

Roe Farm Primary School



School Premises Inspection and Maintenance Plan

TASKS - DAILY	COMMENTS
Briefly check rooms, corridors, toilets and kitchen for general cleanliness, repair and safety	Done by Site Manager
Check firefighting equipment visually and report any damage	Done by Site Manager
Check all safety signs and notices are legible	Done by Site Manager
Ensure toilets are well stocked with toilet paper, soap and towels at the start of the day, and after breaks and lunchtime	Done by Site Manager/Cleaner
Check sanitary disposal units are available and in good order	Done by Site Manager
Check buildings for slip, trip or fall hazards and obstructions	Done by Site Manager
Ensure disabled access routes and fire exits, escape routes and assembly points are clear of obstructions and relevant doors are unlocked	Done by Site Manager
Check no flammable materials have been placed or stored under stairways	Done by Site Manager
Ensure access to the school for emergency services is clear and unobstructed	Done by Site Manager
In icy weather, ensure paths and walkways are treated with salt and grit	As and when needed
Inspect for damage any folding table and chair units used by pupils at mealtimes	Done by kitchen staff and MDS
Check for damage to any adventure playground equipment or other outside facilities vulnerable to vandalism	Done by Site Manager
Ensure wastepaper bins in classrooms have been emptied into external recycling and waste bins	Done by Site Manager/Cleaning staff
Check external waste bins and storage are covered, secured and located a safe distance away from buildings	Done by Site Manager
Ensure cleaning products have been stored safely and securely, out of the reach of pupils	Done by Site Manager
Lock and secure windows	Done by Site Manager / Cleaning staff
Draw blinds and curtains in ground floor rooms	Done by cleaning staff
Lock and secure external doors and ensure doors to potentially hazardous areas, such as the kitchen, labs and workshops, are locked	Done by Site Manager
Set intruder alarm	Done by Site Manager/Cleaning staff
Ensure paper and other combustible material is stored safely or disposed of	Done by Site Manager/Cleaning staff
Ensure all non-essential electrical equipment is switched off	Done by Site Manager/Cleaning staff
Ensure no one is left on the site	Done by Site Manager/Cleaning staff
Review all storage arrangements, including those of gas bottles and highly flammable materials	Done by Site Manager - risk assessment done by BOC

TASKS - WEEKLY	COMMENTS
Check intruder alarm and report faults	Done by Site Manager
Check internal and external lighting and report faults	Done by Site Manager
Check CCTV system and report faults	Done by Site Manager
Run any infrequently used taps and showers to reduce legionella risk	Done by Site Manager
Test full fire alarm system before or after school	Done by Site Manager
Competent person to inspect fire doors	Site Manager and DCC
Check any highly combustible materials are correctly stored and secured	Done by Site Manager
External provider to empty sanitary bins and inspect for damage	PHS contract
Empty medicine cabinet of out of date or unwanted stock	Office staff & First Aider
Check all windows, including window locks and glazing, for damage	Done by Site Manager
Conduct a maintenance check of grounds, fences, boundary walls and gates - risk assessments done	Site Manager & DCC
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)	Done by Site Manager
Test fire alarm call points (a different call point to be tested each week on a rotational basis)	Done by Site Manager
Conduct detailed inspection of floors, stairs and corridors	Done by Site Manager

TASKS - MONTHLY	COMMENTS
Inspect boiler pipes, valves, insulation and general surfaces in boiler house	Done by Site Manager
Check water temperature at point of use (POU) and combined water heaters are between 50-60°C	Done by Site Manager
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	Done by water company every 3 months
Record meter readings for electricity, water, gas and oil	Done by Site Manager
Ensure safety and hazard signs are visible	Done by Site Manager/Cleaning staff
Test emergency lighting	Done by Site Manager monthly and by DCC every 6 months.
Inspect firefighting equipment, including fire extinguishers and sprinkler systems	Done by Site Manager
Check regular tests of fire alarms and emergency lighting have been conducted and recorded	Done by Site Manager
Safety-check hot water blending valves	Done by Site Manager
Check water temperature in cold water storage tanks and incoming mains supply	Done by Site Manager

TASKS - TERMLY	COMMENTS
Check and replenish contents of first aid boxes and replace out-of-date items	Office staff & First aider
Health and safety inspection to be conducted by governor with responsibility for health and safety, and site manager, report to be made to relevant governing body committee	Done by Site Manager
Check names and contact details of key holders are up to date	SBM
Heads of department to review department health and safety arrangements	Head teacher and Site Manager
Check for and record any outstanding maintenance issues	Done by Site Manager
Conduct and record whole-school fire drill; check any issues identified are resolved	Head teacher, Deputy and Site Manager
Check fire risk assessment and procedures are up to date	Done by Site Manager and DCC
Ensure new members of staff have received fire precaution briefing	Done by Site Manager
Check personal emergency evacuation plans (PEEPs) are up to date	Emergency Action Plan - Head teacher, SBM and Site Manager
Clean and de-scale taps, shower heads and hoses	External water company
Inspect and repair roof coverings	DCC as and when
Specialist contractor to inspect trees surrounding school for disease, weakness etc. and to ensure they do not present a danger	DCC - Horticultural department
Contractor to check and service security system	ASI Systems
Inspect ladders (and other equipment used for working at height) and review ladder register and checklist	Done by Site Manager

