



Rosehill Infant and Nursery School

Premises Management Policy

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Review date: January 2027

Signed by:

Headteacher

Date:

Chair of governors

Date:

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Statement of intent

Rosehill Nursery & Infant School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider the 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.

1. 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 (2024) 'Keeping children safe in education 2025'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2024) 'Protective security and preparedness for education settings'

1.1. **This policy operates in conjunction with the following school policies:**

- Asbestos Management Policy
- Asbestos Management Plan
- Accessibility Plan
- **Child Protection and Safeguarding Policy**
- COSHH Policy
- Invacuation, Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Safety Policy
- First Aid Policy
- Legionella Policy

2. Roles and responsibilities

2.1. **The governing board is 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 school effectively and efficiently.
- Understanding the legal interests, limitations, and responsibilities for the school.
- Possessing a comprehensive understanding of the condition, suitability and sufficiency of the land and buildings on the school.
- Using the knowledge of the school site to inform strategic planning and decision-making.
- Delivering effective performance management across the school.
- Ensuring energy, water and other resources are used efficiently and waste is kept to a minimum.
- Ensuring the school is safe for all users.
- Ensuring that the condition of the school 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 site-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all site-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.

2.2. The headteacher is responsible for:

- **The overall implementation of this policy.**
- Reporting any issues with the premises to the, SBM, Handy man as appropriate.
- Reviewing this policy in liaison with the SBM.
- 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.
- **Ensuring responsible individuals have the functions, skills and knowledge required to effectively manage the school estate in accordance with the DfE's 'Estate management competency framework'.**

2.3. The SBM is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Possessing a good understanding of the condition, suitability and sufficiency of the land and buildings on the school estate.
- Ensuring the school estate is safe for all users.
 - Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary, in collaboration with Derby City Council.
 - Acts promptly to deal with site issues and condition risks.
 - Helping to keep track of spending across the school in line with available budgets.
 - Ensuring recognised financial procedures and practices are being followed.
 - Conducting the relevant premises risk assessments
 - Purchasing new equipment and resources for the school.
 - Managing the relevant staff members who are responsible for the management of the premises, e.g site manager.
 - In collaboration with the headteacher, the day-to-day implementation and management of the stipulations outlined in this policy.
 - Identifying any maintenance and repair work.
 - Facilitating the [Health and Safety Audit](#). (Annex 1)
 - Facilitating the [Asbestos Management Checklist](#).
 - 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.
 - Arrangements of the security of the school, including locking down the school after-hours and reopening the school.
 - Facilitating the relevant premises risk assessments, e.g. fire safety.
 - Managing the relevant staff members who are responsible for the management of the premises, e.g. handy man cleaning contractor
 - Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.
 - Coordinating and overseeing the school's protective security measures.
 - Determining how staff should respond to varying security incidents.
 - In collaboration with the headteacher 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.
 - If a security incident occurs, the head teacher/SBM 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.

- In collaboration with the headteacher Lead the initial response to a security incident within the school, Make fast, clear, and safe decisions. Respond appropriately to any safety concerns. Lead the post-incident aftercare.
- Coordinating and overseeing the school's protective security measures.
- 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

2.4. The Caretaker/handy person is responsible for:

- The day-to-day implementation 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 grounds.
- Providing basic information about the school site to the SBM.
- Working within set processes and procedures relating to the management and operation of the school site.
- Assisting and supporting external contractors on site to ensure various Health & Safety requirements are met..
- Carrying out, recording and reporting
- 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 the SBM.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is clear and sufficient for the purpose.
- The security of the school, including locking down the school after-hours and reopening the school.

3. Asbestos

- The governing board, in collaboration with Derby City Council, headteacher and SBM will ensure that the school meets its duty to manage asbestos in school.
- The headteacher and SBM will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times.
- The SBM and headteacher, in collaboration with Derby City Council (Duty holder) will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.
- The school will have an asbestos register, including associated remedial actions.

