** • A comprehensive report is written and issued to the school for them to review and where necessary action all recommended improvements • A Gas Safety Certificate will be issued to the school as proof all appliances are safe.	
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually by a trained competent person Monthly routine visual play equipment inspections are carried out by the caretaker Daily visual checks of all play areas and playgrounds are carried out by the caretaker.	
Students with special educational needs	The Equalities Act 2010 requires all schools to prepare and implement an accessibility strategy to improve the physical environment of the school for students with disabilities and special educational needs (SEN). This should include consideration of their particular health and safety needs on the school premises and how these can be met.	
Tree	Tree's that are protected with a Tree Preservation Order (TPO) enables the council to protect important trees which makes it an offence to cut down, top, lop uproot or damage. Trees within the school grounds are checked by a qualified tree specialist as part of an ongoing grounds maintenance programme. As, part of the caretaker ongoing maintenance programme (s)he will clear the leaves from walkways and play areas.	

Toilet and Washing Facilities.	The toilets and washing facilities are located around the school, they provide easy access for students and allow for informal supervision by staff, without compromising students' or staff's privacy. The school has: • Several toilets and washing facilities that are used solely by the students. • Separate toilet facilities for boys and girls aged 8 years or over • Individual unisex toilet facilities that are adequately enclosed from floor to ceiling, can be secured from the inside and is intended for use by one student at a time. • Several separate facilities which are provided for students who are disabled. • Staff toilet facilities located throughout the site. • Suitable changing accommodation and showers for our students (11 years+) who receive physical education.	Number of fittings – As there is no regulatory minimum on how many toilets and washbasins a school should have. I have enclosed this general guide: • 1 toilet and washbasin for every 10 students under 5 years. • 1 toilet and washbasin for every 20 students aged 5 to 11 years. • 1 toilet for every 20 students aged over 11 years
Water hygiene and safety	Under the Management of Health & Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 2002 and the Health & Safety at Work Act 1974 require an employer to take the right precautions to reduce the risk of exposure to legionella. Therefore, we have set up a full service and maintenance programme with BRODEX who have carried out an initial audit (risk assessment) and have set up a written scheme to ensure we remain compliant. The written scheme includes: • **Cold-water systems** – cold water (i.e. less than 20°C) is to be achieved at the outlet within two minutes. This should be confirmed by monthly monitoring from sentinel outlets (i.e. those nearest and farthest from the water source). • **Hot-water systems** – hot water should be heated to at least 60°C and be distributed to all parts of the system at 50°C or above. Hot water should achieve temperature within 1-minute of opening the sentinel outlet [non circulating systems]. With circulating hot water systems this should be confirmed by taking the temperature from the pipework of the various return loops [principal, subordinate, tertiary] where the temperature should be achieving 50°C or above. • **Showers** – ensure that these outlets are cleaned and descaled or replaced at least quarterly. If showers are infrequently used, they should be removed or flushed regularly at least weekly. Flushing activities are to be captured in a documented programme with records kept as evidence. • **Wash hand basin tap outlets** – ensure that all outlets are used or flushed at least once weekly. Similarly, if there are infrequently used outlets then	Number of fittings – As there is no regulatory minimum on how many toilets and washbasins a school should have. I have enclosed this general guide: • 1 toilet and washbasin for every 10 students under 5 years. • 1 toilet and washbasin for every 20 students aged 5 to 11 years. • 1 toilet for every 20 students aged over 11 years

	they should be removed or captured in the aforementioned flushing programme. • **Cold water storage tanks (stored cold water)** – ensure that temperature within the tank is less than 20°C, the take is adequately sealed to prevent the ingress of organic contamination. • **Hot water generators (stored hot water)** – stored hot water should be no less than 60°C and therefore flow at no less than 60°C from the generator with a return temperature back to the generator achieving at least 50°C; • **Thermostatic mixing valves (TMVs)** – the installation of TMVs should be informed by a risk assessment! Depending on the asset which the TMV is serving, then water temperature should be regulated to 41°C +/- 2°C in order to mitigate scald risk. However, this falls within temperature range that encourages the growth of waterborne bacteria (20-45°C) and therefore these risk systems should be dismantled, cleaned, disinfected and functional checks at least annually. Week Flushing is carried out by the Site Team and usually requires the nominated person to flush infrequently used outlets within the school (including showers) by turning them on and letting them run through for at least five minutes. This weekly tasks forms part of an important legionella prevention schedule and therefore it is recorded in the Water System Folder.	
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.	
Working at height	Equipment used for working at height is inspected and tested on an annual basis. Pre-use checks of the access equipment is carried by staff before use.	

Links

Title	Last review date	Web Link
Air conditioning Units	28/12/2020	https://www.gov.uk/government/publications/air-conditioning-inspections-for-buildings/a-guide-to-air-conditioning-inspections
Air conditioning Units (Qualification)	14/09/2021	https://www.gov.uk/guidance/qualifications-required-to-work-on-equipment-containing-f-gas
Managing Asbestos in your school or college	14/10/2020	https://www.gov.uk/guidance/asbestos-management-in-schools
HSE Licensable work with asbestos	No Date	https://www.hse.gov.uk/asbestos/licensing/licensed-contractor.htm
A comprehensive guide to Managing Asbestos in premises	HSG227 (2004)	https://www.hse.gov.uk/pubns/priced/hsg227.pdf
Asbestos – The survey guide	HSG264 (2012)	https://www.hse.gov.uk/pubns/priced/hsg264.pdf
Asbestos Management - Checklist for schools	No Date	https://www.hse.gov.uk/services/education/asbestos-checklist.pdf
Managing asbestos in schools. HSE – Frequently asked questions	No Date	https://www.hse.gov.uk/services/education/asbestos-faqs.htm
What to do if you discover or accidentally disturb asbestos during your work	No Date	https://www.hse.gov.uk/pubns/guidance/em1.pdf
The Electricity at Work Regulations 1989	10/2015	https://www.hse.gov.uk/pubns/priced/hsr25.pdf
Wiring Regulations	18th Edition	https://www.hse.gov.uk/electricity/standards.htm
Maintaining portable electric equipment in low-risk environments	2013	https://www.hse.gov.uk/pubns/indg236.pdf
Local Exhaust Ventilation (LEV) workplace fume and dust extraction		https://www.hse.gov.uk/lev/employers.htm
Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)	2017	https://www.hse.gov.uk/pubns/priced/hsg258.pdf

Ventilation in catering kitchens	2017	https://www.hse.gov.uk/pubns/cais10.pdf
Maintenance priorities in catering	2017	https://www.hse.gov.uk/pubns/cais12.htm
Controlling cooking fumes SR27	2003	http://coshh-tool.hse.gov.uk/assets/live/sr27.pdf
Fire safety in new and existing school buildings	11/03/2014	https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings
Fire Safety Risk Assessment: Educational Premises	2006	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf
Building Bulleting 100: Design for fire safety in schools	2007	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/276389/buildingbulletin100_onlineversion.pdf
The control of legionella bacteria in water systems	2013	https://www.hse.gov.uk/pubns/priced/l8.pdf
The control of legionella bacteria in hot and cold water systems	2014	https://www.hse.gov.uk/pubns/priced/hsg274part2.pdf