

Berkswich CE Primary School			
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Policy Title	Premises Management Policy		

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Statement of intent

This policy has been written in line with our school values of respect and responsibility and underpinned by our church school vision. As a Church school, we acknowledge our accountability for all of our children, staff and stakeholders.

“Our purpose is to do what is right, not only in the sight of the Lord, but also in the sight of others.”

2 Corinthians 8:21

At Berkswich CE Primary School we strive to maintain and improve the buildings under our control. We have a duty to ensure that buildings comply with the statutory and regulatory standards.

The school will consider each building's:

- Condition – focusing 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 – focusing 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:

- 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 (2024) 'Site security guidance'
- DfE (2025) '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 (2025) 'Good estate management for school (GEMs)'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2025) 'Protective security and preparedness for education settings'
- DfE (2025) 'Estate management: competency framework and relevant training'

This policy operates in conjunction with the following school policies:

- Accessibility Plan
- Accessibility Policy
- Adverse Weather Policy
- Asbestos Management Plan
- Asbestos Management Policy
- Child Protection and Safeguarding Policy
- COSHH Procedures
- Fire Safety Policy
- Health and Safety Policy
- First Aid Policy
- Invacuation, Lockdown and Evacuation Policy
- Lettings Policy
- Mellors Catering Food Policy
- Toilet, Washing and Changing Facilities Risk Assessment

2. Roles and responsibilities

The governing board is responsible for:

- Approving and reviewing the procedures outlined in this policy.

- Holding the school's leadership to account for its management of the school premises.
- Ensuring the school's policies and procedures help to manage the estate effectively and efficiently.
- Understanding the legal interests, limitations, and responsibilities for the school estate.
- Using the knowledge of the school estate to inform strategic planning and decision-making.
- Delivering effective governance across the estate.
- Ensuring that the condition of the school estate and supporting policies fully comply with relevant legislation and regulatory standards.
- Ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all estate-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.

The headteacher will be responsible for:

- The overall implementation of this policy.
- Reporting any issues with the premises to the caretaker, OSM (Office Services Manager) and governing board as appropriate.
- Reviewing this policy in liaison with the caretaker.
- 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 maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Having the right plans and documents in place to help create an environment that supports good teaching and learning.
- Taking a strategic approach to the management of the school's land and buildings, in line with business planning objectives.
- 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.

- 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'.

The OSM is responsible for:

- Supervising the delivery of activities identified in the estate strategy and asset management plan.
- Identifying and addressing training needs of operative staff.
- Ensuring operational working practices are actively and consistently applied across the estate that reflect the school's strategic approach.
- Monitoring, collecting and assisting in producing information for reporting to senior leadership and governing body.
- Escalating staff and wider stakeholder complaints to senior leadership.
- Ensuring operative staff carry out their activities in accordance with organisational estate-related policies and procedures.
- Acts promptly to deal with estate issues and condition risks.
- Making sure work is approved and signed off in line with set processes and procedures as necessary.
- Helping to keep track of spending across the estate in line with available budgets.
- Challenging others appropriately where they see wastage and raising with team or manager as appropriate.
- Ensuring recognised financial procedures and practices are being followed.
- Supervising and supporting external contractors on-site to ensure procurement requirements are met.
- Supporting the implementation of business continuity and emergency planning processes.
- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and the caretaker.

The school's security lead is responsible for:

- Coordinating and overseeing the school's protective security measures.
- Developing, maintaining, and updating policies and procedures that promote an effective security culture.
- Determining how staff should respond to varying security incidents.

- Ensuring that all staff members are aware of their roles and responsibilities in relation to protective security.
- Liaising with external agencies.
- Managing and delegating responses to a security incident within the school.
- Assuming the role of the Incident Lead, when a security incident occurs.

The school's incident lead is responsible for:

- 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.

The caretaker is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher and/or OSM.
- Identifying and escalating concerns about areas for improvement on the school estate.
- Providing basic information about the school estate to senior leadership as appropriate.
- Working within set processes and procedures relating to the management and operation of the estate.
- Assisting and supporting external contractors on site to ensure procurement requirements are met.
- Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis.
- 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 appropriate colleagues.
- Ensuring that any premises-related actions that relate to Personal Emergency Evacuation Plans (PEEPs) which are in place in the school are understood and supported when appropriate, including knowing how to identify and liaise with the responsible person for implementing the PEEP. This may include, for example, ensuring that building maintenance affecting an evacuation route is communicated with the person responsible for implementing the PEEP, so that temporary amendments may be made.
- Checking the school's compliance with the relevant health and safety and premises management legislation and reporting any issues to the head teacher and governing board.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.

