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# **PREMISES MANAGEMENT POLICY**

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**Recommended by:**

**Head of Estates**

**Ratified by:**

**F&R Committee**

**Signed:**

*G Bower*

**Position on the Board:**

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**Chair of Finance & Resources  
Committee**

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**Ratification Date**

**22.11.2024**

**Next Review:**

**Autumn Term 2025**

**Policy Tier (Central/Hub/School):**

**Central**

### Key Changes in the Latest Version of the Policy

| Section/Page | Change                                              |
|--------------|-----------------------------------------------------|
| Throughout   | General updates                                     |
| Throughout   | Changes in line with the Estates staffing structure |

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### **Statement of intent**

Central Region Schools Trust (Trust) has a duty to ensure that buildings under their control comply with the statutory and regulatory standards. The Trust 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 will have consideration for and comply with the following legislation:
  - The Control of Asbestos Regulations 2012
  - The School Premises (England) Regulations 2012
  - The Health and Safety at Work etc. Act 1974
  - The Education Act 1996
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Management of Health and Safety at Work Regulations 1999
  - Statutory Premises Management Documents
  - The School Standards and Framework Act 1998
  - The Education (School Premises) Regulations 1999
  - Control of Substances Hazardous to Health Regulation (1994)
  - DfE (2024) 'Protective security and preparedness for education settings'
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- This policy will also have due regard to the following statutory and non-statutory guidance:
  - DfE (2000) 'Guidance on first aid for schools'
  - DfE (2018) 'Health and safety: responsibilities and duties for schools'
  - DfE (2017) 'Managing asbestos in your school'
  - DfE (2015) 'Advice on standards for school premises'
- This policy operates in conjunction with the following Trust and school policies and processes:
  - Asbestos Management Plan
  - School Cleaning Standards
  - Car Park Arrangements
  - Health and Safety Policy
  - Lettings Policy and Procedures
  - Medical/First Aid Policy
  - Adverse Weather Procedures
  - Invacuation, Lockdown and Evacuation Procedures
  - School Food Policy
  - Fire Safety Procedures
  - School Security Arrangements
  - Risk Assessments
  - Bomb Threat

### **2. Roles and responsibilities**

- The Trust Board is responsible for:
  - The overall implementation of this policy
  - Ensuring the proper maintenance and repair of the schools
  - Ensuring asbestos is managed in line with the Asbestos Management Plan (AMP)
  - Ensuring the schools are accessible and suitable for pupils, staff and visitors with SEND
  - Ensuring that the schools comply with the relevant health and safety and premises management legislation

The Principal is responsible for:

- Reporting any issues with the premises to the site manager, SBM and local academy governing board as appropriate.
  - 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.
  - Promoting the safety and wellbeing of pupils and staff.
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- The school-based Estates Lead/Site Manager is responsible for:
    - In collaboration with the Principal, the day-to-day implementation and management of the stipulations outlined in this policy
    - Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money
    - Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary
    - Managing any lettings in line with the Lettings Policy
    - Purchasing new equipment and resources for the school
    - The identification and undertaking of any maintenance and repair work required
    - Supporting the health and safety audits with relevant Trust staff
    - Conducting asbestos management monitoring where applicable.
    - Checking the school's compliance with the relevant health and safety and premises management legislation and reporting any issues to the Principal and relevant Estates Hub Manager
    - Ensuring that hygiene is maintained at the school, including the appropriate drainage is in place
    - The security of the school, including locking down the school after-hours and reopening the school
    - Supporting/conducting the relevant premises risk assessments-eg Fire Risk Assessments, Legionella Risk Assessments etc
    - Ensuring the safety of the school's staff and pupils
    - Ensuring there is a reporting process in place of any issues with the premises to the Site Manager, Estates Hub Manager and Principal as appropriate
    - Ensuring that the premises needs of people with SEND are met-eg accessibility
    - Managing the relevant staff members who are responsible for the management of the premises-eg Site Operatives
    - Reviewing this policy in liaison with the Estates Hub Managers
  - The Estates Hub Managers are responsible for ensuring:
    - All schools are aware of Estates related compliance checks and the training and procedures required to undertake these checks
    - Monthly inspections are made to ensure that compliance checks are completed and recorded onto the Estates Management system
    - Regular condition surveys and assessments are undertaken and the resulting information is used to enable the Trust to priorities the Estates Capital programme and investment

- All schools are meeting the statutory duties for Fire, Waste and Asbestos and that the Risk Assessments are undertaken and any necessary remedial work actioned

The school's security lead is responsible for:

- Coordinating and overseeing the school's protective security measures.
- Developing, maintaining, and updating policies and procedures that promote an effective security culture.
- Determining how staff should respond to varying security incidents.
- Ensuring that all staff members are aware of their roles and responsibilities in relation to protective security.
- Liaising with external agencies.
- Managing and delegating responses to a security incident within the school.

