



# Non-Statutory Policy

**Category**

**Health & Safety / Maintenance**

# Health & Safety, Premises & Facilities Management and Maintenance Plan and Policy

Chair signed: Mrs L Bennett	Staff consulted	Shared with staff
	Ratified by Governing Body	06.07.2021
Headteacher signed: Dr L Lawson	Review frequency	Every 2 years
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## Pre-amble: School Vision, Ethos and Values

Dr Walker's is a mixed Church of England Voluntary Controlled Primary School in Fyfield, Ongar, Essex.

We support all pupils to succeed in reaching their God given potential at Dr Walker's – 'An Exceptional Place to Flourish', by developing

- **Belief** in self and the development of confidence, respect and trust for others and an appreciation of spirituality and an understanding of faith in God;
- **Engagement** in a love for learning by nurturing curiosity and independence; and
- **Excellence** in reaching personal goals by demonstrating resilience and positive behaviour.

Our **CHRISTIAN VALUES** are reflected in:

- Standing with **COURAGE** for what is right.
- Using **CREATIVITY** in problem solving and making life beautiful.
- Treating every person and everything with **RESPECT**.
- Having **COMPASSION** for others.
- Completing every task with **PERSEVERANCE**.
- Taking **RESPONSIBILITY** for ourselves.
- Living with **HOPE** for a better future.

At Dr Walker's we provide every pupil with the care and support they need to develop as individuals and become educated and successful British Citizens who understand the importance of the following British values:

- **Democracy**
- **The rule of law**
- **Individual liberty**
- **Mutual respect and**
- **Tolerance of those with different faiths and beliefs.**

## Acknowledgement

This policy was drafted with reference to *Essential School Maintenance - A guide for schools* (January 2016)

## Introduction

- In all schools, staff and pupils need to be able to work and learn in a safe and secure environment. A balanced overview of all risks can be obtained by carrying out a security survey and risk assessment, which should include the environmental and building factors which contribute to school security.
- The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.
- Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.
- Dr Walker's C of E Primary School gives due regard to the Regulations listed above and in addition the school has implemented many procedures and routines to ensure other aspects of site safety are available and robustly managed e.g. Access, Asbestos, First Aid, Fire
- Dr Walker's C of E Primary School considers the school's premises and building on the basis of:

<b>Condition</b>	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.
<b>Suitability</b>	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.

- The buildings and landscaped environment at Dr Walker’s C of E Primary School must be kept in such condition to ensure that the facilities are adequate:
  - for the purpose of study provided by the school,
  - for the numbers of students in the school, and
  - for safe and secure occupancy and use by students, staff and visitors.

## **Responsibility**

- The Headteacher and Governing Body, in collaboration with the Caretaker/Site Supervisor, and with the support of school staff, is responsible for ensuring the school’s built environment is adequately maintained in sound operational condition.
- This will include:
  - assessing and monitoring the current standard and state of repair of facilities, considering the requirements of relevant legislation;
  - arranging annual building/site inspections
  - maintaining buildings (internally and externally) so that they meet occupational health and safety requirements
  - dealing with urgent repairs
  - maintaining all essential services
  - managing the school’s maintenance requirements within an annually defined budget.

## **Definitions**

<b>Built environment</b>	One building, a group of buildings, a part of a building or additions to a building, which are used for a purpose that is connected with the curriculum of the school. Fixtures, which are affixed to a building and are unable, to be detached without substantial damage to the item itself or that to which it is attached, are accepted as part of a building.
<b>Landscaped environment</b>	Includes outdoor play areas, landscaping, play equipment, playgrounds.

## **Management and Maintenance**

- Effective and well-planned school management and maintenance should lead to safe and well-maintained school premises that provide appropriate teaching facilities, and a positive pupil experience.
- Dr Walker’s C of E Primary School undertakes scheduled maintenance under the guidance of the Education Department’s maintenance department and according to their schedule for the school.
- In many cases the needs identified will be more than the resources available and choices will need to be made to prioritise projects. As well as budget availability, the factors that determine this choice will include:
  - The level of urgency.
  - Legal requirements including health and safety considerations.
  - The consequences of not undertaking the works.

- The impact on the provision of education for the duration of the work.
- Planning constraints.