- The SBM in collaboration with Derby City Council and governing board will review the Asbestos Management Plan (AMP).
- The Governing board and SBM in collaboration with Derby City Council will arrange for any necessary repairs to the school regarding asbestos.
- The School pays into the maintenance package with Derby City Council and they will review the school's AMP/register annually.
- The headteacher/SBM will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times.
- All staff, are aware they are not to do any invasive work and all request for such is to be directed to the SBM, who understands the precautions detailed in the Asbestos Management Plan and asbestos register

4. Water supply

- The Caretaker/Handy man 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 (caretaker) will be appointed to take the temperature of the hot and cold water weekly
- Any temperatures taken that do not fall in line with the recommended temperature will be reported to the School business manager
- The quarterly and monthly checks are carried out by a contractor who is appointed by Derby City Council. Any works necessary will be reported back to the Headteacher/School business manager
- Sources of risk are identified and assessed in line with the HSE's [Approved Code of Practice L8](#).
- A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company appointed by DCC which offers these specialist services.

5. Temperatures

- Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation 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 able to maintain a temperature of 18 °C.
- Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.
- The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is -1 °C.
- The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.
- Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections.

6. Toilet and washing facilities

The school will ensure that all members of the school community have equal access to suitable toilet, washing, and changing facilities.

Toilet and washing facilities for pupils

Suitable toilet and washing facilities will be provided for the sole use of pupils, as follows:

- For pupils aged 3- 5, there will be 1 toilet and washbasin for every 10 pupils.
- For pupils aged 5-11, there will be 1 toilet and washbasin for every 10 pupils, which will be segregated into male and female for those over 8
- Toilet and washing facilities will be planned to ensure that:
 - Hand washing facilities are provided within the vicinity of every toilet.
 - The facilities are properly lit and ventilated.
 - They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
- Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

- Disabled toilets will 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.
- The SBM will ensure that there are appropriate facilities in place for pupils who are ill, including:
 - A room for medical or dental examination.
 - A washbasin.

Toilets and washing facilities or staff

Mixed toilets and washing facilities will be provided for staff that are separate from those provided for pupils, except where they are designed for use by those who are disabled. These facilities may also be used by visitors.

7. Accessibility

- To be compliant with the Equality Act 2010, the headteacher, SENCO and SBM will create an accessibility strategy, to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs.
- The accessibility strategy will include the health and safety needs of pupils with disabilities.
- The school will take account of its Accessibility Plan 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, school nurse, headteacher).

8. Drainage

- The SBM/Caretaker 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 SBM/Caretaker will ensure gutters at low level 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

9. 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.
- 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.
- 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.
- As pupils with disabilities can have additional needs, the school will cater for these. Some of these needs 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 high frequency fluorescent luminaires, to avoid subliminal flicker.
 - Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

Derby City Council 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.

10. Security

The SBM and Caretaker/handyman will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- The building is securely locked and alarmed each night.
- The building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements is reviewed by the SBM, Caretaker/Handyman and Head Teacher, and considers the following:

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

11. 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.

12. Lettings

- The SBM will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.
- Hirers will make an application for hire to the governing board. If the governing board wish to accept this a suitable and sufficient lettings policy will be put into place.
- When determining whether to approve an application; the governing board will consider the following factors:
 - The type of activity
 - Possible interference with school activities

- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

The governing board will ensure that appropriate arrangements are in place to keep children safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the governing board under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the governing board will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.

Inform the body that failure to comply with these requirements would lead to termination of the agreement

13. Weather

- The School business manager and Caretaker/Handyman 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 SBM.

14. Invacuations and evacuations

- The SBM will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils, 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 SBM will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the governing board and SENCO, where appropriate.
- 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.

15. Suitability

- The SBM will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.
- The SBM and Caretaker/Handyman will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety, in line with the school's Health and Safety Policy.

