



PREMISES
MANAGEMENT

POLICY

**OPERATIONS
POLICY**

Witham Prospect School
Old Harbour Farm
Newark Road
Norton Disney
LN6 9JR

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Statement of Intent

Witham Prospect 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.

Monitoring and review

This policy is reviewed **annually** by the headteacher and the Operations Director.

Any changes to this policy will be communicated to all relevant staff members.

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
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Site security guidance'
- DfE (2023) 'Managing asbestos in your school'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Good estate management for school (GEMs)'
- DfE (2023) 'Good estate management for schools: estate management competency framework'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2024) 'Protective security and preparedness for education settings'

This policy operates in conjunction with the following school policies:

- Accessibility Policy
- Accessibility Plan
- Business Continuity Plan
- Lockdown Policy
- Health and Safety Policy
- Fire Safety Policy
- Food and Nutrition Policy

Roles and responsibilities

The Directors and the headteacher are responsible for:

- The overall implementation of this policy.
- Taking a strategic approach to the management of the school's land and buildings, in line with business planning objectives.
- Having the right plans and documents in place to help create an environment that supports good teaching and learning.
- Ensuring the school's policies and procedures help to manage the estate effectively and efficiently.
- Understanding the legal interests, limitations, and responsibilities for the school estate.
- Possessing a comprehensive understanding of the condition, suitability and sufficiency of the land and buildings on the school estate.
- Using the knowledge of the school estate to inform strategic planning and decision-making.
- Delivering effective performance management across the estate.
- Ensuring energy, water and other resources are used efficiently and waste is kept to a minimum.
- Ensuring the school estate is safe for all users.
- Ensuring that the condition of the school estate and supporting policies fully comply with relevant legislation and regulatory standards.
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all estate-related projects deliver the desired outcomes.
- Ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with disabilities.

The headteacher is also responsible for:

- Reporting any issues with the premises to the Health & Safety Officer, SBM and governing board as appropriate.
- Reviewing this policy in liaison with the Health & Safety Officer.
- 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.

The Senior Leadership Team is responsible for:

- Supervising the delivery of activities identified in the estate strategy and asset management plan.
- Identifying and addressing training needs of operative staff.

- Ensuring operational working practices that reflect the school's strategic approach are actively and consistently applied.
- Monitoring, collecting and assisting in producing information for reporting to senior leadership and governing body.
- Escalating staff and wider stakeholder complaints to senior leadership.
- Ensuring operative staff carry out their activities in accordance with organisational estate-related policies and procedures.
- Acts promptly to deal with estate issues and condition risks.
- Making sure work is approved and signed off in line with set processes and procedures as necessary.
- Helping to keep track of spending across the estate in line with available budgets.
- Challenging others appropriately where they see wastage and raising with team or manager as appropriate.
- Ensuring recognised financial procedures and practices are being followed.
- Supervising and supporting external contractors on-site to ensure procurement requirements are met.
- Supporting the implementation of business continuity and emergency planning processes.
- 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 Health & Safety Officer.

The Health & Safety Officer 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.
- 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.
- Ensuring that any Personal Emergency Evacuation Plans (PEEPs) that are in place in the school are understood and implemented when needed, including knowing how to identify and liaise with the responsible person for implementing the PEEP.

The Operations Director 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 escalating concerns about areas for improvement on the school estate.
- Providing basic information about the school estate to senior leadership as appropriate.
- Working within set processes and procedures relating to the management and operation of the estate.
- Assisting and supporting external contractors on site to ensure procurement requirements are met.
- Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis.
- Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur.
- Reporting condition and any health and safety issues to appropriate colleagues.
- 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.
- 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.

General procedures

Asbestos

Old Harbour Farm was extensively renovated, extended and areas rebuilt before the school was opened in 2019. During this work, no asbestos was found onsite therefore the Board of Directors are confident that there is no risk to the children, staff and maintenance team. As there is no asbestos, an asbestos management plan or policy is not needed.

Water supply

The maintenance supervisor 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 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 risk assessment will be undertaken by a company which offers these specialist services
- A Legionella Risk Assessment control measures for preventing or controlling risks will be implemented and will be monitored
- Records will be kept of checks conducted to ensure measures in place are effective.

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 set to maintain a temperature of 18°C.

All radiators in the school are covered to protect the children and young people from scolding if touched.

Closed water circuits which operate under pressure will be checked periodically for leaks. Fan heaters will only be used as a backup heat source and will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be

inspected by a specialist on an annual basis. Bi-annual checks and an annual maintenance schedule will also be undertaken.

Toilet and washing facilities

The following toilet and washbasin facilities will be in place:

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 Senior Leadership Team will ensure that there are appropriate facilities in place for pupils who are ill, including:

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

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.

The school will take account of its Accessibility Policy 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, Health & Safety Officer, headteacher).

The school will ensure that the PEEP is flexible to suit a range of unpredictable emergency scenarios and are kept under review.

Drainage

The Maintenance Supervisor 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 Health & Safety Officer 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.

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 LED fittings or high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

The Health & Safety Officer 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.

Security

The Senior Leadership Team, Maintenance Supervisor, and Health & Safety Officer will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked 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 Senior Leadership Team, Maintenance Supervisor, and Health & Safety Officer, that explicitly considers the:

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

The School health and safety policy addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The Maintenance Supervisor and Health & Safety Officer 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 is equipped in each classroom with first aid kits and a mobile phone for use during a response to a terrorist incident.

In addition to this, emergency supplies are also located in strategic positions within the setting.

Bomb threat

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.

Lettings

No Areas of the school will be let out for any reason.

Weather

The Health & Safety Officer and Maintenance Supervisor 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 Senior Leadership Team. The school's Adverse Weather Policy will be adhered to at all times.

