



OLSJ
OUR LADY + ST JOSEPH
CATHOLIC PRIMARY SCHOOL

***REPAIRS & MAINTENANCE POLICY
OUR LADY & ST JOSEPH CATHOLIC
PRIMARY SCHOOL***

PREPARED BY:

APPROVED BY:

DATE:

REVIEW DATE:



Policy

The buildings and landscaped environment at Our Lady & St Joseph Catholic Primary School must be kept in such condition to ensure that the facilities are adequate:

- for the purpose of study provided by the school,
- for the numbers of students in the school, and
- for safe and secure occupancy and use by students, staff and visitors.

Responsibility

The Headteacher and Governing Body of Our Lady & St Joseph Catholic Primary School, in collaboration with the Premises Manager, and with the support of school staff, is responsible for ensuring the school's built environment is adequately maintained in sound operational condition.

Definitions

Built environment: One building, a group of buildings, a part of a building or additions to a building, which are used for a purpose that is connected with the curriculum of the school.

Fixtures, which are affixed to a building and are unable, to be detached without substantial damage to the item itself or that to which it is attached, are accepted as part of a building.

Landscaped environment: Includes outdoor play areas, landscaping, play equipment, playgrounds.

Maintenance:

Maintenance falls into three broad categories:

1. Essential Maintenance – work that is recurrent in nature, required to keep systems operational, safe and/or as required by statutory authorities or regulation, for example:

- Fire protection systems.
- Security systems.
- Ventilation systems.
- Heating and cooling plant and equipment.
- Lift services.
- Electrical equipment safety inspections and testing.
- Hazardous materials management.
- Playground equipment.



2. Planned Maintenance – work that has been identified through asset inspection and assessment procedures required to be undertaken to preserve a building's fabric including features, for example:

- Painting previously painted surfaces.
- Replacement of floor coverings.
- Replacement of furniture.
- Annual cleaning.
- Gutter cleaning.

3. Unforeseen Maintenance – work that cannot be anticipated, usually as a result of a breakdown or an accident, which is essential for health safety, security or protecting the environment, for example:

- Blocked drains from stormwater or sewerage.
- Electrical hazards.
- Vandalism outside school hours.
- Water leaks from taps, toilets or bubblers.

Procedures

Following a tender process Artic Building Services has been employed by the school to manage a comprehensive M&E contract.

- To assess and monitor the current standard and state of repair of facilities, taking into account the requirements of relevant legislation. To that effect, Our Lady & St Joseph Catholic Primary School has implemented a “Workplace Inspection” Checks are carried out daily, weekly and annually – see appendix 1. This inspection report identifies any corrective action necessary to ensure the unacceptable condition or operation situation is resolved.
- The school has implemented a “Maintenance Board”, located in the admin corridor. Staff members are to record any items that require maintenance on this board.
- The Premises Manager contacts external contractors to repairs any faults that cannot be rectified by premises staff.
- Our Lady & St Joseph Catholic Primary School has a planned maintenance schedule which is followed and relevant contractors perform routine essential tests and maintenance – see appendix 2.



APPENDIX 1
**OUR LADY & St JOSEPH CATHOLIC PRIMARY SCHOOL
WORKPLACE CHECKLIST - TERMLY**

Date of inspection:

Administration

Each work area should be near/able to gain easy access to the following:

- Accident books for accidents to pupils and to adults respectively? YES NO N/A
- Accident/Incident Report Forms ? YES NO N/A
- and accompanying procedure note? YES NO N/A
- Risk Assessment form for out of school visits and accompanying Health and Safety procedure note? YES NO N/A
- Health and Safety Policy YES NO N/A
- LA Health and Safety Policy YES NO N/A
- 'Health and Safety Law, What You Should Know' poster? YES NO N/A
- 'Fire, Bomb and First Aid' poster? YES NO N/A
- First Aid box - fully stocked with approved contents, which are not past their "best before dates" and nothing else? YES NO N/A
- Qualified First-Aiders located in each Key Stage including the Foundation Stage? YES NO N/A

Maintenance

Machines, equipment and appliances (including remote access entry system/doors, gates, grills, lighting, fencing, PE equipment): are they

- 1) efficient, in good working order and in good repair? YES NO N/A
- 2) regularly maintained (inspected, tested, adjusted, cleaned)? YES NO N/A
- 3) is a maintenance record kept? YES NO N/A

Ventilation

Are the work areas:

- 1) sufficiently ventilated? YES NO N/A
- 2) is the ventilation intake system sited away from flues, exhaust outlets etc? YES NO N/A
- 3) not draughty? YES NO N/A
- 4) mechanically ventilated? YES NO N/A
- If yes, is it maintained? YES NO N/A

Temperature

Is the temperature of the work areas at least 16°C after the first hour?

YES NO N/A

Thermometers

Are thermometers strategically placed in work areas?

YES NO N/A

Lighting

Is the lighting sufficient not to cause eyestrain?

YES NO N/A

Lights not dazzling or causing glare?

YES NO N/A

Are light switches easily found?

YES NO N/A

All lights not obscured, for example, by stacked items?

YES NO N/A



Cleanliness

Are the work areas clear of:
slips, trips and fall hazards?
Are floors and corridors kept clear and clean?
Are the rubbish bins emptied daily?