1	Essential Maintenance	Work that is recurrent in nature, required to keep systems operational, safe and/or as required by statutory authorities or regulation.	<ul style="list-style-type: none"> <li>• Fire protection systems.</li> <li>• Security systems.</li> <li>• Ventilation systems.</li> <li>• Heating and cooling plant and equipment.</li> <li>• Lift services.</li> <li>• Electrical equipment safety inspections and testing.</li> <li>• Hazardous materials management.</li> <li>• Playground equipment</li> </ul>
2	Planned/Schedules Maintenance	Work that has been identified through asset inspection and assessment procedures required to be undertaken to preserve a building's fabric including features.	<ul style="list-style-type: none"> <li>• Painting previously painted surfaces.</li> <li>• Replacement of floor coverings.</li> <li>• Replacement of furniture.</li> <li>• Annual cleaning.</li> <li>• Gutter cleaning</li> </ul>
3	Unforeseen Maintenance	Work that cannot be anticipated, usually as a result of a breakdown or an accident, which is essential for health safety, security or protecting the environment.	<ul style="list-style-type: none"> <li>• Blocked drains from stormwater or sewerage.</li> <li>• Electrical hazards.</li> <li>• Vandalism outside school hours.</li> <li>• Water leaks from taps, toilets or bubblers.</li> </ul>

- These three schedules provide **three key approaches** that combine to provide a present and future understanding of the school's maintenance schedule:

Day-to-day management	<p>Delivering ongoing services and maintenance requirements to ensure that buildings operate as intended and support the continued delivery of education.</p> <p>There are many maintenance activities which happen in parallel with the ongoing operation of the school. Effective day-to-day management of your school premises will be helped by clearly defined processes to control when and how works take place. These will help the school to identify policies, control requirements and risks so that maintenance is undertaken safely, with minimum disruption to the school day.</p> <p>Development of an effective management process will also assist in governance decisions, minimise the disruption caused by works and increase value for money over the long term.</p>
Estate and buildings annual plan	<p>Producing an annual plan will help you manage and deliver the maintenance works and improvements that have been highlighted in the long-term plan.</p> <p>An annual plan will typically comprise a list of works that have been identified from the long-term plan to be undertaken in the next year.</p> <p>The annual plan should also set out works in a sequential order over the course of the school year. The order of works in the plan is</p>

	<p>usually prioritised and this process should take account of:</p> <ul style="list-style-type: none"> <li>• Information on condition</li> <li>• Risk assessment, including the consequences of not addressing the need</li> <li>• Available resources</li> </ul> <p>Main priorities should be identified, based on legislative considerations, risk assessment and the resources available, you can produce a documented planned maintenance programme for the year. This will include regular maintenance activities and may include additional items such as building element renewal projects, such as window replacement, or capital investment which has finance and approvals in place to proceed.</p>
<p>Long term planning</p>	<p>Considering future maintenance needs, projects, and funding priorities for your buildings</p> <p>The long-term plan should be developed alongside the school's vision, SDP and the objectives that you have for your buildings in the next <b>three to five years</b>.</p> <p>The following advice needs to be considered:</p> <ul style="list-style-type: none"> <li>• Over time the condition and nature of the buildings may change and changes to the curriculum and use of spaces may necessitate capital works.</li> <li>• Developing a plan to anticipate these events is part of good estate management and can ensure that capital investment and maintenance happen hand in hand.</li> <li>• Considering the suitability and efficiency of buildings is likely to require other surveys from time to time that may be needed to identify investment requirements.</li> <li>• A key ingredient in the long-term plan will be the availability of funds, whether available from the school or other sources.</li> <li>• An initial view of affordability will be critical before any decision is made to change or improve buildings and the school site.</li> <li>• It will be important to identify several options to achieve your goals so that you can consider the advantages and disadvantages of each and adapt your plans as funding may become more available or constrained.</li> <li>• Make sure that any feasibility study or appraisal of options covers educational, technical, and financial considerations.</li> </ul>

## Managing works

- The main objectives of managing the works are:
  - Compliance with the terms and conditions of the contract
  - Delivery of the aims and objectives of the project as previously defined in the scoping and specification of work and which should generally be included in the contract
  - Adherence to all statutory requirements, health and safety stipulations, technical and access issues
  - Delivery to schedule and budget, with no harm done to staff, pupils, contractors or visitors
- Good contract management will:
  - Reduce or prevent the risk of error e.g. over-charging

