



Three Towers

An Alternative Provision Academy
Expanding Horizons

Premises Management Policy

Adopted: September 2023

Review: annually or as required by statutory guidance

1. Introduction

Three Towers (TTAPA) has a duty to ensure that the buildings under our control comply with appropriate statutory, regulatory and corporate standards. For each site (Leyland Park House, Hindley and Heiland Road, Whalley) we must consider:

- Condition – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements;
- Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the Academy in raising educational standards.

2. Aims

We aim to ensure that we:

- manage our buildings and equipment in an efficient, legally compliant way;
- inspect and test buildings and equipment regularly, taking into account statutory requirements and best practice recommendations;
- promote the safety and wellbeing of our staff, learners, parents/carers, visitors and all building users through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#);
- comply with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#).

3. Guidance

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

This policy also complies with our funding agreement and articles of association.

4. Responsibilities

The [local governing committee \(LGC\)](#), [headteacher](#), [School Business Manager \(SBM\)](#) and [Site Manager](#) will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher, SBM and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the LGC, as required.

Each site is monitored daily by the Site Manager and their team. The Site Manager with guidance from the Headteacher, SBM and Core Leadership Team (CLT) ensures that the site is compliant with statutory regulations and the advice provided in the Good Estate Management for Schools manual. For example the site team 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 SBM about what actions need to be taken to keep the school premises safe.

This list is not intended to be exhaustive.

5. 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.

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 in [Appendix 1](#) outlines 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](#).

6. Risk Assessments and other checks

6.1 Risk Assessments

TTAPA ensures that relevant Risk Assessments (RAs) are completed by a trained and competent person and put in place and reviewed annually or upon a change in circumstances or following an incident. The risk assessments should take into account, but not limited to, factors such as:

- location;
- environment;
- use of facility and equipment;
- arrangements in place e.g. safe systems of work;
- training needs.

In addition to the risk assessments, we are required to have in place (please refer to our risk assessment policy and health and safety policy for more information), we make sure we have risk assessments in place, regularly updated, to cover:

- car parking and vehicle/pedestrian segregation;
- traffic management;
- shared premises.

6.2 General Checks

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.

Lists of routine checks and their frequency are contained in [Appendices 2 – 6](#).

6.3 General Design

We ensure that:

- buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks;

- there is sufficient access so that emergency evacuations can be accomplished safely for all learners, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same;
- the lighting, heating and ventilation in classrooms and other areas of the building are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff;
- classrooms are appropriate in size to allow effective teaching by carefully monitoring the number, age and needs of learners who will be using the classrooms and making any necessary adjustments in provision and arrangements;
- the furniture and fittings are appropriately designed for the age and needs of all learners registered there, by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual programme of works;
- external lighting provides adequate illumination to ensure people can safely enter and exit both sites;
- there are appropriate facilities for learners who are ill. These areas are near to the Pastoral Managers office to ensure appropriate supervision of the learners and are reasonably close to WC and cloak room facilities;
- there are sufficient washrooms for staff and learners, including facilities for learners with Special Educational Needs and/or Disability (SEND).

7. Maintenance

We ensure that:

- regular maintenance is carried out in accordance with best practice and as required by legislation. Each site must hold operating information and test certification for all of the systems within their buildings;
- there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works. Smaller decorative tasks may be completed during the academic year;
- flooring is in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements;
- classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the site team and cleaners and monitoring standards of cleaning;
- a site-wide condition survey is conducted by external experts every five years in line with Rowan Learning Trust requirements, and an action plan is produced within three months to tackle any issues raised.

7.1 Cleaning

Classrooms, corridors and other areas of the building are maintained in a clean, tidy and hygienic state and each area undergoes a deep clean annually. When necessary, such as after outbreaks of contagious illnesses, affected areas will undergo specialist cleaning. This may necessitate the temporary closure of parts or the whole of the site.

7.2. Catering

Areas where food is served are equipped with adequate facilities for the hygienic preparation, serving and consumption of food. Catering providers are required to provide regular reports on the suitability of the catering facilities.

