

# LONDON NAUTICAL SCHOOL

---



**Premises Management 2022 / 2023**

### Document Information

Author:	Rob Melia	Document Index No.	Stat	
Title:	Premises Management	Document Version Date:		March 2022
Reviewed By:	Rob Melia	Review Date:		March 2023

### Version History

Version	Date	Amended By	Notes on Revision	Document Version.
1.0	September 2020	Rob Melia		1.0
2.0	March 2021	Rob Melia	Risk Assessments - Covid 19 note added	2.0
3.0	March 2022	Rob Melia	Removal of reference to school boats	3.0

### To Be Read in conjunction with

Policy	Date	Document Index No.	Notes
Health & Safety Policy	March 2022	Stat	
Fire Risk Assessment	March 2020		
Legionella Risk Assessment	Jan 2020		
Asbestos Risk Assessment & Register	March 2022		

## Contents

Scope	4
Aims	4
Guidance	4
Roles and responsibilities	4
Inspection and testing	4
Monitoring arrangements	7

## Scope

This document details the school approach and arrangements to its premises management

### Aims

- 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

### 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.

### Roles and responsibilities

The governing body, the headteacher and the SBM / School Premises staff will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy. The headteacher and SBM / School Premises staff are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The SBM / School Premises staff is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive

### 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.

Facilities that are inspected routinely are as follows:-

- Duct hygiene

- Asbestos register / management - A risk assessment is in place and when any changes to the building take place the asbestos register and asbestos management plan are updated accordingly.
- Electrical testing and inspection A PAT exercise takes place annually.
- All fixed wiring and all distribution boards are tested at least once every 5 years.
- Extraction systems - Dust extraction equipment is tested and inspected on an annual basis. Local exhaust ventilation is inspected every 12 months.
- For extraction equipment in catering facilities, grease filters and ducting (where accessible) are removed and cleaned annually,

#### Fire safety

- Our fire risk assessment is reviewed and updated by a competent person when any changes are made that might impact fire safety.
- Fire detection and alarm systems are tested weekly.
- Formal annual inspections of emergency equipment is completed by a competent person.
- Fire doors are inspected weekly by a competent person.
- Fire extinguishers are inspected and maintained on an annual basis by a competent person.
- Fire blankets are inspected annually and replaced as required.

#### First aid equipment

First aid equipment and supplies are inspected every term. Any equipment which has passed its expiry date is replaced.

#### Gas safety

- 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.
- All gas appliances are serviced annually.

A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.

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.

#### Glazing

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.

#### Passenger lifts (where operating)

- Full maintenance and inspection by a competent person at least once every 12 months.
- All lifts are also tested and inspected after any significant changes have been made.

#### Lighting systems

- Electrical stage lighting is inspected and tested annually by a competent person.
- 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.

#### Playground and gymnasium equipment

- Fixed playground and gymnasium equipment are inspected and tested annually.

#### Water hygiene and safety

- 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.
- For hot water systems, a visual condition inspection is conducted on an annual basis.
- Maintenance checks are also carried out on all pipework devices quarterly.
- 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.
- A Legionella Risk Assessment is in place

#### Workstation assessments (DSE)

- 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.
- The details are kept on file and re checked every two years

#### Ladders and Access Equipment

- Equipment used for working at height is inspected and tested on an annual basis.
- A register of ladders and associated risk assessments is kept

#### Risk assessments and other checks

- Risk Assessments are in place for the whole site and specific risk assessments relate to specific hazards.
- COSH assessments are in place for the cleaners and caterers
- Covid 19 - specific risk assessment and supporting documentation around site precautions and testing are in place

The school also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Contractors have the necessary qualifications to carry out the specified work

#### Site Staff

- Site staff carry out weekly premises checks and reading of the utilities'
- Site staff has annual / regular training in respect to first aid, working at heights, health and safety, fire safety awareness and asbestos awareness

## Monitoring arrangements

The application of this policy is monitored by the SBM / School Premises staff and the headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments. Copies of risk assessments and paperwork relating to any checks are kept in the school office.