



## Denmark Road High School Premises Management Plan

**Reviewed: July 2020**

This plan has been formally approved and adopted by the Trust Board at a formally convened meeting.

This Plan will be reviewed every 3 years by the Trust Board.

Plan Approved: DocuSigned by: Richard Bowman Date: 10/22/2020  
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(Chair of Trustees)

Name of signatory (please print): Richard Bowman



# Premises Management Plan

## Revision History

Date of revision	Changes made
Jul-20	<ol style="list-style-type: none"><li>1. 1<sup>st</sup> Issue (based on The Key for School Governors Model Policy)</li><li>2. Inclusion of waste management arrangements</li><li>3. Inclusion of cleaning and catering arrangements</li></ol>



# Premises Management Plan

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# Premises Management Plan

## 1 Aims, scope & principles

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work Act 1974](#)
- Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- Operates in an environmentally responsible manner that minimises the negative environmental impacts of our activities and reduces waste

## 2 Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

This Plan complies with our funding agreement and articles of association.

## 3 Roles and responsibilities

The Trust Board, Headteacher, Business and Operations Manager and Site Manager will ensure this Premises Management Plan is properly implemented, and that tests and inspections are carried out in accordance with this plan.

The Headteacher and Business and Operations Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Trust Board, as required.

The Business and Operations Manager is responsible for:

- Maintaining the school's compliance management tool and for the accuracy and completeness of the associated records and information. This includes ensuring that all relevant records, paperwork and certificates are uploaded into the compliance management tool in a timely manner
- The scheduling and management of inspections and planned maintenance activities, using the school's compliance management tool.
- The oversight, management and timely closure of actions arising from inspections and assessments carried out.

The Site Manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the Headteacher and Business and Operations Manager about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.



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## 4 Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates, which are held on the school's compliance software tool.

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 [checks and testing sections of the DfE estates guidance](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	HSE guidance states offices are a low-risk environment and employers are required to ensure electrical equipment is maintained in order to prevent danger – it doesn't state what needs to be done or how often. Regular visual inspections where PAT is not required.	Site Manager conducts a monthly visual inspection based on a site schedule of buildings.  All portable appliances were last inspected at DRHS in February 2020 by 24/7 Gloucester Electrician.
Fixed electrical installation tests (including lightning conductors)	A 5 yearly fixed wiring inspection and testing is carried out by a competent person.	Site Manager arranges for provision. Last inspected in July 2020 by CF Roberts.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Manager completes monthly test. 6-monthly completed by A&E Fire and Security.
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	Part of Zurich Municipal insurance cover. We are informed by the provider of when they will attend.



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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>Annual safety checks (in line with good practice / required if the premises are used for residential accommodation).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>	<p>Site Manager arranges for provision. Last inspected by John Clancy Plumbing and Heating.</p>
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	<p>Site Manager arranges for provision. Last inspected by Mitchell's (Building Services and Facilities Management) Gloucester.</p>
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a>, and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).</p>	<p>Part of Zurich Municipal insurance cover. We are informed by the provider of when they will attend.</p>
Legionella checks on all water systems	<p>Risk assessment of each site carried out and reviewed every 2 years by a competent person.</p> <p>The frequency of monitoring checks varies for evaporative cooling systems, hot and cold-water systems and other risk systems – specific details can be found in <a href="#">guidance for each type from the HSE</a>.</p>	<p>Risk Assessment to be carried out Summer 2020.</p> <p>Monthly monitoring completed by the Assistant Site Manager.</p>



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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	<p>Business and Operations Manager.</p> <p>Survey to be carried out Summer 2020.</p>
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Annual ladder inspection completed by the Assistant Site Manager.
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Completed by Site Team.</p> <p>Completed by A&amp;E Fire and Security. FRA reviewed and amended as necessary by the Business and Operations Manager.</p>
Fire doors	Regular checks by a competent person.	Completed by Site Team
Firefighting equipment	All equipment – extinguishers and fire blankets are inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Completed by A&E Fire and Security.
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p>	<p>Annual deep clean of kitchen arranged by Aspens Catering Contractor.</p> <p>Food Technology Room completed by Site Team.</p> <p>DT Technician arranges annual inspection of DT equipment.</p>



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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>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 <a href="#">HSE guidance on COSHH assessment</a>).</p>	<p>Science Department manage and maintain records for school laboratories.</p> <p>The Glen Group (cleaning contract) are responsible for their supplied COSHH materials.</p>
Gymnasium equipment	<p>Regular inspections – at least annually and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	<p>Annual inspection completed by Sportsafe UK.</p> <p>Head of PE conducts periodic visual inspections and organizes remedial work as necessary with Sportsafe UK.</p>
Tree safety	<p>As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.</p>	<p>Site Team conduct regular visual inspection. Remedial works are carried out by Glebe Contractors (grounds maintenance contract).</p>
Radon	<p>In accordance with Public Health England advice, Gloucestershire is a low potential radon affected area. As such, no advice is offered by Gloucestershire County Council Safety, Health and Environment (SHE) Team.</p>	





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## 5 Risk assessments and other checks

Please refer to our Risk Assessment policy for information about the school's approach to risk assessment.