7.3 Drainage

TTAPA ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should any drainage issue arise.

7.4 Waste Management

We are committed to reducing its waste and to recycle as much as it can. This includes the waste management of cardboard, paper, ICT and Waste Electrical Equipment (WEE). We follow all legal waste obligations, including management of confidential waste, to ensure the correct licensing of their waste and maintain such records.

Both sites have a secure area for the storage of large waste receptacles. Waste receptacles are not situated in close proximity of the building to reduce arson risk. Small general waste bins should be placed no less than 5m away from the building and transportable waste bins no less than 10m away from the building.

7.5 Glazing

We ensure that:

- any damaged glass is made safe as soon as possible before being replaced;
- glass installed in lower panes is obscured for safeguarding and privacy reasons;
- glass installed in the building is a safety material (e.g. laminated or toughened glass);
- the use of fire rated glass is an important component in building safety and building regulations specify where it must be used.

7.6 Grounds Maintenance

The grounds of each site are reasonably maintained including grass cutting, tree pruning, weeding and playground marking etc.

A tree survey takes place every ten years for which a prioritised report is produced (unless there are concerns about a particular tree/trees in which case an immediate inspection should take place). Any arboriculture work is carried out by a competent arboriculturist, in consultation with the tree preservation officer from the local authority

7.7 Traffic Management

We ensure that appropriate traffic management systems are in place on each site to enable pedestrians and vehicles to circulate in a safe manner. This includes the management of signage, appropriate segregations and road markings.

7.8 Evacuation

We ensure that there is sufficient access throughout the both sites so that emergency evacuations can be accomplished safely for all learners and staff (including those with special needs) by ensuring that all exits are kept clear and unencumbered; and by carrying out regular checks of the same.

Fire and Emergency Evacuation Plans are updated periodically and is circulated to all staff, including those of the Music Service on the Hindley site.

8. Water Supply (Legionella)

Regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water) are undertaken. As per current legislation this would include:

- hot water stored at 60°C and delivered at 50°;
- cold water stored and distributed below 20°C;
- the building has a water supply for domestic purposes including a supply of drinking water, which is clearly marked;
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water;
- the temperature of hot water supplies to showers do not exceed 41°C.

9. Asbestos Management

TTAPA maintains an asbestos register which contains a copy of the asbestos survey, showing the locations where asbestos has been identified or is suspected on site. The register is made available to all contractors.

Approved registered contractors are employed to deal with any removals.

All site staff, the SBM and Headteacher have all undertaken training for the designated person in asbestos awareness. This is updated three-yearly.

If the asbestos is in good condition and is not in an area where it will be disturbed, then it is safe to leave it in place.

10. Security

10.1 Keyholders

The key holders for each site (Site staff, SBM and Headteacher) ensure that each site has adequate security arrangements in place for the grounds and building. This is achieved by ensuring that the building is securely locked and alarmed each night, that the building has a secure entrance and that the perimeter fence is secure.

10.2 CCTV

Both sites have extensive CCTV coverage internally and externally. Viewing CCTV footage is managed through the RLT CCTV Policy.

10.3 Lock Down

The school has established lockdown procedures across both sites which are regularly tested, but these are not published for security reasons.

11. Accessibility

We endeavour to ensure that access to sites allow access for all staff and learners, including those with special needs. The Whalley site is single storey and fully accessible; The Hindley site is mainly double storey with several different levels on the first floor.

Each site has appropriate access for wheelchair users and those with mobility issues to access ground floor rooms.

Reasonable adjustments are made as appropriate to facilitate access.

We have an Accessibility Policy and plan that is reviewed regularly in line with statutory requirements.

12. Management of Contractors

TTAPA ensures that:

- adequate arrangements are in place to select, appoint and monitor any contractor

- undertaking works;
- when appointing a contractor directly, it is the responsibility of the site manager to ensure that all works have been quality assured;
 - the competence of contractors (competence can be judged from past experience,
 - recommendation, pre-selection evaluation or a combination that takes into
 - consideration the nature and scale of the works required);
 - the appropriate qualifications/accreditations are held by the contractor, for example
 - GAS SAFE or NICIEC registered for work in connection with gas and electrical
 - installations respectively;
 - where required a permit to work system is used (PG112);
 - the contractor has a current health and safety policy, has current suitable insurances;
 - risk assessments and method statements are examined to check that contractors and others have correctly interpreted any site-specific conditions.