TASKS - 6 MONTHLY	COMMENTS
Inspect and repair gutters, roof outlets, rain pipes etc.	Done by Site Manager as and when
Contractor to test and service emergency lighting	DCC
Contractor to service oil boilers, including pumps, pipes, etc.	Company ABSN—new boiler installed and commissioned Jan 2022
Check and service all lifts and hoists used to move or carry people	Done by Kone
Check waste pipes and above ground drainage for blockages	Done by Site Manager
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	Done by Site Manager as and when needed
Conduct a visual inspection of frequently-used portable electrical appliances	Carried out by PHS
Ensure a full duration test is carried out for lighting systems	DCC

TASKS - ANNUALLY	COMMENTS
Review log of maintenance issues and check issues have been resolved	DCC Maintenance package - monthly report
Inspect and repair outdoor play equipment	Done by Sport safe
Contractor to inspect fixed sports and gym equipment	Done by Sport safe
Check driving licenses of any staff operating school vehicles for any penalties that might affect insurance	SBM
Send all school vehicles for MOT and servicing	Contract with DCC Fleet management
Service lightning conductors (including electrically tested by a competent person)	Done by Eurosafe
Inspect and repair all internal and external finishes, including tiling, masonry and paintwork	Done by Site Manager
Competent person to test any items of frequently used or high-risk portable electrical equipment (PAT testing)	Done by PHS
Inspect fixed wiring and all distribution boards and safety devices	Done by PHS
Contractor to inspect and safety test all gas appliances, including gas boilers	Was Midland Counties but due to new boiler yet to know who contractor will be
Clean and service boiler flues and chimneys	Midland Counties
Contractor to pressure-test gas pipework	Midland Counties
Contractor to test gas appliances and gas soundness for gas safety certificate	Midland Counties
Inspect and repair cold water distribution pipework, pumps, cold water storage tanks and insulation	Water treatment company
Check pipework is adequately insulated to prevent freezing	Done by Site Manager
Inspect and service hot water blending valves and inspect hot water calorifiers internally for damage	DCC
Check waste pipes, surface water drainage and above-ground drainage systems for damage and blockages	Done by Site Manager as and when needed
Review water risk assessment and ensure previous actions have been carried out	DCC
Carry out fire risk assessment or assessment review and check actions have been carried out	Outside contractor sent in by DCC
Competent person to inspect and maintain firefighting equipment (including fire extinguishers, sprinkler system, fire blankets, hose reels)	Done by Site Manager and Kidde come to replace tag and check extinguishers
Contractor to service fire alarm system	DCC
Facilities for the fire service maintained and tested (including dry risers, access for emergency vehicles, emergency switches for installations)	Done by Site Manager

TASKS - ANNUALLY	COMMENTS
Check school evacuation plan is up to date	Site Manager, SBM and Head teacher
Audit risk assessments to ensure they are fit for purpose; create, update or replace as necessary	As and when required - done by Site Manager
Review care plans for individuals with complex medical needs	Head teacher / SENDCo
Ensure first aider training is up to date and ensure refresher courses have been completed by those that require them	SBM
Service catering equipment and check safety valves	Derbyshire County Council
Review inventory of chemicals	Done by Site Manager
Asbestos surveyor to re-inspect school site and carry out risk assessment	DCC - Dave Barnett
Ensure asbestos management plan is up to date	DCC - Dave Barnett
Service goods lifts and hoists	Kone
Inspect and repair outbuildings	Done by Site Manager
Check all relevant commissioning, testing and inspection certificates are stored safely and are up to date	Done by Site Manager
Review tree safety survey report for outstanding actions	DCC - Horticultural department (see termly tasks)
Conduct general health and safety audit and ensure actions from previous year's audit and governors' termly health and safety check have been completed	Done by Site Manager, SBM and Head teacher
Contractor to inspect and repair external walls, ceilings, partitions and cladding	Condition Survey by DCC
Check 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	Dave Barnett - DCC
TASKS - EVERY 2 YEARS	COMMENTS
Review health and safety policy (to be signed by headteacher and chair of governors)	Head teacher and Site Manager
Review lettings policy	Head teacher/SBM
TASKS - EVERY 3 YEARS	COMMENTS
Asbestos-authorized officers to attend refresher training courses	Online training course done by Site Manager
Conduct accessibility audit and update access management plan	Head teacher/SBM
TASKS - EVERY 5 YEARS	COMMENTS
Test fixed wiring and all distribution boards	DCC