




**Our Lady of Grace Academy Trust  
Trust Estate Management and Premises Maintenance Policy**

<b>Presented to OLOG Audit &amp; Risk Committee</b>	<b>22.03.23</b>
<b>Presented and Approved by OLOG Board of Trustees</b>	<b>29.03.23</b>
<b>Signature of Chair of Board of Trustees:</b>	
<b>Name of Chair of Board</b>	<b>Mick Coleman</b>
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# Trust Estate Management and Premises Maintenance Policy

## Policy Statement

All school premises require regular maintenance and estate management if they are to be kept in good repair and operate well. Without maintenance, the quality of school buildings will rapidly decline and frequent breakdowns will occur.

## The Aims of the Policy

This policy aims to ensure that the school's buildings and grounds are kept in a safe and well-maintained condition at all times so that they are suitable for educational purposes and offer the best possible environment for pupils and staff to ensure that:

- a. all buildings, fabrics, fittings, plant, utilities and equipment are kept in good, safe condition, in efficient working order and in good repair
- b. services such as water, lighting, heating and air conditioning are maintained appropriately to ensure that premises are comfortable, economical and safe to use and that energy is not wasted.

## Procedure

### Responsibilities

The condition of the premises and the management of the grounds and premises will be constantly monitored by Catholic Senior Executive Lead, Head teacher, Sites Committee of the governing body to ensure that:

- repairs and improvements are managed effectively and promptly
- security and safety policies are prepared, monitored and reviewed
- premises risk assessments are prepared, reviewed and acted upon
- an up-to-date maintenance and school improvement plan is in place
- the accessibility plan is regularly reviewed.

Responsibility for the school premises is delegated to the Head teacher who manages this function through the Trust Estate Management and Facilities.

The operational responsibilities for buildings maintenance systems lie with the Estate Management and Facilities department.

These responsibilities may be delegated and include ensuring that a programme of routine maintenance and renewal of the fabric and decoration of the premises is in place and that records are kept of all maintenance activity.

Estate Management and Facilities uses I am Compliant to record all maintenance activities including the reports and inspection certificates.

## **Maintenance System**

These procedures will be followed:

1. A system – I AM compliant will be used to record planned preventative maintenance, involving the inspection and assessment of equipment, plant and buildings on a regular basis.
2. I AM compliant system will be used to track faults and repairs, whereby schools will be encouraged to report faults or potential problem areas, such as torn or frayed carpets, damaged flooring, broken windows, electrical faults and broken paving.
3. Faults or repairs will be logged by the School Business Manager/Premises staff, who will conduct a risk assessment on each one to determine whether or not the repair is urgent.
4. School Business Manager may refer to Trust Estate Management and Facilities for advice or guidance on compliance.
5. One off jobs (repairs) will be allocated to, or commissioned from, appropriate staff or contractors and Estate Management and facilities will follow up to check that any necessary work has been completed satisfactorily.
6. All maintenance work, including minor tasks, will be subject to a prior risk assessment, and adequate risk management and safety arrangements will be put in place before the work is carried out.
7. All maintenance contractors will be expected to comply with our health and safety policies and safeguards.
8. Urgent repairs will be prioritised and completed as soon as is practicable. Where there is a delay in any essential maintenance work, the site supervisor/SBM will take whatever action is necessary to ensure safety and control any risk in the meantime.
9. Access to any relevant risk assessments, drawings, instructions, handbooks and records will be provided to maintenance staff or contractors by the appropriate staff.

The maintenance system will cover all compliance of the premises including:

- a. all buildings — both external and internal parts of buildings and outbuildings
- b. equipment and devices
- c. services such as water, gas and electricity
- d. grounds — including fences, gates, paths, car parks, lighting and walls.

All material parts of the premises, including fixtures and fittings, will be well maintained and a maintenance schedule will be in place in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

## **Maintenance**

The Estate Management and facilities department keep and update a maintenance using IAM compliant software and will specify intervals between:

- a. routine, general and detailed inspections listed below:

- b. the inspection and maintenance of each engineering service and items of special equipment
- c. the maintenance of items that require regular attention to preserve good performance (in line with the manufacturers' instructions)
- d. any other periodic work that use of an item may later show to be necessary.
- e. Reminders of any in-house inspections will be sent to the nominated staff via email by IAM complaint system.