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- Liaising with external agencies.
- Managing and delegating responses to a security incident within the school.

Security leads generally become incident leads once a security incident occurs. Incident leads are responsible for:

- Leading the initial response to a security incident within the school.
- Making fast, clear, and safe decisions.
- Responding appropriately to any safety concerns.
- Leading the post-incident aftercare.

### **3. Asbestos (if applicable)**

- The Estates Hub Manager, Principal and Estates Lead/Site Manager will ensure that the school meets its duty to manage asbestos in school
- The Estates Hub Manager, Principal and Estates Lead/Site Manager will ensure that the stipulations in the Asbestos Management Plan are adhered to at all times
- The Estates Hub Manager, Principal and Estates Lead/Site Manager will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded
- The Estates Lead/Site Manager will establish an Asbestos Management Plan (AMP)
- The Estates Lead/Site Manager will ensure that all staff are informed of any asbestos located within the school
- The Estates Lead/Site Manager will arrange for any necessary repairs to the school regarding asbestos
- The Estates Lead/Site Manager will review the school's AMP annually with an external agency

#### **4. Water supply**

- The Estates Lead/Site Manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, 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 wash basins, and sinks and showers have an adequate supply of hot and cold water
- The Estates Hub Manager and Estates Lead/Site Manager will ensure that a Legionella Risk Assessment takes place as and when required in line with guidelines from HSG 274 and H&S at Work etc Act 1974 and that any recommendations are enacted.

#### **5. Heating arrangements**

- Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g., isolation 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-eg PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15°C.
- The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is -1°C.
- The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43°C.

#### **6. Toilet and washing facilities**

- For pupils aged 3-5, there should be 1 toilet and washbasin for every 10 pupils
- For pupils aged 4-5, there should be 1 toilet and washbasin for every 20 pupils
- For pupils over 5, there should be 1 toilet and washbasin per 15-20 pupils, which will be segregated into male and female for those over 8
- No more than 2/3rds of boys' appliances will be urinals
- For pupils over 11 years old, there should be 1 toilet and washbasin per 20 pupils, which will may be segregated into male and female or provided a gender-neutral facility for children who identify as trans/nonbinary.
- Toilet and washing facilities will be planned to ensure that:
  - Hand washing facilities are provided within the vicinity of every toilet
  - The facilities are properly lit and ventilated
  - They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils
- Accessible toilets will have a toilet, wash basin and where possible, a shower or wash-down fitting
- Where possible accessible toilets will 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 Principal and Estates Lead/Site Manager will ensure that there are appropriate facilities in place for pupils who are ill, including:
  - A room for medical or dental examination
  - A wash basin

## **7. Accessibility**

- To be compliant with the Equality Act 2010, the Principal and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND
- The accessibility strategy will include the health and safety needs of pupils with SEND
- The school will take account of its Accessibility Plan when managing and maintaining the school site
- The school will ensure that Personal Emergency Evacuation Plans (PEEPs) are in place for those who require additional assistance if an emergency situation occurs in the setting. The implementation of the PEEP is done so by the 'responsible person' identified in the PEEP (SENCO, school nurse, headteacher).
- The school will ensure that the PEEP is flexible to suit a range of unpredictable emergency scenarios and are kept under review.

## **8. Drainage**

The Estates Lead/Site Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water (external drainage specialists will be called in should problems arise).

## **9. Lighting**

- Lighting will be appropriate for a learning environment and light replacements will be LED
- Where possible, natural lighting will be used
- Adequate views will be available to the outside, to ensure comfort and avoid eye strain
- 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
- Outdoor sports facilities will have floodlights if they are likely to be used out of school hours
- Emergency lighting will be provided for areas which are accessible after dark
- As pupils with SEND can have additional needs, the school will cater for these. Some of these needs 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.
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## **10. Security**

- The Estates Lead/Site Manager and Security Lead 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 will state the school's approach to ensuring the safety and security of all staff members, pupils and visitors and be based on a risk assessment, which is regularly reviewed by the Principal and Estates Lead/Site Manager that explicitly considers the:
  - Location of the school
  - Physical layout of the school
  - Boarding accommodation if applicable
  - Movements needed around the site
  - Arrangements for receiving visitors
  - Staff/pupil training in security awareness
  - Safeguarding of children-eg a Contractor's DBS status

- The School Security arrangements addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The Estates Lead/Site Manager and security lead 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.
- The school will compile emergency grab bags for use during a response to a terrorist incident. Grab bags contain a selection of items which can prove useful in an emergency, such as communications equipment, bottled water, and plasters and/or cotton wool for treatment of injuries.
- The school will ensure that emergency grab bags are placed in strategic positions within the setting, as well as consider adjusting the contents to suit the individual needs of specific learners.

