



# Premises management policy

**Approved by:** PBurley

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## 1. Aims

LAMP 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, students, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Complies with the requirements of the [Education \(Independent School Standards\) \(England\) Regulations 2010](#), as [amended](#)

## 2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department for Education's guidance on [Good estate management for schools](#).

## 3. Roles and responsibilities

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

The directors are responsible for ensuring relevant risk assessments are conducted.

The directors are responsible for:

- Inspecting and maintaining the LAMP 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 LAMP premises
- This list is not intended to be exhaustive

## 4. Inspection and testing

LAMP 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, LAMP includes the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency	Person responsible
Asbestos register	Survey completed 31/10/18	Timothy Ellis
Electrical testing and inspection	<p>A <a href="#">PAT</a> exercise takes place annually (Autumn Half term 2019)</p> <p>Fixed wiring and all distribution boards and safety devices are inspected annually.</p> <p>All fixed wiring and all distribution boards are tested at least once every 5 years. (October 2018 - completed)</p> <p>All electrical testing and inspection is carried out by a competent person.</p>	<p>Timothy Ellis</p> <p>Competent contractor</p> <p>Competent contractor</p> <p>Competent contractor</p>
Equipment testing	<p>Any faults or damage to equipment is reported to Timothy Ellis. Basic non-electrical repairs are carried out by him.</p> <p>technical repairs are carried out by a competent person.</p>	<p>Timothy Ellis</p> <p>Competent contractor</p>
Fire safety	<p>Fire risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety. (October 2019 updated)</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle.</p> <p>Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly by a competent person.</p> <p>Fire extinguishers and smoke alarms are inspected and maintained on an annual basis by a competent person. (April 2019)</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Emergency Lighting testing monthly</p>	<p>Competent contractor</p> <p>Fire Officer</p> <p>Fire Officer</p> <p>Beta Fire</p> <p>H&amp;S Officer</p>

	<p>function test.</p> <p>Emergency lighting - full test - annual</p>	Competent contractor
First aid equipment	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p> <p>Stock check - 1/2 termly</p>	Lead First Aider
Gas safety	<p>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.</p> <p>All gas appliances are serviced annually. 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.</p>	<p>Timothy Ellis</p> <p>Andy Veall Ltd</p>
Glazing	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented e.g. sound booth. Further checks that any replacements are with safety glass are made as needed.</p>	Timothy Ellis
Water hygiene and safety	<p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>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.</p>	<p>Timothy Ellis</p> <p>H&amp;S Officer</p>
Workstation assessments	<p>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.</p>	Timothy Ellis
Working at height	<p>Equipment used for working at height is inspected and tested on an annual basis.</p>	Timothy Ellis
Cleaning	<p>Cleaning of the building takes place on a twice weekly basis.</p>	Timothy Ellis

	A deep clean of the building takes place of the summer holiday.	
Waste disposal and recycling	Waste and recycling is removed from site on a weekly basis by Fortress	Timothy Ellis
Security systems	System is inspected and tested on an annual basis	Timothy Ellis Clear Sound Security

## 5. Risk assessments and other checks

Please refer to our risk assessment policy for information about LAMP's approach to risk assessment.

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

## 6. Monitoring arrangements

The application of this policy is monitored by the directors through, among other things, visual checks of the LAMP site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the LAMP office.

This policy will be reviewed every year.

## 7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy
- Fire policy