- Reduce the impact of identified risks thereby ensuring defined outcomes, achieving delivery and value for money
  - Reduce the risk of contractual dispute
  - Improve the likelihood of implementing contractual performance incentives
  - Increase opportunities to generate continuous improvements
- The procurement and tender documentation will be key contributors to contract management and are likely to include method statements, specifications, health and safety elements, a programme of work and schedule of cost. These should be put together with an appropriate liaison and communications structure involving school, advisers, contractors and, as necessary, statutory officials.
  - Some works will require staged payments to be made. The methodology for quantifying these should be apparent in the procurement documentation and may require the assistance of an appropriately qualified property professional.
  - The works stage of some projects will require liaison with some local authority functions such as planning or building control.
  - The sign-off process which results in acceptance of the completed works should also be considered as part of procurement. In some instances, this may require the use of appropriately qualified and appointed professionals to give assurance.

## Procedures

- Staff members are to record any items that require maintenance in the Maintenance file, allocated in the Office.
- “Workplace Inspection” Checks are carried out daily, weekly and/or annually.
- A planned maintenance schedule is to be followed.
- Audits, checks and inspection reports will identify any corrective action necessary to ensure the unacceptable condition or operation situation is resolved.
- The caretaker/Site supervisor (once appointed) and/or Admin staff will contact external contractors to repairs any faults that cannot be rectified by premises staff.
- Relevant contractors perform routine essential tests and maintenance.
- All maintenance work to be logged and dated in the Maintenance folder which is kept in the Office.

## Dos and don'ts

- Don't contract any service or works element without a specification or stated service requirement and signed terms and conditions.
- Do establish a management plan for contractor selection, as a responsible employer.
- Do use external support and professionals as required.

## Important certification and information to hold

- The following significant elements of a building require formal certification or evidence to be available to demonstrate they are being appropriately managed. The requirement to hold evidence or certification is well defined in other guidance or legislation. It is important that you meet this requirement and that providers of services about these elements hold appropriate qualifications or certifications.
- This table shows the major items likely to be required in most schools, listed alphabetically. It is not exhaustive; the full list of maintenance and management certification and information for each school will vary depending on the specific construction type and building services installed.

Building element/aspect of management	Contractor accreditation	Requirements
Air conditioning systems (see also Water Supply for wet systems)	Qualified Energy Assessor	Applicable to installations with a total cooling capacity of 12 kW or greater. No longer than 5 years between reports
Asbestos	See <a href="#">Asbestos management in schools</a>	All schools should hold a record of all known asbestos and have management plans in place to prevent exposure of staff, students and visitors (including contractors). This should be reviewed regularly
Boilers (and other gas installations)	See <a href="#">Get gas safe at school</a>	Annual Test Certificate and Gas Installation Maintenance Plan. Maintenance required by GSIUR Regulation 35, should be in accordance with manufacturer recommendations and any plan identified by duty holder risk assessment
Fire escape and safety	<a href="#">Regulatory Reform (Fire Safety) Order 2005</a> Appointment of Responsible Person (NB: Requirements for testing, fire drills, logs etc. are covered under BS5839 and other relevant standards)	The responsible person must assess and record the risks of fire and take steps to reduce or remove them. The results of all inspections, testing and checks must be recorded. Those completing fire risk assessments and/or providing advice in relation to them should be appropriately qualified and / or experienced
Fixed wiring	NICEIC or other approved scheme	5 Yearly test of 100% of the installation (can be phased – say 20% of installation per year)
Air conditioning systems (see also Water Supply for wet systems)	Qualified Energy Assessor	Applicable to installations with a total cooling capacity of 12 kW or greater. No longer than 5 years between reports
Asbestos	See <a href="#">Asbestos management in schools</a>	All schools should hold a record of all known asbestos and have management plans in place to prevent exposure of staff, students and visitors (including contractors). This should be reviewed regularly
Lifts	HSE guidance <a href="#">Thorough examinations and inspections of lifting equipment</a>	Inspection frequencies at least every 6 months but will depend on the individual circumstances of each lift, which will be advised by the inspector. Often done by an insurance company
Local Exhaust Ventilation (LEV) extraction systems	Competent LEV Thorough Examination and Test Engineer ( <a href="#">Institute of Local Exhaust Ventilation Engineers</a> )	Thorough Examination and Test every 14 months
Water supply	<a href="#">Legionnaires' disease. The control of Legionella bacteria in water systems (2013)</a> Appointment of Competent Person	Identify the sources of risk and prepare and implement a scheme to prevent and control the risk. Keep records of all checks and reviews of the scheme.