Estate Management and Facilities will also include essential data taken from the building's records that is likely to be needed during inspections.

The schedule will include checklists completed during regular inspection which will:

- a. specify the condition of the fabric of the building, its fittings and equipment
- b. identify any repairs, remedial work or other action to be taken.

The plan will be regularly reviewed and will include routine maintenance and redecorating as well as larger-scale refurbishment.

## **Emergency Repairs**

A repair is usually considered to be an emergency if there is a danger to health, a risk to safety or security, or a danger of serious damage to the building.

Examples include:

- a. insecure property or failure of security systems (such as broken windows)
- b. flood/fire
- c. blocked and overflowing drains
- d. failure of water supply
- e. serious structural damage
- f. complete failure of heating system in winter
- g. complete failure of hot water system.

Emergency repairs should be dealt with immediately and appropriate action taken to ensure the safety of building occupants.

## **Maintenance Staff and Contractors**

All contractors working on maintenance tasks on the premises will be expected to abide by our health and safety and security policies and procedures.

When work is being planned, maintenance contractors or staff should always be provided with a site map identifying electrical and water installations and any known asbestos materials which have been left in place and sealed.

## **Training**

All in-house maintenance staff will be offered training to ensure that they are able to work safely and effectively. All new staff will receive induction training which will include a thorough tour of the premises and detailed guidance on fire systems and escape routes and procedures.

## **Records**

Records will be kept in IAM compliant for all maintenance jobs and repairs, including:

- a. when the fault or repair requirement was reported

- b. when the repair was arranged
- c. who completed the repair
- d. who checked that it was complete.

Incomplete or unsatisfactory repairs will be followed up. Maintenance records will be regularly inspected and reviewed to identify trends or patterns of work required and the performance of contractors.

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
GOV GEM tracker	Building structure and fabric	6	<a href="#">Asbestos</a>	Review of asbestos register and management plan	Statutory	Annual	Headteacher/Health and safety manager
GOV GEM tracker	Building structure and fabric	5	<p>Drainage and sewerage</p> <p>Blocked drains or sewers have the potential to overflow, causing flooding and contamination of areas of the school. This can result in significant health and safety issues and affected areas will need to be immediately closed to all persons. For this reason, it is important to address any potential drain blockages as soon as they are identified.</p> <p>Gutters should be regularly cleaned. Ponding on roofs should 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.</p> <p>At times of severe loading (such as following storms), drains and sewers can become blocked. This also leads</p>	Periodic inspection	Recommended	Termly	Head teacher/Health and safety manager

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
			to flooding or contamination of areas.				
GOV GEM tracker	Building structure and fabric	4	<a href="#">Glazing</a>  <a href="#">The Workplace (Health, Safety and Welfare) Regulations 1992 require that every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health and safety, be of a safety material or be protected against breakage and be appropriately marked.</a>	Periodic inspection	Statutory	Weekly	Trust
IAM Compliant	Building structure and fabric		Grounds Maintenance Service Annual Check	Periodic inspection	Recommended	Annual	Headteacher/Heath and safety manager
GOV GEM tracker	Building structure and fabric	3	Slips, trips and falls	Periodic inspection	Recommended	Weekly	Headteacher/Heath and safety manager
GOV GEM tracker	Building structure and fabric	1	Structural stability	Periodic inspection	Recommended	Termly	Headteacher/Heath and safety manager
IAM Compliant	Building structure and fabric		Window and Door Servicing Service	Periodic inspection	Recommended	Annual	Headteacher/Heath and safety manager
GOV GEM tracker	Building structure and fabric	2	Working at height and fall protection	Periodic inspection	Recommended	Termly	Headteacher/Heath and safety manager
GOV GEM tracker	Electrical safety	32	<a href="#">Fixed electrical supply/installation</a>	Inspection and test	Statutory	5 Years	Trust - External
GOV GEM tracker	Electrical safety	33	<a href="#">Lighting</a>	Operational test	Recommended	Termly	Trust - External
GOV GEM tracker	Electrical safety	31	<a href="#">Portable appliance testing</a>	Equipment test	Recommended	Annual	Trust - External