Bomb threat (please refer to Schools Critical Incident Plan )

The school will ensure that all bomb threats, however received (phone call, social media message, face-to-face), are treated seriously, however implausible they may initially seem.

If a bomb threat is received, the school will remain calm and record as much information as possible from the person making the threat. The school will use its Bomb Threat Checklist to understand and document what details to record.

When considering the actions to take following a bomb threat, the incident lead should consider the following options:

- Which exit and evacuation routes are the safest to use?
- Are there any pre-existing details of suspicious behaviour in or around the school setting that could be linked to the bomb threat?
- Is there any available recent CCTV footage which may be of help in identifying the person making the threat?

The school will ensure that any bomb threats are reported to the police.

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## **11. Lettings**

- The Principal and Estates Lead/Site Manager 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. This will involve liaison meeting with the lettings company.
- The Trust Letting agreement and School Procedures will be adhered to at all times
- If applicable, when letting to commercial businesses, the school will first seek the permission of the ESFA or equivalent
- Hirers will make an application for hire to the Principal or to an approved Lettings Company who are in partnership with the school.
- When determining whether to approve an application; the school 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, including the Safeguarding Policy of the Trust
  - The school's duties with regards to the prevention of terrorism and radicalisation

- Whether the letting is deemed compatible with the ethos of the school
- Adequate public liability insurance being in place to cover the risk of the activity
- An application will not be approved if the hiring:
  - 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 Trust, balanced or outweighed by freedom of expression of artistic merit)
  - Has unsociable hours-eg post 10.30pm, pre 7.00am etc
  - Generates numbers that are too excessive for the size of the facilities

## **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 Principal
- The Adverse Weather Procedure will be adhered to at all times
- All safety procedures and precautions will be in place in the case of adverse winter conditions

## **13. Invacuations and evacuations**

- The Estates Lead/Site Manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils, 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 Estates Lead/Site Manager will liaise with the SENCO to establish the needs of pupils
- Any issues will be reported to the Principal, Estates Lead/Site Manager and SENCO, where appropriate
- When assessing the safety of the school, the Invacuation, Lockdown and Evacuation procedures will be considered, and reviews will be made where necessary
- The site manager will also liaise with the school's security lead to determine the effectiveness of the school's emergency invacuation and/or evacuation procedures.
- If a security incident occurs, the security lead adopts the role of the incident lead to direct the school's initial response to the incident within the setting. The incident lead must be aware of which pupils and staff in the school have additional needs and who therefore may require additional help when evacuating or invacuating.

## **14. Suitability**

- The Estates Lead/Site Manager will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned
- The Estates Lead/Site Manager in consultation with the Principal and Estates Hub Manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety

## **15. Fire safety (please refer to the Trust Fire Safety Management Policy)**

- Fire risk assessments will be undertaken every 5 years and will new reviewed annually 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
- Staff and pupils will be familiarised with emergency evacuation procedures and drills conducted on a termly basis
- Risk assessments will be updated if there are any significant changes to the premises and/or following changes in legislation as well as following any incident
- All procedures and provisions relating to fire safety are outlined in the Trust Fire Safety Management Policy

#### **16. Catering**

- The Principal and Estates Lead/Site Manager, in consultation with the catering manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption
- The Food Policy/Procedures will be adhered to at all times
- Annual Health and Safety inspections will take place with the Food Providers, and they will be asked to provide any external inspections/reports to the Trust, including their food hygiene certification.

#### **17. Cleaning**

- The Estates Lead/Site Manager will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards
- The Cleaning Standards will be adhered to at all times, this will also involve current guidance related to COVID-19 control measures, if applicable
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms
- All cleaning materials are kept safely and secure and used following the COSHH sheets guidance

#### **18. Acoustics**

- Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate
- 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 Principal and Estates Lead/Site Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit
- Most of this work will take place during holiday periods, but smaller tasks may be completed during term time
- A 5-year condition survey will be undertaken, and a strategic plan of action will be formulated from the survey to detail maintenance needs for the Academy/Trust
- Fixed wire testing and Portable Appliances Testing (PAT) will take place in line with Electrical regulations and British Standard BS 7671
- All statutory checks will be undertaken/monitored/arranged on a regular basis by the Estates Lead/Site Manager and they will ensure that all inspections are booked in, and all reports are acted on-eg Gas Soundness, Lift Maintenance, Fire Extinguishers, Evacuation Chairs.

