



Premises Management Policy

APRIL 2023

PREMISES MANAGEMENT POLICY
QUEENSGATE FOUNDATION PRIMARY SCHOOL

Policy Review

This policy is reviewed in full by the Governing Board on an annual basis.

The policy was last reviewed and agreed by the Governing Board on 25th April 2023.

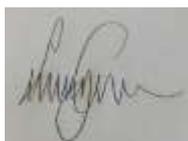
It will be reviewed again by April 2024.

Approved



Signature: Head Teacher

Date: 25th April 2023



Signature: Chair of the Governing Board

Date: 25th April 2023

Policy control

| Date | Amendments / additions | Reason |
|------------|--|--|
| 09.06.2020 | All references to asbestos removed | New premises |
| 09.06.2020 | All references to finger guards removed | New premises |
| 09.06.2020 | Lettings Policy amended throughout to Premises Hire Policy | Correction |
| 09.06.2020 | 2.3 Addition of wording 'as required' | Cleaning Team leader also attends to security |
| 09.06.2020 | 11.3 Deleted | New policy pending |
| 14.05.2021 | References throughout policy to Lettings Policy replaced by Premises Hire Policy | Reference to correct named policy |
| 14.05.2021 | 8.4 amended to read staff and visitors must wear lanyards and or stickers whilst on site | New signing in system |
| 14.05.2021 | Point 9 title changed from Lettings to Premises Hire | Relates to correct policy title |
| 14.05.2021 | Headteacher responsibility removed from Item 14 – Premises Manager added | SBM responsibility; segregation of duties |
| April 2022 | 2.3 Change of wording to give mention of security also carried out by cleaning staff | Lock up carried out daily by cleaning team personnel |
| April 2022 | 8.1 – <i>As required</i> added to first bullet point | Lock up carried out daily by cleaning team personnel |
| April 2022 | 8.4 reworded – removal of word staff | Applicable to visitors only |
| April 2022 | Use of word 'letting/s' throughout policy amended to 'hire' | Cross referenced to Premises Hire Policy |
| Sept 2022 | Legal framework | Updated notification received from School Bus |
| April 2023 | Addition of number 25 | Update from School Bus |

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Statement of intent

Queensgate Foundation Primary School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school will consider each building's:

- **Condition:** focussing on the physical state of the premises to ensure safe and continuous operations, as well as other issues involving building regulations and other non-education centric statutory requirements.
- **Suitability:** focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Statutory Premises Management Documents
- Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- HSE (2013) 'Approved Code of Practice and guidance'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2019) 'Site security guidance'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2022) 'Guidance on first aid for schools'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Good estate management for schools'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2022) 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following school policies:

- Lettings Policy
- Accessibility Plan
- Invacuation, Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Risk Assessment
- Health and Safety Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with disabilities.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.
- Conducting an annual health and safety audit (as per appendix) in liaison with the SBM, reporting back to FGB

The SBM is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and good value for money.
- Coordinating and supervising maintenance and repair work in liaison with the Premises Manager, including securing any external contractors where necessary.
- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and the premises manager.

The site manager is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher and/or SBM.
- Identifying and undertaking any maintenance and repair work as identified on Every.
- Conducting a health and safety audit in liaison with the SBM – as per the appendix.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school as and when required.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.
- Arranging for periodic inspections and maintenance of equipment as laid out in the maintenance schedule on Every.
- Liaising with contractors where required.

The headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the site manager, SBM and governing board as appropriate.
- Ensuring that the premises-related needs of people with disabilities are met, e.g. accessibility.
- Reviewing this policy in liaison with the site manager.
- Ensuring any potential risks are identified, formally recorded, assessed and managed – this should include taking appropriate preventative and protective measures.

3. Asbestos

Queensgate Foundation Primary has no asbestos contained in the fabric of the building.

4. Water supply

The site manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, and ensuring works undertaken by a company (WSM) are satisfactory and appropriate, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8
- A Legionella Control Scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company (WSM) which offers these specialist services

5. Temperature

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21°C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18°C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15°C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1°C.

Air extract systems will be employed to maintain a safe environment by removing hazardous fumes and dust. Local exhaust ventilation systems (LEVS) may be used in fume cupboards and in workshops. These systems will be examined and tested at least every 14 months. Closed water circuits which operate under pressure will be checked periodically for leaks. Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

6. Toilet and washing facilities

The following toilet and washbasin facilities will be in place:

- For pupils aged **3-5**, there will be **1** toilet and washbasin for every **10** pupils.
- For pupils aged **6-10**, there will be **1** toilet and washbasin per **15** pupils, which will be segregated into male and female for those over **8**.
- No more than **two thirds** of male toilets will be urinals.
- For pupils aged **11** or older, there will be **1** toilet and washbasin per **20** pupils, which will be segregated into male and female.