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
IAM Compliant	Electrical safety		Catering Appliances (Electrical) Inspection	Periodic inspection	Recommended	6 Monthly	Headteacher/Health and safety manager
IAM Compliant	Electrical safety		Catering Appliances (Electrical) Service	Periodic inspection	Recommended	Annual	Trust - External
IAM Compliant	Electrical safety		Catering Appliances (Electrical) Test	Periodic inspection	Recommended	Annual	Trust - External
IAM Compliant	Electrical safety		Catering Appliances (Gas) Service	Periodic inspection	Recommended	Annual	Trust - External
IAM Compliant	Electrical safety		Catering Appliances (Refrigeration) Maintenance	Periodic inspection	Recommended	Annual	Trust - External
IAM Compliant	Electrical safety		Catering Appliances (Refrigeration) Test	Periodic inspection	Recommended	Annual	Trust - External
IAM Compliant	Electrical safety		<a href="#">Mains Gas Inspection and Testing</a>	Annual detailed service and inspection	Statutory	Annual	Trust - External
IAM Compliant	Energy Display Certificate		<a href="#">Display energy certificate (DEC) recommendation report</a>	Operational rating	Recommended	5 Yearly	Trust - External
IAM Compliant	Energy Display Certificate		<a href="#">Display Energy Certificate Service</a>	Operational rating	Recommended	Annual	Trust - External
IAM Compliant	Environmental		<a href="#">Pest Control Check</a>	Termly service and inspection	Recommended	3 Monthly	Trust - External
GOV GEM tracker	External areas	35	Access routes, gates, roadways and parking	Review and inspection	Recommended	Termly	Headteacher/Health and safety manager
IAM Compliant	External areas		Access - Gates and Barriers Inspection and Testing  Access routes, gates, roadways and parking The Workplace (Health, Safety and Welfare) Regulations 1992 require that pedestrians and	Perimeter inspection	Recommended	Annual	Trust - External

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
			<p>vehicles should be able to circulate in a safe manner providing protection to staff and pupils at the school. There should be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.</p> <p>Automated gates and barriers offer an improved level of security but can also represent a significant safety hazard. To understand your legal obligations and for details of best practice for installing and maintaining an automated gate, the charity Gate Safe has developed a guide. HSE also provided guidance on powered gates.</p>				
GOV GEM tracker	External areas	34	<p><a href="#">Perimeter security</a></p> <p><a href="#">You should assess the risks associated with individuals entering or leaving the school estate. The school perimeter should be secured and controlled accordingly.</a></p> <p><a href="#">Find out more about site security.</a></p>	Perimeter inspection	Recommended	Termly	Trust - External



Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
GOV GEM tracker	External areas	38	<p><a href="#">Radon</a></p> <p><a href="#">Radon is a naturally occurring radioactive gas given off by rocks and soils. It is a harmful gas that can enter buildings.</a></p> <p><a href="#">Schools in a radon affected area and those in a non-radon area that have a basement that is occupied for more than an average of one hour per week (50 hours per year), should carry out measurements to determine potential radon levels in their premises. You may need to take action to restrict resulting exposures in accordance with the requirements of the Ionising Radiations Regulations 2017.</a></p> <p><a href="#">Find out more about radon in the workplace.</a></p>	Review risk assessment and management arrangements	Recommended	Annual	Trust - Internal
IAM Compliant	External areas		Perimeter Security - CCTV Service	Perimeter inspection	Recommended	Annual	Trust - External
IAM Compliant	External areas		Perimeter Security - Intruder Alarm Service	Perimeter inspection	Recommended	Annual	Trust - External
GOV GEM tracker	External areas	37	<p><a href="#">Trees</a></p>	Risk assessment review	Recommended	Annual	Headteacher/Heath and safety manager
GOV GEM tracker	External areas	36	<p><a href="#">Trees</a></p> <p><a href="#">If you have trees on your site, you will have responsibilities under HSWA and the Occupiers' Liability Acts 1957 and 1984. You should carry out routine inspections reflecting the level of risk and following any potentially damaging</a></p>	Inspection	Recommended	Annual	Headteacher/Heath and safety manager