When required, TTAPA works alongside the Rowan Learning Trust's Director of Operations and may work with externally commissioned consultants to carry out the following:

- feasibility study – checking the feasibility of a project and providing early costs estimates;
- specification – producing a technical specification for the works;
- tender – going out to tender to a number of appropriate contractors;
- evaluation of tenders – checking the validity and accuracy of the tenders;
- site management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations;
- handover – accepting the finished project, carrying out snagging and testing;
- invoice check – checking the validity and accuracy of invoices.

Also refer to TTAPA Code of Conduct for Contractors

13. Monitoring Arrangements

13.1 Health & Safety Audits

Both sites are subject to an annual Health and Safety audit. Any concerns are discussed and actioned with the Headteacher, site manager and SBM and governors are made aware at the next meeting of the LGB.

13.2 Policy Monitoring

The application of this policy is monitored by the site 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 available from the school office.

This policy will be reviewed by the Headteacher annually. At every review, the policy will be shared with and approved by the Local Governing Committee.

14. Links to other policies

This policy should be read alongside:

- *The Health and Safety at Work Act 1974 (HSWA)*
- *The Education (Academy Premises) Regulations 2012*
- *The Workplace (Health, Safety and Welfare) Regulations 1992*
- *The Good Estate Management for Schools (April 2018)*
- *TTAPA Accessibility Plan*
- *TTAPA Health & Safety Policy*
- *TTAPA Risk Assessment Policy*
- *The Control of Asbestos Regulations 2012*
- *The Management of Health and Safety at Work Regulations 1999*
- *DfE (2000) Guidance on First Aid for Schools*
- *DfE (2014) Health and Safety: Advice on Legal Powers and Duties*
- *DfE (2017) Managing Asbestos in your School*

Appendix 1: Compliance Inspections and Testing

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	<p>Variable, according to risk and how the equipment is constructed.</p> <p>Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.</p>	
Fixed electrical installation tests (including lightning conductors)	<p>Variable, according to the number and severity of faults found at last inspection.</p> <p>Inspection and testing always carried out by a competent person.</p>	
Emergency lighting	<p>Monthly flash test.</p> <p>6-monthly condition test (including 3-hour battery test) by a competent person.</p>	
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>	
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>	
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance, 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>	
Legionella checks on all water systems	<p>Risk assessment of each site carried out and reviewed regularly by a competent person. 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 guidance for each type from the HSE.</p>	
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>	

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	
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>	
Fire doors	Regular checks by a competent person.	
Firefighting equipment	Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	
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>More routine checks also set out in system logbooks.</p>	
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 HSE guidance on COSHH assessment).</p>	
Playground and 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>	
Tree safety	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.	

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with Public Health England (now the UK Health Security Agency) radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	

Appendix 2: Site Management Checks - DAILY

ST – site team

Week Commencing: _____

TASK	WHO	MON	TUE	WED	THU	FRI	COMMENTS/ACTIONS
Briefly check rooms, corridors, toilets and kitchen for cleanliness, repair and safety	ST						
Check firefighting equipment visually and report any damage	ST						
Check that all safety signs and notices are legible	ST						
Ensure toilets are well stocked with toilet paper, soap and towels at the start of the day and after breaks and lunchtime	ST						
Check sanitary disposal units are available and in good order	ST						
Check buildings for slip, trip or fall hazards and obstructions	ST						
Ensure disabled access routes & fire exits, escape routes & assembly points are clear of obstructions and relevant doors are unlocked	ST						
Check no flammable materials have been placed or stored underneath stairways	ST						
Ensure access for emergency services is clear and unobstructed	ST						
In icy weather, ensure paths and walkways are treated with salt and grit	ST						
Check for damage to outside facilities vulnerable to vandalism	ST						
Ensure wastepaper baskets and bins in classrooms have been emptied into external recycling and waste bins	ST						
Ensure cleaning products have been stored safely and securely, out of the reach of learners	ST						
Check undertaken by: (initials)							