YES NO N/A
YES NO N/A
YES NO N/A

Workstations and seating

Is each employee sitting at a suitable height to the work surface?
Does each employee have frequently used materials and equipment
within easy reach?
Do disabled employees have suitable workstations including seating
access?
Does each employee have sufficient clear space to enable work to be
done freely?

YES NO N/A
YES NO N/A
YES NO N/A
YES NO N/A

Sanitary Conveniences and Washing Facilities

Are the wash stations supplied with hot and cold, or warm running
water, soap & drying facilities?
Are the mixer valves and the thermostatic controls on the taps/
showers working correctly?

YES NO N/A
YES NO N/A

Ventilation, Cleanliness and Lighting

Are the rooms containing the sanitary conveniences well ventilated?

Are the rooms containing the sanitary conveniences cleaned on a
regular basis?
Are the rooms containing the sanitary conveniences sufficiently well
lit?

YES NO N/A
YES NO N/A
YES NO N/A

Drinking Water

Is there a supply of drinking water?
If 'YES' is it identified as such?
If 'NO' is a supply of bottled drinking water available with appropriate
drinking vessels?

YES NO N/A
YES NO N/A
YES NO N/A

Facilities for pregnant women and nursing mothers

Are suitable facilities for the above provided?

YES NO N/A

Fire Safety

Are Fire Safety Marshals appointed for each Key Stage area including
the Foundation Stage?
Fire Safety Plan drawn up for workplace?

YES NO N/A
YES NO N/A



APPENDIX 2
OUR LADY & St JOSEPH CATHOLIC PRIMARY SCHOOL
WORKPLACE CHECKLIST - DAILY

Date of inspection:

Daily checks (not normally recorded)

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Escape route and fire doors – unobstructed and clearly marked? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Can all fire exits be opened immediately and easily? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are there any warning/malfunction lights/signs on the fire alarm panel? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are air horns in place? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Is escape lighting and are exit signs in good condition and undamaged? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Is emergency lighting and sign lighting working correctly? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are all fire extinguishers in place? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are all fire extinguishers clearly visible? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are vehicles blocking access to the building for the Fire Brigade? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Materials, such as display items and decorations, do not cover notices to fire exit routes or break glass points, are not placed around or suspended from light fittings or high-risk equipment (such as cookers) nor hung from ceilings? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Flammable substances are correctly stored? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Combustible items not stored in the boiler room? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |



**APPENDIX 3
OUR LADY & St JOSEPH CATHOLIC PRIMARY SCHOOL
WORKPLACE CHECKLIST - WEEKLY**

Date of inspection:

Weekly checks

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Do all emergency fastening devices to fire exits (push bars and pads etc) work correctly? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are external routes clear and safe? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Does testing a manual call point send a signal to the indicator panel? (disconnect the link, if any, to the receiving centre or tell them you are doing a test) | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Points from different zones should be used to trigger the alarm to ensure that all break glass points are in working order? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Did the fire alarm system work correctly when tested? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Did staff and other persons in the premises hear the fire alarm? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Did any linked fire detection systems work correctly (e.g. magnetic door holder released)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Assembly point(s) -designated, suitable? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Are evacuation plans displayed in all rooms and are these correct and up-to-date? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Fire extinguishers -tested within last 12 months? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Fire doors - unobstructed, unlocked and not propped open? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Having read the fire risk assessment guidance (annexed hereto) are there any items that need to be drawn to the attention of the Principal? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

Comments

Remedial action to be taken:

Date for next inspection:

Inspection carried out by:

Signature:.....

APPENDIX 4

School: Our Lady & St Joseph Primary School



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Planned Maintenance Checklist: As at

Item for Servicing	Service Interval	Last Tested/ Serviced	Date Next Test/Service Due	Contractor	Telephone: Fax:	Comments
Burglar Alarm	6 monthly			Senseco		
Access Control	Annual			Starlight		
CCTV	6 monthly			Starlight		
Fire Alarm System	6 monthly			Chubb		
Emergency Lighting	Annual			Chubb		
Fire Extinguishers- now includes the main school and SFC	Annual			Chubb		
Boilers:						
Gas	Annual			Artic	03453082300 martin.white@articbuilding-services.co.uk	
Pressure Sets: (Heating)						
Servicing	Annual			Artic	03453082300 martin.white@articbuilding-services.co.uk	



BMS	Annual			Senseco		
Hot Water Blending	Annual			ESG		
Gas Safety Test	Annual			Artic	03453082300 martin.white@articbuilding.com services.co.uk	
Lifts & Hoists:						
Platform Lift	6 Monthly			Premier Lifts		
Electrical Installations (Fixed Wire Testing)	5 years			na		
PAT testing	Annual			Starlight		
Lightning Conductors	Annual			Starlight		
Water Risk Assessment	Every 2 years			ESG		
Water Temperature Checks	Monthly			ESG		
PE equipment	Annual			Na – FEB 17		
Playground equipment	Annual			Na – FEB 17		
Air Conditioning	Every 6 months			Artic	03453082300 martin.white@articbuilding.com services.co.uk	
Display Energy Certificate	Annual					



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(DEC)	review					
Certificate No: Property Reference:						
Disabled Toilet Refuge	6 monthly			Starlight		
Kitchen Equipment Disinfection of Tank	6 monthly			JLA		
Folding Dining Tables	Annual					