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
			<a href="#">activities or weather.</a>  <a href="#">Further information about risk management of trees is available from HSE and the Forestry Commission.</a>				
GOV GEM tracker	Fire safety	9	<a href="#">Alarms</a>	Annual detailed service and inspection	Statutory	Annual	Trust - External
GOV GEM tracker	Fire safety	7	Alarms	Fire alarm function test	Recommended	Weekly	Headteacher/Heath and safety manager
GOV GEM tracker	Fire safety	8	Alarms	Full inspection and test	Recommended	Quarterly	Trust - External
IAM Compliant	Fire safety		Alarms - Door Entry System Service	Full inspection and test	Recommended	Annual	Trust - External
IAM Compliant	Fire safety		Alarms - Door Entry System Test	Operational test	Recommended	Weekly	Headteacher/Heath and safety manager
GOV GEM tracker	Fire safety	16	Alarms - Emergency lighting	Operational test	Recommended	Monthly	Headteacher/Heath and safety manager
GOV GEM tracker	Fire safety	17	Alarms - Emergency lighting	Full inspection and test	Recommended	6 monthly	Trust - External
IAM Compliant	Fire safety		Alarms - Fire Alarm Inspection & Test	Full inspection and test	Recommended	6 Monthly	Trust - External
IAM Compliant	Fire safety		Alarms - Fire Alarm Test	Operational test	Recommended	Weekly	Headteacher/Heath and safety manager
GOV GEM tracker	<a href="#">Fire safety</a>	11	<a href="#">Fire doors</a>	Periodic inspection	Statutory	Termly	Trust - External
GOV GEM tracker	Fire safety	10	<a href="#">Fire escape and safety -FRA</a>	Fire risk assessment	Recommended	Annual	Trust - Internal

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
IAM Compliant	Fire safety		<a href="#">Fire Extinguishers Inspection</a>	Visual Checks of equipment	Statutory	Monthly	Headteacher/Heath and safety manager
GOV GEM tracker	Fire safety	12	Fire fighting equipment	Fire extinguisher inspection	Statutory	Annual	Trust - External
GOV GEM tracker	Fire safety	13	Fire fighting equipment	Fire blanket inspection	Statutory	Annual	Trust - External
GOV GEM tracker	Fire safety	14	Fire fighting equipment	Hose Reels Inspection	Statutory	Annual	Trust - External
GOV GEM tracker	Fire safety	15	Fire fighting equipment	Fixed fire suppression systems inspection and test	Statutory	Annual	Trust - External
GOV GEM tracker	Fire safety	19	<a href="#">Lightning protection</a>	Inspection and testing	Recommended	Annual	Trust - External
GOV GEM tracker	Fire safety	18	Signage and exit routes	Periodic inspection	Recommended	Annual	Headteacher/Heath and safety manager
GOV GEM tracker	Heating, ventilation and water	30	Air conditioning	Checks and maintenance	Recommended	6 monthly	Trust - External
IAM Compliant	Heating, ventilation and water		<a href="#">Air Conditioning Unit Inspection</a>	Gas safety inspection and servicing	Statutory	5 Yearly	Trust - External
GOV GEM tracker	Heating, ventilation and water	44	<a href="#">Gas installation - Gas cylinders inc vessels, calorifiers, etc</a>	Gas safety inspection and servicing	Statutory	Annual	Trust - External
GOV GEM tracker	Heating, ventilation and water	20	<a href="#">Gas installations</a>	Gas safety inspection and servicing	Statutory	Annual	Trust - External
IAM Compliant	Heating, ventilation and water		Gas installation - Boiler - Gas Service	Gas safety inspection and servicing	Statutory	Annual	Trust - External
IAM Compliant	Heating, ventilation and water		Gas installation - Boiler Controls (BMS) Inspection	Gas safety inspection and servicing	Statutory	Annual	Trust - External