16. 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 by an appointed assessor from Derby City Council who will ensure they are appropriately qualified or experienced. They will be able 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.
- Staff and pupils will be familiarised with emergency evacuation procedures.
- 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 caretaker will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

17. Catering

- The SBM, in consultation with the Head Teacher, will ensure that where food is served there are adequate facilities in place for its hygienic serving and consumption.

18. Cleaning

- The SBM will be responsible for the cleaning contract 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 are taken to prevent condensation and noxious fumes in kitchens and other rooms.

19. Acoustics

- Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- There will be minimal disturbance from unwanted noise.

20. Maintenance

- The SBM will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and good practice checks. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

21. Furnishings

- The SBM, in consultation with the headteacher 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 generated as a result of the annual departmental review of furniture and fittings conducted by the head Teacher and SBM

22. Grounds

- The SBM, in consultation with the headteacher 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 caretaker/handyman and deficiencies addressed.

- 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 does not have a car park

23. Health and safety audit

- The SBM will ensure that the school's premises are subject to a regular [Health and Safety Audit](#).
- The SBM will monitor that health and safety risk assessments are completed
- 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.

24. Electrical testing and inspection

- Rosehill pays into Derby City Council premises package which takes responsibility of all the required electrical testing apart from PAT testing which the school business manager arranges annually

25. Other equipment, systems and storage

- The school does not have any lifts, we do have a hoist and a changing bed which is serviced annually by Medico at the moment until the need dictates, the hoist has been put out of action.
- 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.

26. Gas

- All gas equipment will be installed by a suitably trained engineer appointed by DCC 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 DCC 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.
- Any isolation valve defects will be reported immediately to the SBM 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 SBM for repair or safe disposal.
- Repairs to gas appliances and fixtures will be carried out by a Gas Safe registered engineers appointed by DCC. 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.

27. Estate management training and competency

The SBM and Caretaker/Handyman are responsible for elements of the school's estate management and are fully equipped with the competency, skills and knowledge to fulfil their role.

The school will use the DfE's 'Estate management competency framework to:

- Ensure that those conducting estate management roles possess the skills and knowledge required.

The school will ensure that all staff members and contractors responsible for specific elements of estate management have undertaken relevant training in relation to the following:

- Asbestos Awareness
- Understanding of Construction (Design and Management) Regulations 2015 (CDM)
- Control of Substances Hazardous to Health (COSHH)
- Environmental Awareness
- Fire Safety and Personal Protective Equipment (PPE)
- Health and Safety Awareness
- Institution of Occupational Safety and Health (IOSH) Working Safely
- Use of ladders
- Legionella Awareness
- Lone Working
- Managing contractors
- Manual handling
- Portable appliance testing (PAT)

- Working at Height

28. Monitoring and review

This policy is reviewed annually by the headteacher and the site manager. The next scheduled review date for this policy is January 2027

Annex 1

Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Accessibilty Plan	Y	Access statement covering learning, teaching and physical access.	January 2028
Air conditioning	N/A	Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	N/A
Asbestos	Y	Asbestos register and management plan.	Ongoing register last reviewed 18.02.25 next review February 2026
Car parking and vehicle/pedestrian segregation	N/A	General risk assessment required.	N/A
Building and grounds condition survey	Y	Inspection of building and facilities for asset management planning (AMP).	DCC – condition survey completed January 2025
Classroom assessment	Y	Annual assessment with termly review.	On-going documents visited in the case of change

Aspect	Existing document (Y/N)	Requirement	Review date
Control of substances hazardous to health	Y	For storage and use of any hazardous substances.	Annually January 2026
Display energy certificate (DEC)	Y	Requirement for buildings with floor area over 1000m ² to display the energy use of the school buildings.	February 2026
Duct hygiene (air conditioning, plenum heating)	Y	Inspection and testing, thorough cleaning routine determined from testing/inspection results.	December 2025
Electrical - Portable appliance testing (PAT)	Y	Safety checking and testing of electrical appliances.	February 2026
Electrical – Fixed wire testing	Y	Testing of all fixed wiring boards and all distribution boards every three to five years.	04.04.2026
	N/A	Testing of all distribution boards in mobile accommodation annually.	N/A
Electrical – Stage lighting	N/A	Annual test and inspection by a competent person.	N/A
	N/A	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	N/A