Toilet and washing facilities will be planned to ensure that handwashing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

In line with the Toilet, Washing and Changing Facilities Risk Assessment, disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting. Disabled toilets will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.

The SBM will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

7. Accessibility

The headteacher and SENCO will keep the school's Accessibility Plan up to date to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.

8. Drainage

The site manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

The site manager will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and, in severe cases, can overload roofs, contributing to structural failure.

9. Lighting

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark. Car parks will be well lit. Emergency lighting will be provided for areas which are accessible after dark. Security lighting will be provided around the perimeter of school buildings with dusk-to-dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.

Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

Some of the adaptations the school will make may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

The site manager will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

10. Security

The Premises Manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the SBM, site manager and SLT, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

The **School Security Policy** addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The site manager will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

11. Lettings

The governing board may delegate the responsibility for lettings to the Headteacher/SBM. The Headteacher/SBM will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others. The school's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the governing board. When determining whether to approve an application; the Headteacher/SBM will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the school, balanced or outweighed by freedom of expression or artistic merit).

The governing board will ensure that appropriate arrangements are in place to keep pupils safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the governing board under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the governing board will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

12. Weather

The site manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the SBM. The school's **Adverse Weather Policy** will be adhered to at all times.

13. Invacuations and evacuations

The Premises manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, the Premises manager will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the governing board and SENCO, where appropriate.

When assessing the safety of the school, the **Invacuation, Lockdown and Evacuation** Policy will be considered, and reviews will be made where necessary.

14. Suitability

The governing will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The governing board will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

15. Fire safety

School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to fire safety.

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The site manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

The SENCO will provide PEEPS for pupils as required.

16. Catering

The SBM, in consultation with the catering provider will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

17. Cleaning

The SBM, in liaison with the Premises Manager, will be responsible for liaising with the cleaning contractor to ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

18. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

19. Maintenance

The SBM, in liaison with the Premises Manger, will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including statutory and good practice checks. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time, provided there is no disruption to learning.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work, and will be held on Every.

20. Furnishings

The SBM, in consultation with the headteacher and relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils registered at the school.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the site manager.

21. Grounds

The SBM, in consultation with the headteacher, deputy headteacher and relevant heads of department, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas will be monitored by the Premises Manager and deficiencies will be addressed. The school will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

22. Health and safety audit

The SBM will ensure that the school premises are subject to a regular health and safety audit. The Premises manager will monitor that health and safety risk assessments are completed annually for each department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up to date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

23. Electrical testing and inspection

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

For portacabins, the time interval between periodic inspection and testing of is a matter of engineering judgement and will depend on a variety of factors, including the level of supervision of the unit previously, the frequency of use and the severity of the external influences to which it is exposed, e.g. the weather.

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit. The results of the visual inspection will be written in a log book as a permanent record of the condition of the electrical equipment.

It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

Testing of all distribution boards in mobile accommodation will be conducted on an annual basis.

24. Other equipment, systems and storage

In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the school will ensure that lifts used by employees for work are safe to use. Plans will be implemented to ensure the safety of users in the event of the lift breakdown or stopping between floors.

The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

25. Gas

Gas and electrical safety posters will be displayed around the school, including classrooms. Appropriate signage, e.g. clearly visible hazard warning posters, will also be placed on storage room doors which are used for electrical and gas equipment.

All staff members working in areas with gas equipment will be made aware of the location of isolation valves, which are kept accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.

Gas equipment and appliances will be purchased from reputable suppliers, and equipment that is hired or borrowed will be suitable for use before using it and maintained as necessary. The site manager will maintain an accurate inventory of all gas equipment purchased by the school.

All gas equipment will be installed by a suitability trained engineer and placed in appropriate locations with regard to fire safety and fire escape routes. The engineer's suitability to install or repair gas equipment will be confirmed, e.g. by showing their Gas Safe identification card.

The physical environment where gas equipment is installed will be assessed by the site manager to ensure its suitability, e.g. that it is dry, clean and ventilated. All gas equipment will be kept clear of combustible materials, heat sources and naked flames and stored appropriately, in line with the school's COSHH Policy.

Liquefied petroleum gas (LPG) tanks will be inspected and maintained by a competent person on an annual basis.

All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by the site manager. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.

Gas pipes and flues will be made a suitable rigid material, e.g. metal, and these will be checked for any damage on a daily basis by the site manager. All gas appliances will have the ability to be isolated from the gas supply.

