

Interim Principal: Jacqui Tovey  
Parkwood Hall  
Co-operative Academy  
Beechenlea Lane  
Swanley  
Kent  
BR8 8DR

Telephone : 01322 664441  
Fax: 01322 613163

# PARKWOOD HALL CO-OPERATIVE ACADEMY

## Parkwood Hall Co-operative Academy

"Growth through Personal and Social Learning"

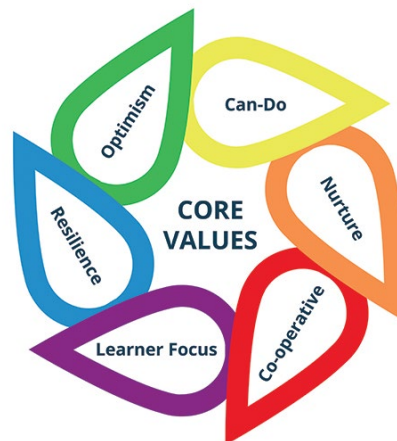
### Statutory Policy File

#### PREMISES MANAGEMENT

Index No: 35 (V1.0)

*Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

#### Our Core Values



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## PREMISES MANAGEMENT POLICY

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Parkwood Hall is a Co-operative Academy and we have adopted the values of the co-operative movement to assist us as we govern the school. We have also developed values for learning and teaching that inspire our students and staff alike.

Our co-operative values are self help, self responsibility, democracy, equality, equity, solidarity, honesty, openness, social responsibility and caring for others. These are the ways in which we do things at our school and they sit at the heart of all our policy development.

In this policy the following values are particularly relevant:

- self help, self responsibility, openness and caring for others

### 1 AIMS

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 [EDUCATION \(INDEPENDENT SCHOOL STANDARDS\) \(ENGLAND\) REGULATIONS 2010](#), as [AMENDED](#)

### 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](#).

This policy complies with our funding agreement and articles of association.

### 3 ROLES AND RESPONSIBILITIES

The Governing Body, the Principal and the 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 Principal and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Body, 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 Principal 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.

All statutory testing is contained within the school's Facilities Management software We Are Every. This is kept up to date by the site team, and is monitored by the Academy Business Manager.

The table below 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	<ul style="list-style-type: none"> <li>• Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years).</li> <li>• There is also an annual certificated inspection to ensure there is no leakage of refrigerant.</li> <li>• All maintenance and certification is conducted by a qualified energy assessor.</li> </ul>	Site Managers
Asbestos register	<ul style="list-style-type: none"> <li>• A risk assessment takes place annually and when any changes to the building take place.</li> <li>• The asbestos register and asbestos management plan are updated accordingly.</li> </ul>	Site Managers/ABM
Electrical testing and inspection	<ul style="list-style-type: none"> <li>• A <a href="#">PAT</a> exercise takes place annually.</li> <li>• The schematic of the supply route and primary distribution is updated annually.</li> <li>• 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.</li> <li>• Testing of all distribution boards in mobile accommodation is conducted on an annual basis.</li> <li>• All electrical testing and inspection is carried out by a competent person.</li> </ul>	Site Managers/ABM
Extraction systems	<ul style="list-style-type: none"> <li>• Dust extraction equipment is tested and inspected on an annual basis.</li> <li>• Local exhaust ventilation is inspected every 14 months.</li> <li>• 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.</li> </ul>	N/A
Fire safety	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Fire doors are inspected weekly by a competent person.</li> <li>• Fire extinguishers are inspected and maintained on an annual basis by a competent person.</li> <li>• The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).</li> <li>• Fire blankets are inspected annually and replaced as required.</li> <li>• Hose reels are inspected on an annual basis by a competent person.</li> </ul>	ABM  Site Managers  Site Managers Site Managers  N/A  Site Managers  N/A  Site Managers

Issue to inspect	Frequency	Person responsible
	<ul style="list-style-type: none"> <li>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</li> <li>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</li> </ul>	Site Managers
First aid equipment	<ul style="list-style-type: none"> <li>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</li> </ul>	Nurse
Fuel oil storage	<ul style="list-style-type: none"> <li>The plan of primary pipework and main isolation points is updated annually.</li> <li>All tanks, bunds and pipework are checked on a weekly basis.</li> <li>A detailed inspection and service is carried out by qualified inspectors on an annual basis.</li> </ul>	Site Managers
Gas safety	<ul style="list-style-type: none"> <li>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.</li> <li>All gas appliances are serviced annually.</li> <li>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</li> <li>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.</li> </ul>	Site Managers
Glazing	<ul style="list-style-type: none"> <li>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.</li> </ul>	Site Managers
Lifts and hoists	<ul style="list-style-type: none"> <li>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.</li> </ul>	Site Managers
Lighting systems	<ul style="list-style-type: none"> <li>Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.</li> <li>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.</li> </ul>	N/A
Mobile accommodation	<ul style="list-style-type: none"> <li>A structural inspection of any mobile accommodation is conducted on an annual basis.</li> </ul>	Site Managers
Playground and gymnasium equipment (fixed)	<ul style="list-style-type: none"> <li>Fixed playground and gymnasium equipment is inspected and tested annually.</li> </ul>	Site Managers

Issue to inspect	Frequency	Person responsible
Water hygiene and safety	<ul style="list-style-type: none"> <li>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.</li> <li>For hot water systems, a visual condition inspection is conducted on an annual basis.</li> <li>Maintenance checks are also carried out on all pipework devices annually.</li> <li>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.</li> </ul>	Site Managers  Site Managers  Site Managers  Site Managers
Workstation assessments	<ul style="list-style-type: none"> <li>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.</li> </ul>	ABM
Working at height	<ul style="list-style-type: none"> <li>Equipment used for working at height is inspected and tested on an annual basis.</li> </ul>	Site Managers

## 5 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 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
- Lettings

The school also ensures 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 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 Academy Business Manager 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 site office.

This policy will be reviewed by Academy Business Manager every year. At every review, the policy will be shared with the Governing Body and approved by Finance & General Purposes Committee.

## **7 LINKS WITH OTHER POLICIES**

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy



**APPROVAL**

This Policy was written for Parkwood Hall Co-operative Academy and will be reviewed by the Finance & General Purposes Committee on a 3-yearly cycle and must be signed.

Date Policy Reviewed:	
Date of Next Review:	7/1/2022
Signature of Governor: <i>(for statutory policies only)</i>	Signature of Principal:
Date:	Date:

Version and Date		Action/Notes
1.0	7/1/2019	Creation of document.