

# WREN PARK PRIMARY SCHOOL



## Premises Management 2024-2025

Policy Name:	Premises Management
Date of Policy	September 2024
Review by	Resources Committee

Next scheduled review: September 2025

# **Premises Management**

**2024/2025**

We currently buy into the Derby City Council maintenance package.

All cyclical servicing and maintenance is arranged and organised through this package.

Any building or equipment problems or breakdowns are reported to the maintenance helpdesk (01332 640212) who will then liaise with school to arrange for the relevant contractors to come out and repair/replace.

Any Health and Safety issues or building related problems noted by staff/parents/pupils are reported to the SBM who then manages the process of repair, removal etc. Risk assessments will be done where appropriate and if required.

The caretaker has a weekly walk around the school and grounds to inspect, ensuring the grounds and buildings are safe and noting any areas of concern or problems. Any issues are reported to the SBM.

The kitchen equipment is now the responsibility of the school since the end of the DCC catering contract in November 2021. Budget is allocated specifically to the repair and maintenance of kitchen equipment.

Please see attached sheets for further information on the separate areas of premises management.

<p>Gas</p>	<p>Wren Park is in the Derby City Council contract for gas which is reviewed annually. Our gas is currently supplied by Total Gas and Electricity</p> <p>The gas meter is in a locked cabinet near the school entrance.</p> <p>All gas equipment in school is serviced and maintained by Derby City Council through their maintenance package.</p> <p>Gas Soundness certificates are kept in the red box in the back office</p> <p>Current financial year invoices are kept in drawer in SBM desk</p>
<p>Water</p>	<p>Our water is supplied by Water Plus</p> <p>Caretaker tests water temperatures on all outlets weekly to ensure the water is at correct temperature and records in a book kept in SBM office</p> <p>Six monthly and annual water hygiene checks are arranged by Derby City Council as part of their maintenance package</p> <p>Certificates and reports are kept in the Water Hygiene folder that is kept in the SBM office.</p>
<p>Electricity</p>	<p>As with gas we are part of a contract arranged by Derby City Council. The current supplier is Total Gas and Electricity</p> <p>The electricity meter is in the cupboard in the staffroom.</p> <p>All electrical checks on equipment (not PAT testing) are arranged through Derby City Council maintenance package.</p> <p>Disposal of old electrical equipment is done through our ICT Technician and certificates are kept in a separate folder in the red box in the back office.</p>
<p>Fire</p>	<p>Caretaker records a fire alarm test on a weekly basis. A different call point is tested each week.</p> <p>School (Head and SBM) undertake a whole school fire evacuation drill every term. Details are recorded in the Fire Safety Log held in the red box in the back office.</p> <p>A Fire Risk Assessment is usually undertaken whenever any major building work is completed. Our last one was done in 2021. A copy is kept in the red box in SBM office.</p>

	<p>Our professional Advisor who meets with school every term will advise when a new one is required to be undertaken.</p> <p>Emergency lighting is checked visually and recorded when the fire alarm test is done each week.</p> <p>Emergency lighting and heat detectors are serviced as part of the maintenance package through Derby City Council.</p>
PAT Testing	<p>PAT testing is arranged by the school and is done annually during November.</p> <p>The test results are kept in the Test Certificates folder in the red box in the back office.</p>
PE Equipment	<p>PE equipment is serviced annually through the Derby City Council maintenance package.</p> <p>Certificate and paperwork is kept in yellow folder in the red box in the back office</p>
Asbestos	<p>The asbestos register is kept in the red box in the back office. A copy of the register is also kept in the cupboard in the entrance for contractors to sign.</p> <p>Any contractor coming in to do work should look at the folder and sign to say they have seen it.</p> <p>Through the maintenance package we have regular asbestos inspection visits.</p>
Lift	<p>The lift is serviced every 3 months through the Derby City Council maintenance package.</p>
Buildings	<p>The school has a thorough condition survey undertaken every few years which reports on the state of the buildings and identifies any work that needs doing to repair or make safe. Our last condition survey was carried out in October 2024.</p> <p>The condition survey folder is kept in the locked cupboard in the back office.</p> <p>Identified areas that need work are listed in order of priority which also indicates how serious the issue is and what the timescale is to get the work done.</p>

	Our Professional Advisor (currently Paul Westwood) visits school every term to discuss any ongoing work and to have a look at any issues we raise with regard to the buildings and structure of the school.
Compliance	We had a compliance visit in Autumn term 2024, that checked all our certificates and maintenance paperwork was up to date.

**Reviewed by Resources committee on 17<sup>th</sup> October 2024**

**Signed by Chair of Committee - S. Chilvers on 17<sup>th</sup> October 2024**