## Appendix – Premises Records Log

<b>Asbestos register</b>	Signed by all contractors
<b>Asbestos inspection certificates</b>	Obtained before invasive work takes place
<b>Fire alarm tests</b>	
<b>Fire Risk Assessment</b>	Annually
<b>Fire Evacuation Records</b>	
<b>Legionella (Water checks)</b>	
<b>Health &amp; Safety Checks</b>	A documented fortnightly Health and Safety 'walk-about' to inspect internal and external areas.
<b>Health &amp; Safety Audits</b>	
<b>Risk Assessments</b>	
<b>Health &amp; Safety Inspection records (whole school)</b>	
<b>Furniture inventory</b>	
<b>Asset Register Records</b>	<p>Furniture and fittings inventory            ICT equipment Inventory            Resources Inventory</p> <p>Inventory registers record:</p> <ul style="list-style-type: none"> <li>• The date of acquisition</li> <li>• Description of the asset</li> <li>• Cost</li> <li>• Location of the asset</li> </ul>
<b>School's Premises and Facilities Management and Maintenance Plan and Policy</b>	
<b>Emergency Response Planning Sheet – keyholders &amp; key contacts document</b>	
<b>School's Premises Register detailing:</b>	<p>Age of buildings            Construction type            Ownership o Floor Plans &amp; floor areas            Service run schematics            Energy and water consumption records            Equipment and plant warranties (with installation dates).            Operation and maintenance Manuals o Servicing/inspection records/certificates</p>

## Appendix – Workplace checklist (Daily)

<b>Daily checks not normally recorded</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Escape route and fire doors – unobstructed and clearly marked?			
Can all fire exits be opened immediately and easily?			
Are there any warning/malfunction lights/signs on the fire alarm panel?			
Are air horns in place?			
Is escape lighting and are exit signs in good condition and undamaged?			
Is emergency lighting and sign lighting working correctly?			
Are all fire extinguishers in place?			
Are all fire extinguishers clearly visible?			
Are vehicles blocking access to the building for the Fire Brigade?			
Materials, such as display items and decorations, do not cover notices to fire exit routes or break glass points, are not placed around or suspended from light fittings or high-risk equipment (such as cookers) nor hung from ceilings?			
Flammable substances are correctly stored?			
Combustible items not stored in the boiler room?			

## Appendix – Workplace checklist (Weekly)

Date checked	
Checked by	
Signed	

Weekly checks	YES	NO	N/A
Do all emergency fastening devices to fire exits (push bars and pads etc) work correctly?			
Are external routes clear and safe?			
Does testing a manual call point send a signal to the indicator panel? (disconnect the link, if any, to the receiving centre or tell them you are doing a test)			
Points from different zones should be used to trigger the alarm to ensure that all break glass points are in working order?			
Did the fire alarm system work correctly when tested?			
Did staff and other persons in the premises hear the fire alarm?			
Did any linked fire detection systems work correctly (e.g. magnetic door holder released)?			
Assembly point(s) -designated, suitable?			
Are evacuation plans displayed in all rooms and are these correct and up-to-date?			
Fire extinguishers -tested within last 12 months?			
Fire doors - unobstructed, unlocked and not propped open?			
Having read the fire risk assessment guidance (annexed hereto) are there any items that need to be drawn to the attention of the Headteacher?			

## Appendix – Workplace checklist (Termly)

Date checked	
Checked by	
Signed	

Termly checks	YES	NO	N/A
<b>Administration: Each work area should be near/able to gain easy access to the following:</b>			
Accident books for accidents to pupils and to adults respectively?			
Accident/Incident Report Forms ?			
Risk Assessment form for out of school visits and accompanying			
Health and Safety procedure note?			
Health and Safety Policy			
'Health and Safety Law, What You Should Know' poster?			
'Fire, Bomb and First Aid' poster?			
First Aid box - fully stocked with approved contents, which are not past their "best before dates" and nothing else?			
Qualified First-Aiders located in each Key Stage including the Foundation Stage?			
<b>Maintenance: Machines, equipment and appliances (including remote access entry system/doors, gates, grills, lighting, fencing, PE equipment): are they</b>			
• efficient, in good working order and in good repair?			
• regularly maintained (inspected, tested, adjusted, cleaned)?			
• is a maintenance record kept?			
<b>Ventilation: Are the work areas:</b>			
• sufficiently ventilated?			
• is the ventilation intake system sited away from flues, exhaust outlets etc?			
• not draughty?			
• mechanically ventilated?			
• If yes, is it maintained?			
<b>Temperature</b>			
Is the temperature of the work areas at least 16oC after the first hour?			
<b>Thermometers</b>			
Are thermometers strategically placed in work areas?			