#### **20. Furnishings**

- The Principal and Estates Lead/Site Manager in consultation with the 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 and classroom aids which will be coordinated by the Principal and Estates Lead/Site Manager and
- Unsafe furnisher will be replaced when identified

#### **21. Playing fields**

- Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development
- For schools where the land is owned by the local authority, any playing fields which have been in use as playing fields for over 10 years are protected

#### **22. Grounds**

- The Estates Lead/Site Manager in consultation with the Principal and relevant heads of department, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely
- The condition of all playground areas will be monitored by the Estates Lead/Site Manager and deficiencies addressed
- Annual inspections of playground equipment / sports equipment will take place
- Tree surveys will take place at appropriate times to eliminate risks

#### **23. Health and Safety Audit**

- The Principal and Estates Hub Manager will ensure that the school's premises are subject to a regular [Health and Safety Audit](#)
- The Health and Safety Lead will monitor that health and safety risk assessments are completed annually for each department

#### **24. Monitoring and review**

- This policy is reviewed annually by the F&R committee with the support of the COO
- Any changes to this policy will be communicated to all relevant staff members

### Premises Health and Safety Audit

| Aspect                                                            | Existing document (Y/N) | Requirement                                                                                                                                                              | Actions/Comments | Review date |
|-------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| Access audit                                                      |                         | Survey, report and access statement covering learning, teaching and physical access.                                                                                     |                  |             |
| Air conditioning                                                  |                         | Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years. |                  |             |
| Asbestos                                                          |                         | Asbestos register and management plan.<br>Annual review of AMP by Site manager completed?                                                                                |                  |             |
| Car parking and vehicle/pedestrian segregation                    |                         | General risk assessment required.                                                                                                                                        |                  |             |
| Building and grounds condition survey                             |                         | Inspection of building and facilities for asset management planning                                                                                                      |                  |             |
| Classroom assessment                                              |                         | Annual assessment with termly review.                                                                                                                                    |                  |             |
| Control of substances hazardous to health (COSHH) risk assessment |                         | For storage and use of any hazardous substances.                                                                                                                         |                  |             |
| Display energy certificate (DEC)                                  |                         | Requirement for buildings with floor area over 1000m <sup>2</sup> to display the energy use of the school buildings.                                                     |                  |             |
| Duct hygiene (air conditioning, plenum heating)                   |                         | Inspection and testing, thorough cleaning routine determined from testing/inspection results.                                                                            |                  |             |
| Electrical - Portable appliance testing (PAT)                     |                         | Safety checking and testing of electrical appliances.                                                                                                                    |                  |             |

| Aspect                                       | Existing document (Y/N) | Requirement                                                                                                                                  | Actions/Comments | Review date |
|----------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| Electrical – Fixed wire testing              |                         | Testing of all fixed wiring boards and all distribution boards every three to five years.                                                    |                  |             |
|                                              |                         | Testing of all distribution boards in mobile accommodation annually.                                                                         |                  |             |
| Electrical – Stage lighting                  |                         | Annual test and inspection by a competent person.                                                                                            |                  |             |
|                                              |                         | Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.                    |                  |             |
| Emergency lighting                           |                         | Inspection and testing of system, monthly checks by the Site Manager to check functionality and battery discharge tests.                     |                  |             |
| Extraction systems, including fume cupboards |                         | Inspection and testing of dust extraction equipment.                                                                                         |                  |             |
|                                              |                         | Local exhaust ventilation.                                                                                                                   |                  |             |
| Fire risk assessment                         |                         | Inspection and annual review, or whenever any changes are made that will affect the assessment.                                              |                  |             |
| Fire alarm and detection systems             |                         | Weekly fire bell test, six monthly fire drill and annual service and inspection.                                                             |                  |             |
| Fire doors                                   |                         | Checked regularly to ensure functioning correctly.                                                                                           |                  |             |
| Fire extinguishers and appliances            |                         | Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements. |                  |             |
| First aid equipment                          |                         | Regular checks recommended replenishing equipment/stock and replacing out-of-date items.                                                     |                  |             |
| Floor plans                                  |                         | Up-to-date floor and roof plans are created when changes are made.                                                                           |                  |             |