Carbon monoxide detectors will be installed by the site manager and inspected on a monthly basis.

Gas cylinders will be stored in an upright position, with valve protection fitted, away from exit routes and combustible materials. No more than **15kg** of flammable gases will be stored on the school premises at any time.

Any isolation valve defects will be reported immediately to the site manager so that appropriate repairs can be arranged, and the equipment is not used. Damaged or leaking gas equipment will not be used and will be immediately reported to the site manager for repair or safe disposal.

Repairs to gas appliances and fixtures will be carried out by a Gas Safe registered engineer. Engineers carrying out repairs on gas equipment will be given sufficient space, access, ventilation and illumination to allow them to carry out the work safely.

26. Monitoring and review

This policy is reviewed annually by the headteacher and the site manager. The next scheduled review date for this policy is April 2024. Any changes to this policy will be communicated to all staff members.

| | | Y | N | N/A | COMMENTS / ACTIONS NEEDED |
|------------------------|---|---|---|-----|---------------------------|
| Policy | Is there a health & safety policy (signed & dated by Head teacher / Chair of Governors)? | | | | |
| | Policy in line with latest IWC Policy for schools? | | | | |
| | Are there effective arrangements for ensuring that all staff are aware of the relevant contents of the Health and Safety policy? | | | | |
| Risk assessment | Are school specific risk assessments in place for those school activities presenting a <i>significant</i> risk? Such as those identified in the generic risk assessments | | | | |
| | Are individual risk assessments being carried out where applicable? (e.g. pregnant employees, known medical conditions where there are H&S implications, such as epilepsy etc.) | | | | |
| | Is there evidence that heads of department/ curricular leads are adopting / adapting model risk assessments for curriculum activities? | | | | |
| | Are staff aware of the content and location of all relevant risk assessments? | | | | |
| | Are all notifiable off site visits (overseas, self-led adventurous activities, field work in wild /open country etc.) entered and approved on Evolve (LA's online system)? | | | | |
| | Is a member of staff designated as an Educational/External Visits Coordinator (EVC) and have they received training? | | | | |
| Inspection | Regular (e.g. termly) health and safety inspections of site undertaken and documented? Have recommendations arising from inspections been actioned? | | | | |
| | | | | | |
| Fire | Has a fire risk assessment been completed / reviewed within the last 12 months? | | | | |
| | Have there been any recent changes to the building? If YES has the Fire risk assessment been altered to reflect these changes? | | | | |
| | Documented school evacuation plan in place? Evacuation plan considers any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.) | | | | |

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|--|--|--|--|--|--|
| | Fire drills conducted termly and recorded? Have any issues identified as a result been resolved? | | | | |
| | Fire alarm call points tested weekly (different call point each week on a rotational basis) and documented? | | | | |
| | Appropriate fire extinguishers are available and inspected annually? | | | | |
| | All emergency exits / routes clearly signed and unobstructed? | | | | |
| | Areas of school used for premises hire outside of ambient daylight hours have emergency lighting available on escape routes? | | | | |
| | Emergency lighting tested monthly (in house) and full discharge test completed annually (by competent service engineer)? | | | | |
| | Fire alarm serviced / inspected by a competent engineer (6 monthly for systems with a battery back-up, annually for mains only systems)? | | | | |
| | Does the fire alarm system have a battery back up? | | | | |
| | Key internal fire doors (e.g. cross corridor and stairwell) in place and fully closing? | | | | |
| First aid | Adequate numbers and levels of first aiders on site? | | | | |
| | First aid boxes in appropriate places and maintained, no unapproved content (medicines etc.)? | | | | |
| Medication – medical conditions | Pupils with medical needs and allergies are clearly identified, annual review of care plans undertaken for complex cases? | | | | |
| | Documented system for acceptance and administration of medication in line with DfE guidance ‘Managing Medicines in Schools and Early Years Settings’? | | | | |
| | Training for epi-pens / medical procedures up to date? (Should be carried out annually) | | | | |
| | Are medical conditions of all pupils available? | | | | |
| Accident reporting | Accident records kept locally and monitored for trends? | | | | |
| | Have all accidents to employees and significant incidents to pupils / visitors been reported using accident forms | | | | |
| | Are governors notified of any significant accidents, such as those that are RIDDOR reportable and ensured that an appropriate investigation has taken place? | | | | |
| Communication | Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service? | | | | |

