

Tilston Parochial CE Primary School

Bringing out the Best in Everyone.

'Encourage one another and build each other up.' Thessalonians 5:1



Tilston Parochial
CE Primary School

Premises Management Policy

Date of policy: March 2022
Review cycle: Annual
Reviewed by: Kelsey Mort
Approved by: Buildings Committee
Next review date: March 2023

Tilston Parochial CE Primary School Premises Management Documents

There are many aspects of school premises that require safe management and maintenance such as asbestos, fire safety and statutory testing. For an overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings:
http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders.

For maintained schools, both local authorities and schools have responsibilities for the repair and maintenance of premises.

Review frequency: please see above link.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the head teacher.

Legislation: please see above link.

Summary of document/checks currently in place (March 2022)

Aspect	Frequency in school	Most recent/date due
Asbestos register	Annual checks	November 2019
Car parking	Updated annually	Included in grounds RA
Display of notices		H&S notice in staff room
COSHH		Data sheets held by caretaker/office
Disability Discrimination Act	No recent changes to building	
Electrical: PAT	Annually	January 2022
Electrical: fixed	5 years	Completed 16 th December 2019
Emergency lighting	Twice yearly	Checked by Barlows 17 th January 2022; weekly checks by caretaker
Fire risk assessment	Annual	4 th November 2021
Fire detection/alarm	Twice yearly	Checked by Barlows 17 th January 2022 weekly checks by caretaker
Fire doors	Inspected weekly	Added to caretaker's weekly schedule
Fire fighting equipment	Annual	14 th May 2021 (Calbarrie)
First aid equipment	Monthly checks	JHux checks and restocks
Fuel oil storage	Annual boiler service	14.7.2021
Glazing	On-going checks	Glazing survey November 2017
Playground/gym equipment	Annual	Sportsafe 7.9.2021

Slips and trips	Annual	Buildings/site RAs 4 th November 2021 Caretaker daily/weekly checks
Tree safety		Caretaker daily/weekly checks Tree survey completed by Cropper Grounds Maintenance 1 st June 2020. Treefellers completed work October 2020
Water hygiene/safety		RA 22 nd June 2021 (2 years) Monthly temp checks by caretaker Bi-annual check by Concept
Water/surface temperature		Monitored monthly by caretaker
Workstation assessment		DSE assessments (JF- 8.2.2022/KM- 9.2.2022)

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