Aspect	Existing document (Y/N)	Requirement	Review date
Emergency lighting	Y	Inspection and testing of system, monthly checks by the caretaker/handyman to check functionality and battery discharge tests. Tests organised by local authority will be carried out annually	Every month Next annual test April 2026
Extraction systems, including fume cupboards	N/A	Inspection and testing of dust extraction equipment.	N/A
	N/A	Local exhaust ventilation.	N/A
Fire risk assessment	Y	Inspection and annual review, or whenever any changes are made that will affect the assessment.	Last RA 08.11.2024 Internal annual check completed October 2025
Fire alarm and detection systems	Y	Weekly fire bell test, six monthly fire drill and annual service and inspection.	All on-going see fire management file
Fire doors	Y	Checked regularly to ensure functioning correctly.	weekly
Fire extinguishers and appliances	Y	Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	Annually inspected – next due November 2025
First aid equipment	Y	Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	Lead first aider - ongoing
Floor plans	Y	Up-to-date floor and roof plans are created when changes are made.	On-going

Aspect	Existing document (Y/N)	Requirement	Review date
Fuel oil storage	N/A	Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	N/A
Gas safety	Y	Inspection and certification, identification and location of gas equipment and supplies – update.	December 2026
Gas appliance	Y	Annual servicing for efficient operation and combustion.	December 2026
Gas pipework	Y	Visual inspection and testing.	Renewed August 2025 Next inspection August 2026
Glazing	Y	Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	Completed by DCC all glazing in the school is safety glass Completed Jan 2021
Hydrotherapy and swimming pools	N./A	Risk assessment updated annually.	N/A
Incoming services and isolation points	Y	Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	Document and map included in the emergency booklet
Lifts and hoists	Y	Thorough examination, full maintenance and inspection.	November 2026
Lightning conductors	N/A	Inspection and full test to assess adequacy of earthing, evidence of corrosion.	N/A

Aspect	Existing document (Y/N)	Requirement	Review date
Mobile classroom stability	N/A	Structural inspection of mobile classrooms.	N/A
Planned preventative maintenance (PMP)	Y	PMP in place for all buildings, plants and equipment.	DCC
	Y	Current servicing records are available.	DCC
	YDCC	Annual maintenance inspections completed.	DCC
Fixed playground and gym equipment	Y	Inspection and testing.	Sports safe November 2026.
Radon	N/A	Risk assessment carried out and updated as necessary.	N/A
Shared premises	N/A	Risk assessment carried out and updated as necessary. (Kitchen R A responsibility and held by STJJ)	N/A
Slips and trips	Y	Risk assessment carried out and updated as necessary.	On-going
Water hygiene and safety, legionnaires' disease – water systems, cold water systems	Y	Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	Weekly temp checks Six monthly and annual checks completed by IWS
Workstation assessment	Y	Analysis of all workstations to assess any health and safety risks.	Annually

Aspect	Existing document (Y/N)	Requirement	Review date
Working at height	Y	Risk assessment carried out and updated as necessary.	Updated in the case of change or a new activity
Working at height – Safety eye bolts and cradles	N/A	Inspection and testing.	N/A

Asbestos Management Checklist

Criteria	Yes	Further action needed
Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.	Yes	The school pays into the DCC maintenance package the legal responsibility falls with the local authority. However, Governors and management would be questioned should the correct process not be followed
Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.	Yes	
Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.	Yes	
Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.	Yes	

Name (and position):	Signature:	Date:
Name of school:		