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|-------------------------------------|---|--|--|--|--|
| | Is health and safety a standing agenda item at relevant governing body committee meetings? | | | | |
| | Are there formal arrangements in place to discuss health & safety matters with other users/groups/other occupants of the site? E.g. Children's Centre. | | | | |
| Training | All staff health and safety training needs are assessed? | | | | |
| | All health and safety training recorded and available to view? | | | | |
| | Have all staff received an effective and documented health and safety induction? | | | | |
| Plant/ tools & equipment | Has training and instruction been given to relevant members of staff in the safe use of tools & equipment (including ladders and mobile tower scaffolds)? | | | | |
| | Have Work at height risk assessments been conducted? | | | | |
| | Is a Ladder register and checklist in place and reviewed termly? | | | | |
| | Is there any significant use of power tools / machinery? If so a register of such equipment should be in place which identifies if there are there any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)? | | | | |
| | Planned preventative maintenance schedule in place for all plant /equipment? | | | | |
| | PE and outdoor play equipment inspected annually by competent contractor? | | | | |
| Minibuses | List of nominated minibus drivers maintained and training conducted? | | | | |
| | Are driving licences checked annually to identify any penalties which might affect insurance cover? | | | | |
| | Are inspection, MOT / servicing records in place? | | | | |
| Hazardous substances | Inventory of chemicals (e.g. cleaning and maintenance products) and safety data sheets available and reviewed in last 12 months? | | | | |
| | Have substances identified as presenting a significant risk (for example, swimming pool chemicals) had a COSHH risk assessment conducted? | | | | |
| | Are hazardous substances stored appropriately e.g. secured out of the reach of children? | | | | |
| | Are all containers clearly labeled and marked (e.g. irritant, flammable)? | | | | |
| Electrical / gas | Portable electrical appliances tested by a competent according to relevant timescales? | | | | |
| | All emergency shut offs accessible, clearly identified and functioning? | | | | |

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|--------------------------------|---|--|--|--|--|
| | Fixed electrical wiring inspected within last 5 years and all remedial actions completed? | | | | |
| | All gas appliances tested in past 12 months by gas safety registered contractor? | | | | |
| | Gas cylinders stored appropriately? (Secured upright, separated from flammables, room signed and location marked on plan within fire risk assessment) | | | | |
| | LPG tanks External above ground pipework and fittings visually checked for any signs of corrosion or damage? | | | | |
| | Emergency control valves checked for accessibility and operation? | | | | |
| Contractors | When awarding contracts health and safety is included in specifications and contract conditions? | | | | |
| | Are appropriate competency checks undertaken prior to engaging a contractor? | | | | |
| Welfare and environment | Outstanding items from the last EHO report for the school kitchen? | | | | |
| | All DSE (computer) users identified and workstations assessed? | | | | |
| Welfare and environment | Glazing filmed / safety glazing to BS 6206 in place in vulnerable areas? (e.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.) | | | | |
| | Premises Hire Policy in place and emergency procedures clearly communicated to hirers? | | | | |
| | Water risk assessment conducted and operational controls being recorded in water log book? | | | | |
| | Hazard areas (kitchen, cookery suite, maintenance cupboard etc.) locked when unsupervised? | | | | |
| | Is kitchen access restricted to authorised personnel only? | | | | |
| | Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)? | | | | |
| housekeeping | Housekeeping satisfactory? | | | | |
| | Is flooring in good condition and free of slip / trip hazards? | | | | |
| | Are items that are stored at height (e.g. files/folders on shelves) accessible, secure and safe? | | | | |

| | | | | | |
|---|--|--|--|--|--|
| | Are boiler rooms and electrical intake areas kept free of combustible materials? | | | | |
| External areas | Pedestrian routes clearly defined and segregated from vehicles? | | | | |
| | Risk assessment in place? | | | | |
| | Tree survey conducted by arboriculturalist? | | | | |
| | Adequate access maintained for emergency services? | | | | |
| Security / Safeguarding | Clear signage directing visitors to reception / other services on site? | | | | |
| | Visitor access to buildings adequately controlled? | | | | |
| | Where visitors can gain access to pupils, e.g. playgrounds there is a risk assessment in place which demonstrates that there is effective supervision? | | | | |
| | External lighting adequate? | | | | |
| | Clearly defined route between site entrance(s) and reception with access to children avoided where practicable? | | | | |
| | Gates and perimeter fencing of adequate height and maintained? | | | | |
| | Access to low roofs restricted? (Any anti-climb paint/ anti-scale devices clearly signed) | | | | |
| | Fragile roof surfaces identified by signage on site? | | | | |
| | External storage / waste bins secured and located away from buildings? | | | | |
| Any other specific items for your school | EXIT CONTROL FROM HALL | | | | |
| | Various items picked up on walk of school – part of normal house-keeping | | | | |