

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

Broadwas CE Primary School Premises Management Policy

Our Vision

As a church school, rooted in Christian values, our vision is inspired by the miracle of the loaves and the fishes. This demonstrates God's provision and care for us all through the generosity of one young child. By valuing each individual within our school family, we enable everyone to grow and flourish at Broadwas by providing a relevant, inclusive and knowledge rich curriculum in a stimulating, fun and loving environment.

At Broadwas we 'Live Our Values Everyday'.

Contents

1. Aims	1
2. Guidance	1
3. Roles and responsibilities	2
4. Inspection and testing	
5. Risk assessments and other checks	
6. Monitoring arrangements	
7. Links with other policies	

Aims

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work etc. Act 1974
- Maintained schools: Complies with the requirements of The School Premises (England) Regulations 2012
- If your school has an Early Years Foundation Stage (EYFS) setting: Complies with the requirements of the statutory framework for the EYFS

Guidance

This document is based on the Department for Education's guidance on good estate management for schools.

Roles and responsibilities

The governing board and headteacher will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

- The headteacher is responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.
- Inspecting and maintaining the school premises
- 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

Our Caretaker:

- Conducting repairs and maintenance
- Liaising with the headteacher about what actions need to be taken to keep the school premises safe

Inspection and testing

- We maintain accurate records and details of all statutory tests which are undertaken at our premises. 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, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.
- The table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's guidance on good estate management for schools.

<u>Issue to Inspect</u>	<u>Frequency</u>	<u>Person Responsible</u>
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Headteacher Mr P Parkes
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Headteacher Mr P Parkes

Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Headteacher Mr P Parkes
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Head teacher Jolliffe Plumbing and Heating
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in guidance for each type from the HSE .	Headteacher Mr P Parkes
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Headteacher PR Asbestos
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Headteacher Fire Safe Services
Fire doors	Regular checks by a competent person.	Headteacher Independent Fire Risk Assessors

Firefighting equipment	Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Headteacher Fire Safe Services
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).	Headteacher
Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Headteacher Sports Safe
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Headteacher National Grid

Risk assessments and other checks

- In addition to the risk assessments we are required to have in place (please refer to our risk assessment policy and health and safety policy for more information*), we make sure we have risk assessments in place, regularly updated, to cover:
- carpark
- classrooms
- gardening activities
- office areas
- outdoor play equipment
- playground
- pond

We also make sure further checks are made to confirm the following:

Correct and up-to-date information is displayed in all notices

Compliance with the Construction (Design and Management) Regulations 2015 during construction projects

Contractors have the necessary qualifications to carry out the specified work

Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

Monitoring arrangements

The application of this policy is monitored by the headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments. These are done in accordance once a term with the Health and Safety Governor of the school.

Copies of risk assessments and paperwork relating to any checks are kept in the school office and on the schools server..

Links with other policies

This premises management policy is linked to our:

Health and safety policy

This policy was approved by the FGB on 19th January 2026