<b>Lighting</b>			
Is the lighting sufficient not to cause eyestrain?			
Lights not dazzling or causing glare?			
Are light switches easily found?			
All lights not obscured, for example, by stacked items?			
<b>Cleanliness</b>			
Are the work areas clear of: slips, trips and fall hazards?			
Are floors and corridors kept clear and clean?			
Are the rubbish bins emptied daily?			
<b>Workstations and seating</b>			
Does each employee sitting at a suitable height to the work surface?			
Does each employee have frequently used materials and equipment within easy reach?			
Do disabled employees have suitable workstations including seating access?			
Does each employee have sufficient clear space to enable work to be done freely?			
<b>Sanitary Conveniences and Washing Facilities</b>			
Are the wash stations supplied with hot and cold, or warm running water, soap & drying facilities?			
Are the mixer valves and the thermostatic controls on the taps/ showers working correctly?			
<b>Ventilation, Cleanliness and Lighting</b>			
Are the rooms containing the sanitary conveniences well ventilated?			
Are the rooms containing the sanitary conveniences cleaned on a regular basis?			
Are the rooms containing the sanitary conveniences sufficiently well lit?			
<b>Drinking Water</b>			
Is there a supply of drinking water?			
If 'YES' is it identified as such?			
If 'NO' is a supply of bottled drinking water available with appropriate drinking vessels?			
<b>Facilities for pregnant women and nursing mothers</b>			
Are suitable facilities for the above provided?			
<b>Fire Safety</b>			
Are Fire Safety Marshals appointed for each Key Stage area including the Foundation Stage?			
Fire Safety Plan drawn up for workplace?			

## Appendix - Maintenance Plan







KEY		WEEKLY	MONTHLY	QUARTER	6 MONTHS	ANNUAL	3 YEARS	5 YEARS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<span style="background-color: red; color: black;"> </span>	School																			
<span style="background-color: yellow; color: black;"> </span>	Maintenance & Compliance contractor																			
Air Conditioning (filters every 6 months)																				
Boiler service																				
Compressor / Pressure vessels																				
Electrical Safety - Fixed Wire Electrical Test																				
Electrical Safety - PAT Testing																				
Electrical Safety – Powered pedestrian doors																				
Emergency Lighting Test																				
Extraction Systems (Local exhaust ventilation)																				
Fire Alarm Inspection																				
Fire Risk Assessment																				
Fire Safety - Alarm Testing																				
Fire Safety - Extinguishers Inspection																				
Gas Safety – Appliances (has safety check)																				
Gas Safety – Catering equipment																				
Gas Safety – Soundness testing																				
Gas Safety -Goas Boilers																				
Grounds Maintenance																				
Gulley Inspection and Clearance																				
Hot water dispenser (Hot water – staff room)																				
Jet and seal of decking areas																				
Legionella check																				
Lifts and Hoists																				
Lightning Conductor																				
Main Sewer Inspection																				
PE / Play equipment																				
Redecoration																				
Renewal of Energy Certificate																				
Security Alarm Maintenance																				
Tree maintenance																				
Trim Trail maintenance																				
Water Hygiene and Safety																				
Water filter for staff room (if applicable)																				
Window cleaning																				
Woodworking / Metal working equipment																				

## Appendix - Induction for Contractors

Welcome to Dr Walker's Church of England Primary School.

Dr Walker's is a mixed Church of England Voluntary Controlled Primary School in Fyfield, Ongar, Essex.

Below you will find information on key aspects of expectations when on site.

  	  
<ul style="list-style-type: none"><li>• Read the school's brief Safeguarding leaflet.</li><li>• Sign the Asbestos Register</li><li>• Always remain professional with staff and pupils.</li><li>• Ensure that you always wear your company logos or high visibility jackets.</li><li>• Please ensure that you always remain clothed.</li></ul>	<ul style="list-style-type: none"><li>• Where possible do not engage with pupil.</li><li>• Refrain from smoking on site. We implement a no smoking policy.</li><li>• Please do not shout.</li><li>• No radios.</li></ul>