Invacuations, lockdowns and evacuations

The Health & Safety Officer 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 Health & Safety Officer 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.

The Health & Safety Officer will also liaise with the Operations Director to determine the effectiveness of the school's emergency invacuation and/or evacuation procedures.

If a security incident occurs, the Health & Safety Officer 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.

Suitability

The Senior Leadership Team will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The SBM and Health & Safety

Officer 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.

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 Health & Safety Officer will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

Catering

The school's Food Safety and Hygiene Policy will be adhered to at all times. The Senior Leadership Team, 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.

Cleaning

The school's School Cleaning Schedules will be adhered to at all times. The Housekeeper will be responsible for managing 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. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

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. Noise reduction insulation and boarding was used during the construction of the classroom walls.

Maintenance

The Senior Leadership Team will ensure that there is a satisfactory standard and adequate maintenance of decoration by regularly inspecting the education areas and implementing maintenance programme, including statutory and good practice improvements. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

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

Furnishings

The Senior Leadership Team, 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 following OT consultation.

Grounds

The Senior Leadership Team, 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 Health & Safety Manager and deficiencies will be addressed. The playground equipment and surfacing is inspected by ROSPA on an annual basis. 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.

Health and safety audit

The Senior Leadership Team will ensure that the school premises are subject to a regular health and safety audit. The Health & Safety Officer 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.

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 recorded and any defects will be reported. The equipment will either be mended or removed and replaced.

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.

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.

Witham Prospect School does not currently have any lifts.

Gas

Gas and electrical safety posters will be displayed in the appropriate areas. 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 Health & Safety Officer will maintain an accurate inventory of all gas equipment purchased by the school.

All gas equipment will be installed by a suitably 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 Health & Safety Officer 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 Gas Safe registered engineer. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.

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

Carbon monoxide detectors will be installed by the Health & Safety Officer 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 Health & Safety Officer 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 Health & Safety Officer 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.

Record keeping

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](#).

ISSUE TO INSPECT	FREQUENCY	PERSON/CONTRACTOR RESPONSIBLE
Portable appliance testing (PAT)	Annual inspection (Last Inspection 29/8/24) of all electrical equipment. Regular visual inspections of all electrical equipment. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Lincs PAT Testing – Neil Leak www.lincspattesting.co.uk 01522 300453 07846141165 hello@lincspattesting.co.uk
Fixed electrical installation tests (including lightning conductors)	At least every 5 years (Last Inspection 19/11/23) . Will be more frequent, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	WJD Electrical – Will Dethick www.wjdelectrical.com 07983 470529 w.dethick@gmail.com

ISSUE TO INSPECT	FREQUENCY	PERSON/CONTRACTOR RESPONSIBLE
Emergency lighting	Monthly flash test. Biannual condition test (including 3-hour battery test) by a competent person. (last Inspection 2/12/24; next one due 2/06/25)	Health & Safety Officer Lindum Fire Services www.lindumfire.co.uk 01522 540519
Lifts	Biannual for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	N/A (currently no lifts on site)
Gas appliances and fittings (Rational 10 grid Combi & two 6 burner Ovens)	Annual inspection of all gas appliances in line with requirement for residential accommodation. All work carried out by a Gas Safe Registered engineer. (Last Inspection 18/10/24)	HCS Hatherley Commercial Services Ltd www.hcscateringequipment.co.uk 01636 611221 GasSafe: 0800 408 5500
Fuel oil storage	Checks at least weekly. Annual inspections by qualified inspectors.	Jason Bailey – Maintenance Supervisor
Air conditioning systems	Annually Inspected and serviced by an engineer. Annual certificated inspection to ensure no refrigerant leakage. (Last Inspection 18/12/24; next inspection due Dec 25) Biannual checks and an annual maintenance schedule.	Ace Installation and Maintenance – Mike Shaw www.acelincs.co.uk 01522 788537
Legionella checks on all water systems	Biennial inspection and risk assessment carried out. (Last Inspection 24/10/24) Monthly checks/cleaning of shower heads and identified risk areas. More details can be found in guidance for each type from the HSE.	Guardian Legionella Services - Jamie Norton & Chris Clark www.guardian-group.co.uk 01522 688 180 07930 248384 jamie@guardian-group.co.uk School Domestic Team

ISSUE TO INSPECT	FREQUENCY	PERSON/CONTRACTOR RESPONSIBLE
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Health & Safety Officer Also checked during Annual Health & Safety Compliance Audit (Last inspection 30/5/24)
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Biannual 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.	Health & Safety Officer Lindum Fire Services Croner Health & Safety Consultants
Fire doors	Weekly checks by a competent person.	Certified by Jason Bailey – Maintenance Supervisor Checked by the Health & Safety Officer
Firefighting equipment	Annual Service of extinguishers and fire blankets. Refill and replacement when needed. (Last Inspection 5/11/24) Monthly visual inspection.	Lindum Fire Services www.lindumfire.co.uk 01522 540519 Health & Safety Officer
Extraction systems	Monthly removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.	Louise Stokes - School Chef

ISSUE TO INSPECT	FREQUENCY	PERSON/CONTRACTOR RESPONSIBLE
Chemical storage	Inventories are kept up-to-date. Chemical storage is audited weekly . 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).	Danielle Hazel - Housekeeper Also checked during Annual Health & Safety Compliance Audit (Last inspection 30/5/24)
Playground and gymnasium equipment	Annual inspection of outdoor fixed play equipment by a competent person. (Last Inspection 16/5/24)	ROSPA Play Safety www.rospa.com 01793 317470 info@rospaplaysafety.co.uk
Tree safety	Monthly visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Oliver Witchell – School Gardener