- Conducting the relevant premises risk assessments, e.g. fire safety.
- Working alongside the OSM to ensure that periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

3. Asbestos

The governing board, headteacher and caretaker will ensure that the school meets its duty to locate and manage asbestos in school.

The duty holder, or those appointed by the duty holder will be responsible for carrying out a total assessment of asbestos containing materials. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will ensure that an up-to-date asbestos management survey, risk assessment, management plan and register are all in place in accordance with the Asbestos Management Policy, and staff receive CPD in this area.

The headteacher will review the school's Asbestos Management Plan and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The OSM will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the governing board, will arrange for any necessary repairs to the school regarding asbestos. The caretaker, OSM and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

4. Water management

The caretaker 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:

- The caretaker takes day-to-day responsibility for controlling any identified risks
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8
- The Legionella Health and Safety Policy will be adhered to at all times

- A Legionella Control 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 which offers these specialist services

The school will implement sustainable water management practices to help conserve water, minimise waste and potentially save money.

Additionally, the school will complete an assessment to identify issues and potential efficiency measures, including aspects such as:

- Repairing leaks.
- Upgrading toilets and urinals to have lower flush volumes.
- Utilising rainwater by installing water butts.

The caretaker will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water – external drainage specialists will be called in should problems arise.

The caretaker will ensure gutters 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.

5. Temperature

Classroom heating is set and managed by Entrust Energy Management, who ensure boilers are set to the appropriate heat. The surface temperature of any radiator, including exposed pipework, that could be touched by a pupil will not exceed 43°C.

Air conditioning systems are inspected by an energy assessor at regular intervals, not exceeding five years.

Toilet, washing and changing 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 per 20 pupils, which will be segregated into male and female for those over 8 years of age.
- No more than two thirds of male toilets will be urinals.

Toilet and washing facilities will be planned to ensure that handwashing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

The accessible toilet will have a toilet and washbasin. The space will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside

Toilet facilities will be planned and designed so that:

- Hand washing facilities are provided within or in the immediate vicinity of every toilet.
- The rooms containing them are adequately ventilated and lit.
- They are located in areas around the school that provide easy access for pupils and allow for informal supervision by staff, without compromising pupils' privacy.

The OSM 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

Single sex 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.

A suitable mixed-sex toilet and washing facilities will be provided in addition to the single-sex facilities already provided.

Changing facilities

Appropriate, suitable mixed-sex changing facilities will be provided in addition to the single-sex facilities already provided.

6. Medical accommodation

The school will ensure that suitable accommodation is provided to meet the medical and therapy needs of all pupils.

This will include:

- Space for short-term care of sick or injured pupils, which will include a washing facility and be located near a toilet.
- Where the school will cater for pupils with complex needs, additional medical accommodation will be provided to meet those specific and enhanced requirements, such as a raised changing area.

7. Accessibility

The headteacher and SENCO will keep the school's Accessibility Plan up to date to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.

The school will take account of its Accessibility Policy 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).

The school will ensure that the PEEP is flexible to suit a range of unpredictable emergency scenarios and are kept under review.

8. 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, and 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. Car parks will be well lit. 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.

Some of the adaptations the school will make 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.

The OSM will 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.

9. Security

The OSM, caretaker and security lead 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.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the OSM, caretaker and SLT, that explicitly considers the:

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

Staff CPD is in place to ensure that the school's approach to ensuring the safety and security of all staff members, pupils and visitors is clear and understood. The caretaker and security lead will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

The school will compile emergency grab bags for use during a response to a terrorist incident. Grab bags contain a selection of items which can prove useful in an emergency, such as thermal sheets, bottled water and plasters for treatment of minor injuries.

The school will ensure that the orange emergency grab bags contain contact details and are placed in strategic positions within the setting, as well as consider adjusting the contents to suit the individual needs of specific learners.

10. Bomb threats

The school will ensure that all bomb threats, however received (phone call, social media message, face-to-face), are treated seriously and reported to the police, 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 (see Appendix One) 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?

11. Lettings

The OSM 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. The school's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the governing board. 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 regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the Christian 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 school, balanced or outweighed by freedom of expression or artistic merit).

The governing board will ensure that appropriate arrangements are in place to keep pupils 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.

12. Weather

The caretaker 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 OSM. The school's Adverse Weather plans and procedures, such as the snow plan, will be adhered to at all times.

13. Invacuations, lockdowns and evacuations

The OSM and caretaker will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, 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 caretaker will liaise with the SENCO to establish the needs of pupils. 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.

The OSM and caretaker will also liaise with the school's security lead to determine the effectiveness of the school's emergency invacuation and/or evacuation procedures.