| Aspect                                 | Existing document (Y/N) | Requirement                                                                                                                                        | Actions/Comments | Review date |
|----------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| Fuel oil storage                       |                         | Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.                        |                  |             |
| Gas safety                             |                         | Inspection and certification, identification and location of gas equipment and supplies – update.                                                  |                  |             |
| Gas appliance                          |                         | Annual servicing for efficient operation and combustion.                                                                                           |                  |             |
| Gas pipework                           |                         | Visual inspection and testing.                                                                                                                     |                  |             |
| Glazing                                |                         | Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing. |                  |             |
| Hydrotherapy and swimming pools        |                         | Risk assessment updated annually.                                                                                                                  |                  |             |
| Incoming services and isolation points |                         | Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.     |                  |             |
| Lifts and hoists                       |                         | Thorough examination, full maintenance and inspection.                                                                                             |                  |             |
| Lightning conductors                   |                         | Inspection and full test to assess adequacy of earthing, evidence of corrosion.                                                                    |                  |             |
| Mobile classroom stability             |                         | Structural inspection of mobile classrooms.                                                                                                        |                  |             |
| Planned preventative maintenance (PPM) |                         | PPM in place for all buildings, plants and equipment.                                                                                              |                  |             |
|                                        |                         | Current servicing records are available.                                                                                                           |                  |             |
|                                        |                         | Annual maintenance inspections completed.                                                                                                          |                  |             |
| Fixed playground and gym equipment     |                         | Inspection and testing.                                                                                                                            |                  |             |

| Aspect                                                                              | Existing document (Y/N) | Requirement                                                                                                                                                                                                                  | Actions/Comments | Review date |
|-------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| Radon                                                                               |                         | Risk assessment carried out and updated as necessary.                                                                                                                                                                        |                  |             |
| Shared premises                                                                     |                         | Risk assessment carried out and updated as necessary.                                                                                                                                                                        |                  |             |
| Slips and trips                                                                     |                         | Risk assessment carried out and updated as necessary.                                                                                                                                                                        |                  |             |
| Tree safety                                                                         |                         | Risk assessment carried out and updated as necessary.                                                                                                                                                                        |                  |             |
| Water hygiene and safety, legionnaires' disease – water systems, cold water systems |                         | Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken. |                  |             |
| Legionnaires' disease – Low pressure hot water systems                              |                         | Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps, etc.                                                                                                                               |                  |             |
| Water and surface temperature                                                       |                         | Risk assessment carried out and updated as necessary.                                                                                                                                                                        |                  |             |
| Workstation assessment                                                              |                         | Analysis of all workstations to assess any health and safety risks.                                                                                                                                                          |                  |             |
| Working at height                                                                   |                         | Risk assessment carried out and updated as necessary.                                                                                                                                                                        |                  |             |
| Working at height – Safety eye bolts and cradles                                    |                         | Inspection and testing.                                                                                                                                                                                                      |                  |             |

### Asbestos Management Checklist

| Criteria                                                                                                                                                                                                                                                                                                                                                                      | Yes | Further action needed |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------|
| <b>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings?</b> The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.                                                                              |     |                       |
| <b>Has the duty holder undertaken a management survey?</b> A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.                                                                                                                                                                                              |     |                       |
| <b>Does the management survey highlight the location of ACMs?</b> All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.                                                                                                                                                            |     |                       |
| <b>Has the duty holder assessed the potential risk from the ACMs?</b> The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.                                                                                                                                                 |     |                       |
| <b>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school?</b> The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility. |     |                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |                    |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------|-------------------------|
| <p><b>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present?</b><br/>         The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |                    |                         |
| <p><b>Are any in-house staff who may undertake maintenance work adequately trained?</b> Training needs to be appropriate for the work.<br/> <b>Awareness training</b> – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.<br/> <b>Training for work with asbestos that does not require a licence from the HSE</b> – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g., installing cables in areas containing undamaged asbestos materials.<br/> <b>Training for asbestos work that does require a licence from the HSE</b> – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p> |                            |                    |                         |
| <p style="text-align: center;"><b>Further action needed</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |                    |                         |
| <p><b>Action required</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>Action taken</b></p> | <p><b>Date</b></p> | <p><b>Signature</b></p> |
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|------------------------------------|--------------------------|---------------------|
| <p><b>Name (and position):</b></p> | <p><b>Signature:</b></p> | <p><b>Date:</b></p> |
| <p><b>Name of School :</b></p>     |                          |                     |