End of Day

ST – site team

Week Commencing: _____

TASK	WHO	MON	TUE	WED	THU	FRI	COMMENTS/ACTIONS
Lock and secure windows	Staff						
Check blinds in ground floor rooms	Staff						
Lock and secure external doors and ensure doors to potentially hazardous areas, such as the kitchen, labs and workshops, are locked	ST						
Set intruder alarm	ST						
Ensure paper and other combustible material is stored safely or disposed of	ST						
Ensure all non-essential electrical equipment is switched off	Staff						
Ensure no one is left on the site	ST						
Check undertaken by: (initials)							

Appendix 3: Site Management Checks – WEEKLY

ST – site team; SM – site manager; ICT – Technician; HoD – Head of Department

Week Commencing: _____

TASK	WHO	WK1	WK2	WK3	WK4	WK5	COMMENTS/ACTIONS
Check intruder alarm and report faults	ST						
Check internal and external lighting and report faults	ST						
Check CCTV system and report faults	ICT						
Run any infrequently used taps and showers to reduce legionella risk	ST						
Test full fire alarm system before or after school	SM						
Inspect firefighting equipment including fire extinguishers and sprinkler systems	SM						
Competent person to inspect fire doors	SM						
Check any highly combustible materials are correctly stored and secured	SM HoD						
Check all windows, including window locks and glazing, for damage	ST						
Conduct a maintenance check of grounds, fences, boundary walls and gates	ST						
Check undertaken by: (initials)							

Appendix 4: Site Management Checks – MONTHLY

ST – site team; SM – site manager;

Month: _____

TASK	WHO	COMPLETE?	COMMENTS/ACTIONS
Inspect boiler pipes, valves, insulation and general surfaces in boiler house			
Check flow and return water temperature for hot water calorifiers (flow temperature should be at least 60°C ; return temperature should be at least 50°C)			
Check water temperatures at point of use (POU) and combined water heaters are between 50-60°C			
Check water temperature in cold water storage tanks and cold water sentinel outlets (and a selection of other points on a rotational basis) to ensure a temperature below 20°C within two minutes			
Inspect and repair waste disposal system, including sewerage pumps and chambers			
Ensure safety and hazard signs are visible			
Test emergency lighting	ST		
Safety-check electronic powered gates and doors	SM		
Check and clean kitchen ventilation systems			
Inspect and repair gutters, roof outlets, rain pipes etc.	SM		
Clear debris and silt from traps below drain covers; this to be done more frequently if puddles are forming around the covers or if heavy rain is expected	ST		
Check and replenish contents of first aid boxes and replace out-of-date items	Designated Person for First Aid		

Signed: _____

Date: _____

Appendix 5: Site Management Checks – TERMLY

ST – site team; SM – site manager; HoD – Head of Department; SENDCo

Term: _____

TASK	WHO	COMPLETE?	COMMENTS/ACTIONS
Health and safety inspection to be conducted by HT, SBM and site manage			
Check names and contact details of keyholders are up to date	SBM		
Heads of department to review department health and safety arrangements	HoDs		
Check for and record any outstanding maintenance issues	SM SBM		
Conduct and record whole-school fire drill; check that issues identified are resolved	HT		
Check that fire risk assessment and procedures are up to date	SBM		
Test fire alarm call points (a different call point to be tested each week on a rotational basis)	SM		
Check that regular tests of fire alarms and emergency lighting have been conducted and recorded	SM		
Ensure new members of staff have received fire precaution briefing	SBM		
Check that personal emergency evacuation plans (PEEPs) are up to date	SENDCo		
Clean out kitchen grease traps			
Clean and de-scale taps, shower heads and hoses			
Flush through and purge expansion tanks			
Conduct detailed inspection of floors, stairs and corridors	ST		