If a security incident occurs, the security lead adopts the role of the incident lead to direct the school's initial response to the incident within the setting. The incident lead 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.

14. Suitability

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

15. 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 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. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and 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 have a weekly alarm test. The caretaker will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

16. Catering

The OSM, in consultation with the catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

17. Cleaning

The OSM will be responsible for managing cleaning staff 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 should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

18. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise. Some learning spaces, such as when rooms are used for music, or open areas, will require higher acoustic standards.

19. Maintenance

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

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

20. Furnishings

The OSM, in consultation with the headteacher and relevant staff members, 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 review of furniture and fittings conducted by the headteacher, SENCO and OSM.

21. Grounds

The OSM, in consultation with the headteacher, deputy headteacher and relevant leads, 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 and deficiencies will be 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 will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

22. Health and safety audit

The OSM will ensure that the school premises are subject to a regular health and safety audit. The caretaker will monitor that health and safety risk assessments are completed annually for each area and classroom. 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.

23. Electrical testing and inspection

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

For the portacabin, the time interval between periodic inspection and testing of is a matter of engineering judgement and will depend on a variety of factors, including the level of supervision of the unit previously, the frequency of use and the severity of the external influences to which it is exposed, e.g. the weather.

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit. The results of the visual inspection will be written in a log book as a permanent record of the condition of the electrical equipment.

It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

Testing of all distribution boards in mobile accommodation will be conducted on an annual basis.

24. Other equipment, systems and storage

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 and removed, maintained or replaced as advised.

25. Gas

Safety posters will be displayed where appropriate, such as the school kitchen. Signage is in place on areas where there is risk from electrical and gas equipment.

All staff members working in areas with gas equipment will be made aware of the location of isolation valves, which are kept accessible at all times. In the event that electrical and gas supplies are shut off in an emergency, these will only be turned on again by a competent person.

Gas equipment and appliances will be purchased from reputable suppliers, and equipment that is hired or borrowed will be suitable for use before using it and maintained as necessary.

All gas equipment will be installed by a suitability trained engineer 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 the caretaker 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.

All gas equipment will be inspected and maintained, in accordance with the manufacturer's instructions, by an appropriate engineer. Equipment will also have confirmation of the approved test authority mark, indicating compliance with the relevant standard.

Gas pipes and flues will be made a suitable rigid material, e.g. metal, and these will be checked for any damage by the caretaker. All gas appliances will have the ability to be isolated from the gas supply.

Any isolation valve defects will be reported immediately to the OSM, so that appropriate repairs can be arranged, and the equipment is not used.

Repairs to gas appliances and fixtures will be carried about by a Gas Safe registered engineer. 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.

26. Estate management training and competency

All individuals who are responsible for any element of the school's estate management will be 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.
- Benchmark existing skills and experience against the framework and identify gaps to help estate management staff with their professional development.

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
- 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

27. Monitoring and review

This policy will be reviewed bi-annually, or sooner, by the headteacher, OSM and caretaker.

Any changes to this policy will be communicated to all relevant staff members.

Appendix One

Schools will have a variety of policies and procedures in place to deal with security threats, which can be unpredictable in nature. One such security incident could be a bomb threat, in which an individual(s) communicates their intention to cause severe harm by detonating a device which may have been placed in a school.

Accurate or precise bomb threats themselves are rare occurrences, and most bomb threats are intended to cause panic and confusion. In the event of receiving a bomb threat by phone or in person, the school must remain calm and record as much information as possible from the caller, including exact wording, information about the person and their identity.

School must inform the police of any bomb threats received and share all relevant information documented during the threat.

This bomb threat checklist will help staff to log as many details about the threat as possible, which will help to identify the caller as well as determine the validity of the threat.

Bomb threat details
[Write down the exact wording of the bomb threat itself as accurately as you can recall.]

Bomb threat checklist

If schools receive a bomb threat in person or via a phone call, they should ask the caller the below set of questions to help determine how genuine and severe the bomb threat is, as well as the identity of the caller.

Bomb threat checklist	
Question asked	Response received/other information
Where is the bomb?	
When will the bomb be detonated?	

What does the bomb look like?	
What kind of bomb is it?	
How will the bomb be detonated?	
What is your name?	
Are you acting alone or as part of a group?	

Details of threat	
Date and time of threat received	
Duration of threat	
Telephone number that received the call	

Details of person who made the threat	
Sex	•

Age (estimate)	
Nationality/accent	
Threat language	• Well-spoken • Irrational • Foul •
Other noticeable sounds	• Street noises • House noises • Animal noises •
Any other distinct details noticeable during the call?	

Actions taken after receiving the threat	
Designated security lead is informed of the incident	[Yes/no]
Police informed of incident	[Yes/no]