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
IAM Compliant	Heating, ventilation and water		Gas installation - Gas Appliances Service	Gas safety inspection and servicing	Statutory	Annual	Trust - External
GOV GEM tracker	Heating, ventilation and water	29	<a href="#">Legionella</a>	Testing, cleaning and risk assessment	Statutory	Annual	Trust - External
GOV GEM tracker	Heating, ventilation and water	27	<a href="#">Legionella - Hot water temperature</a>	Testing regime	Recommended	Monthly	Headteacher/Heath and safety manager
IAM Compliant	Heating, ventilation and water		Legionella Risk Assessment Review	Risk assessment review	Recommended	Annual	Trust - Internal
GOV GEM tracker	Heating, ventilation and water	28	<a href="#">Local exhaust ventilation</a>	Inspection and testing	Statutory	Annual	Trust - External
IAM Compliant	Heating, ventilation and water		Kitchen Extract System Maintenance	Operational test	Recommended	Annual	Trust - External
GOV GEM tracker	Heating, ventilation and water	21	Oil heating	Servicing	Recommended	Annual	Trust - External
GOV GEM tracker	Heating, ventilation and water	22	Oil heating	Visual check of tanks, bunds and pipework	Recommended	Weekly	Headteacher/Heath and safety manager
GOV GEM tracker	Heating, ventilation and water	23	Oil heating	Inspection for damage	Recommended	Annual	Headteacher/Heath and safety manager
GOV GEM tracker	Heating, ventilation and water	24	Other heating equipment (biomass/groundsource/ airtsource/heat recovery)	Servicing	Recommended	Annual	Trust - External
GOV GEM tracker	Heating, ventilation and water	43	Pressure systems	Maintenance and inspection	Recommended	Dependent on type and use	Trust - External
GOV GEM tracker	Heating, ventilation and water	26	Radiators and fan convectors	System inspection and test	Recommended	Termly	Trust - External
GOV GEM tracker	Heating, ventilation and water	25	Ventilation	Filter and duct inspection/cleaning	Recommended	Annual	Trust - External

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
IAM Compliant	Heating, ventilation and water		Calorifier Inspection	Maintenance and inspection	Recommended	Annual	Trust - External
IAM Compliant	Heating, ventilation and water		Calorifier Test	Visual Checks of equipment	Recommended	Monthly	Headteacher/Heath and safety manager
IAM Compliant	Heating, ventilation and water		Cold Water Storage Tank Inspection	Checks and maintenance	Recommended	Annual	Headteacher/Heath and safety manager
GOV GEM tracker	Other building services and fixed equipment	39	<a href="#">Lifts and lifting equipment</a>	Statutory inspection	Statutory	6 monthly	Trust - External
IAM Compliant	Other building services and fixed equipment		Passenger Lifts Service	Checks and maintenance	Recommended	3 Monthly	Trust - External
GOV GEM tracker	Other building services and fixed equipment	40	Lifts and lifting equipment	Emergency alarm test	Recommended	Weekly	Headteacher/Heath and safety manager
GOV GEM tracker	Other building services and fixed equipment	41	<a href="#">Gym and playground equipment</a>	Inspection	Recommended	Annual	Trust - External
IAM Compliant	Other building services and fixed equipment		<a href="#">High Level or Deep Clean (Kitchen) Service</a>	Deep Clean Kitchen	Recommended	Annual	Trust - External
GOV GEM tracker	Other building services and fixed equipment	45	<a href="#">Storing hazardous substances</a>	COSHH assessment and review	Recommended	Annual	Headteacher/Heath and safety manager
GOV GEM tracker	Other building services and fixed equipment	42	<a href="#">Swimming pools and hydrotherapy pools</a>	Inspection and test, water and plant	Recommended	Dependent on type and use	Headteacher/Heath and safety manager

Source	Section	Ref	Area	Requirement	Statutory or recommended	Frequency	School owner
IAM Compliant	Other building services and fixed equipment		<a href="#">Urinal Service and Descale Service</a>	Checks and maintenance	Recommended	Annual	Headteacher/Health and safety manager