In addition to the risk assessments we are required to have in place (as detailed in the Risk Assessment Policy and Health and Safety Policy), we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Lettings

We also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the [Construction \(Design and Management\) Regulations 2015](#) during construction projects
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the [Equality Act 2010](#) when making changes or alterations to a building or the external environment

## 6 Waste Management

The school recognises that we need to reduce the unnecessary use of raw materials. The school recycles paper and cardboard but does not currently have the capacity to enable wider waste recycling. School will introduce additional recycling, where possible, to assist in reducing landfill waste.

We will achieve this by:

- Reducing the amount of waste produced when purchasing items and services, operational activity and by raising awareness amongst teachers, parents and students.
- Re-using or donating to others by considering these options before items are discarded.
- Risk Consideration by constantly considering 'end of life' disposal (costs and environmental impact) when making purchasing decisions. Complying with regulations, legislation and applying best practice in order to minimise the risks of immediate and future pollution or harm to health and the environment.



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## 6.1 Types of waste

The key types of waste are:

- Inert waste – which will usually be recyclable such as plastics, paper and cardboard
- Hazardous waste – which needs to be separately stored and transported (e.g. from Science labs)
- Confidential waste – which needs to be controlled and kept secure, before shredding (contract with Printwaste)
- Special waste – which requires some sort of special permit to remove and transport it (e.g. clinical or sanitary waste or asbestos). Clinical and sanitary waste is managed through our contract with Citron Hygiene.
- Waste that is a by-product of processes at the school, including food waste from the kitchen, staff room
- Construction waste – resulting from maintenance and refurbishment at the school, which will be managed and disposed of by the contractor responsible for the work.
- COSHH (Control of Substances Hazardous to Health) waste – all products stored on site which have a COSHH datasheet, are recorded on the COSHH register. In the event of spillage of any of these products, suitably trained staff will employ the relevant clear up process, using suitable PPE.
- WEEE (Waste Electrical and Electronic Equipment) and waste – all electrical equipment, fluorescent tubes and batteries will be collected and stored safely, until there is sufficient quantity to warrant collection by a specialist contractor.

## 6.2 Waste procedures

Our cleaning contractors will collect and remove waste from bins in each room and in designated locations, to collection bins located externally prior to collection by the appointed waste management contractor.

The school will observe the following points when managing general waste:

- Waste must not build up to unacceptable levels in classrooms, kitchens or internal storage areas, as it presents a risk of pest activity.
- Waste should be avoided wherever possible, so that items are recycled, or raw materials are reduced, to minimise waste as much as possible.
- Members of staff are issued with protective gloves available from the Front Office where necessary, to avoid the risk of minor injury, paper cuts, abrasions or infections. Staff must use the Personal Protective Equipment (PPE) that is available.
- Contract staff, cleaning staff and other visitors must be made aware of the school's waste management arrangements and requirements.
- When moving waste, this should be done to avoid the risk of injury to the children.
- Waste should be moved in small quantities to avoid risk of lifting or back injuries
- Staff should avoid compacting bags of waste, in case there are sharp objects.
- In the event of broken glass, or other sharp objects, these must be cleared up immediately, securely placed in stout bags, and put in the external bins.
- Staff must employ basic hygiene, by disposing of PPE, and washing hands after handling waste. Use of a hand sanitizer is also recommended.



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## 6.3 Recycling

The school's policy is to recycle as much waste as possible, which currently includes:

- Paper and cardboard

## 6.4 Waste storage facilities and collection arrangements

The Site Manager will regularly clean and maintain the waste storage and collection areas, ensuring they are kept clean and free of debris.

## 6.5 Waste Collection

Waste collection is currently carried out weekly by Grundon Waste Management.

The Refuse and Recycling vehicles come onto site at the back staff car park to collect waste.

Collection times are scheduled to avoid the school start and finish times.

Specialist companies, maintenance and construction contractors will be expected to liaise with the school to ensure that they comply with this requirement.

## 7 Cleaning

The school has a contract, through Gloucestershire County Council with The Glen Group for cleaning services. The Business and Operations Manager is responsible for overseeing the services provided by the cleaning contractor, and ensuring their compliance with this and other relevant school policies.

## 8 Catering Facilities

The school has a contract, with Aspens, for catering services. The Business and Operations Manager is responsible for overseeing the services provided by the catering contractor; including:

- Ensuring that the catering contractor has appropriate risk assessments in place relating to the catering facilities and activities
- Ensuring that the catering contractor has plans and arrangements in place to ensure that the cleanliness, maintenance, inspection and checks of the facilities comply with this Plan and all applicable food hygiene standards
- Ensuring that the Catering contractor's management of waste management plans comply with this Plan
- Ensuring that all catering personnel comply with all applicable school policies, including ensuring that catering staff have been suitably vetted and comply with the schools Safeguarding Policy at all times.

## 9 Monitoring arrangements

The application of this plan is monitored by the Business and Operations Manager and Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept by either the Site Manager or Business and Operations Manager and details will be held on the school's compliance software tool.



# Premises Management Plan

## 10 Links with other policies

This Premises Management Plan is linked to:

- Health and Safety policy
- Risk Assessment policy
- Safeguarding Policy
- Asbestos Management Plan