Inspect and repair roof coverings	SM		
Inspect and repair external walls, ceilings, partitions and cladding	SM		
Check that any removal or treatment of asbestos has been reported to asbestos managers and recorded on the asbestos management plan; removal and treatment of asbestos should only be carried out by a licensed contractor	SBM		
Contractor to check and service security system			
Contractor to test and service emergency lighting			
Contractor to service oil boilers, including pumps, pipes, etc.			
Safety-check hot water blending valves			
Inspect air conditioning systems and duct hygiene			
Check waste pipes and above ground drainage for blockages			
Conduct a visual inspection of frequently-used portable electrical appliances			

Signed: _____

Date: _____

Appendix 6: Site Management Checks – ANNUALLY

Date: _____

TASK	COMPLETE?	COMMENTS/ACTIONS
Review log of maintenance issues and check whether issues have been resolved		
Inspect and repair outdoor play equipment		
Contractor to inspect fixed sports and gym equipment		
Check driving licenses of any staff operating school vehicles for any penalties that might affect insurance		
Send all school vehicles for MOT and servicing		
Service lightning conductors (including electrically tested by a competent person)		
A full duration test is carried out for lighting systems		
Inspect and repair all internal and external finishes, including tiling, masonry and paintwork		
Competent person to test any items of frequently used or high-risk portable electrical equipment (PAT testing)		
Competent person to service electronic powered gates and doors		
Inspect fixed wiring and all distribution boards and safety devices		
Inspect ladders (and other equipment used for working at height) and review ladder register and checklist		
Contractor to inspect and safety test all gas appliances, including gas boilers		

Clean and service boiler flues and chimneys		
Contractor to pressure-test gas pipework		
Contractor to test gas appliances and gas soundness for gas safety certificate		
Contractor to inspect pressure vessels, such as gas cylinders		
Inspect and repair cold water distribution pipework, pumps, cold water storage tanks and insulation		
Check pipework is adequately insulated to prevent freezing		
Check water temperature in cold water storage tanks and incoming mains supply		
Drain and clean water storage tanks and cylinders		
Inspect and service hot water blending valves and inspect hot water calorifiers internally for damage		
Check waste pipes, surface water drainage and above-ground drainage systems for damage and blockages		
Review water risk assessment and ensure previous actions have been carried out		
Carry out fire risk assessment or assessment review and check that actions have been carried out		
Competent person to inspect and maintain firefighting equipment (including fire extinguishers, sprinkler system, fire blankets, hose reels)		
Contractor to service fire alarm system		
Facilities for the fire service maintained and tested (including dry risers, access for emergency vehicles, emergency switches for installations)		
Check school evacuation plan is up to date		

Conduct accessibility audit and update access management plan		
Audit risk assessments to ensure they are fit for purpose; create, update or replace as necessary		
Review care plans for individuals with complex medical needs		
Deliver a general health and safety briefing to all staff		
Ensure that first aiders' training is up to date and ensure refresher courses have been completed by those that require them		
Service oil- and gas-powered heaters		
Service powered ventilation		
Service local exhaust ventilation such as fume cupboards and wood dust extraction systems		
Inspect air conditioning for 'certification inspection'		
Service catering equipment and check safety valves		
Review inventory of chemicals		
Asbestos surveyor to re-inspect school site and carry out risk assessment		
Ensure asbestos management plan is up to date		
Service goods lifts and hoists		
Inspect and repair outbuildings		
Inspect any residential accommodation, including caretaker's housing		
Check all relevant commissioning, testing and inspection certificates are stored safely and are up to date		
Review tree safety survey report for outstanding actions		

Review all storage arrangements, including those of gas bottles and highly flammable materials		
Conduct general health and safety audit and ensure actions from previous year's audit and governors' termly health and safety check have been completed		
Review health and safety policy (to be signed by headteacher and chair of governors)		
Specialist contractor to inspect trees surrounding school for disease, weakness etc. and to ensure they do not present a danger		

Signed: _____

Date: _____

Site Management Checks – EVERY 2 YEARS

TASK	COMPLETE?	COMMENTS/ACTIONS
Asbestos authorised officers to attend refresher training courses		

Signed: _____

Date: _____