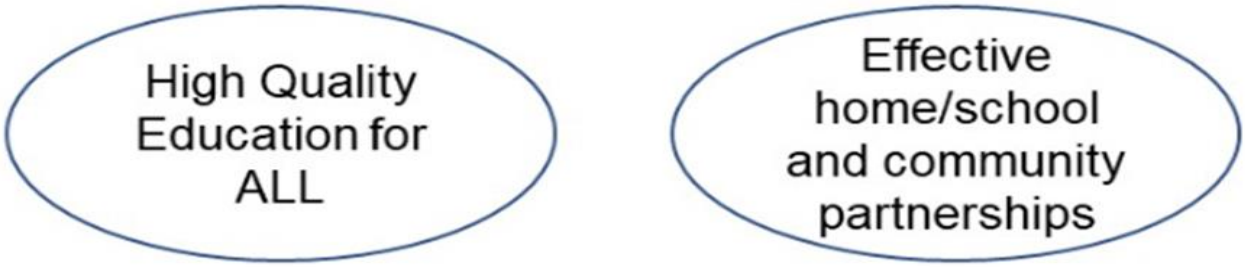
Building Management Policy

Our Shared Vision

Striving for excellence in everything we do



Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by: Estate & Financial Management Committee	**Date:**
Signature (Chair of Governors):	**Signature (Headteacher):**

Last reviewed on: November 2026	**Next review date:** November 2027

A copy of this policy is available on the school website and a signed copy is kept on file.

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 3 Best Interests of the Child

The best interests of the child must be a top priority in all decisions and actions that affect the child.

Article 6 Life, Survival and Development

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 24 Health and Health Services

Every child has the right to the best possible health.

CONTENTS

Section	Page
Rationale	**3**
Statement of Intent What the Law says Purposes Guidelines	**3**
Responsibilities All staff Pupils Visitors Specific responsibilities	**5**
Arrangements	**8**
Monitoring External inspections, audits In-school monitoring Reporting and accountability	**9**
Appendix A Maintenance & Servicing Planner	**10**

RATIONALE

The Governing Body of Becontree Primary School is committed to ensuring that all legal and moral responsibilities relating to the health, safety and welfare of all members of staff, pupils, subcontractors and visitors to the site are carried out effectively. The safe management of the building is a key part of this.

STATEMENT OF INTENT

Becontree Primary School recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to managing a safe working and learning environment through:

a. Meeting our legal responsibilities under health and safety legislation as a minimum
b. Ensuring safe working methods and providing safe work equipment.
c. Providing effective information, instruction, training and supervision
d. Arranging timely inspections, surveys and servicing and responding to any recommendations
e. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
f. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
g. Consulting with staffs and their representatives on health and safety matters.
h. Setting targets and objectives to develop a culture of continuous improvement.

Health and safety management procedures are adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All governors, staff and pupils play their part in its implementation.

What the Law says

The Health and Safety at Work Act 1974 states employers are responsible for protecting the safety of their staff at work, by preventing potential dangers in the workplace. It places general duties on employers to ensure the health, safety and welfare of all persons while at work.

Facilities Management Standard 001 – Management and services (March 2022)
The aim of this standard is to improve quality, consistency and interoperability of facilities management (FM) services throughout the government estate. The key principle that informs this standard is that public sector FM organisations are first and foremost providers of FM services and must take full responsibility for the quality of the services they deliver. Further information can be found at: https://www.gov.uk/guidance/good-estate-management-for-schools

The HSE enforces UK health and safety law that places duties on a variety of people. Primary responsibilities are placed on **those who create and/or have the greatest control of the risks associated with a particular activity**. Those who create the risks at the workplace are responsible for controlling them.

The Health & Safety Executive state that a sensible approach to health and safety in schools means focusing on how the real risks are managed. Guidance will help those responsible for managing health and safety in schools to strike the right balance, so that the real risks are managed and learning opportunities are experienced to the full.

At Becontree Primary School, leaders set the direction for effective H&S management and it is an integral part of school's culture, values and performance standards.

This policy covers all aspects of building management at Becontree Primary School. We recognise that it encompasses wider issues related to health and safety and that it also covers loss to the school (financial or reputational). Based on thorough Risk Assessment this policy is reviewed and updated regularly, to reduce and reflect existing and new risks.

Purposes

In line with current legislation, our key purposes are to:

1. Provide a safe and healthy environment for all who work at, visit or are educated on our site.

2. Maintain the building fabric and equipment to a safe and cost-effective standard

3. Reduce risks, accidents and hazardous working conditions

4. Ensuring that all policies and procedures are fit for purpose and effective.

Guidelines

Good Estate Management for Schools 2018
Provides advice for schools and responsible bodies to help manage their school buildings and land. Managing the school estate effectively will help to save money and ensure a healthy, safe and sustainable school environment. This guidance provides an overview of strategic estate management and the policies and governance arrangements that should be in place to help manage the estate effectively.

To ensure leadership is effective in:

- providing a safe and healthy environment for all who work at, visit or are educated on our site,
- reducing risks, accidents and hazardous working conditions

the following policies and procedures should be read in conjunction with this policy:

- Health & Safety Policy and assessments
- Control of Substances Hazardous to Health Policy and assessments
- Fire Safety Management Policy
- Asbestos Policy
- Security Policy (including CCTV)
- Accessibility Plan

- Business Continuity Plan
- Disaster Network Management Policy
- Critical Incident Response Policy
- Emergency, Evacuation and Crisis Procedures
- Managing Contractors Policy

RESPONSIBILITIES

All staff are given instruction, training and support to fulfil their responsibilities in keeping themselves and others safe (in line with this policy).

Parents, visitors and governors have been given the following instruction, training and support to keep themselves and others safe:

- Signing-in procedure
- Parent Code of Conduct
- Governor Code of Conduct
- Visitor Code of Conduct
- Regular updates through school messaging service, including school newsletter
- Visitor Policy
- Safeguarding information
- H&S messages provided on entering school site
- H&S signage

Specific levels of responsibility have been identified as follows:

Who?	Responsible for ensuring that:
Governing Body	a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils. b) The Headteacher is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
Estate & Financial Management Committee (Chair – Mr Richard Puttnam)	a) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted. b) Sufficient funds are set aside with which to operate safe working practices. c) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary. c) Regular building inspections, surveys and servicing take place and recommendations are considered in a timely fashion. d) Attends at least one H&S walkabout meeting per year and follows-up on actions required from above meetings during strategic monitoring visits.
Headteacher (Mrs Marie Ziane)	Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Building Management Policy is effectively implemented and that proper resources are made available in order to achieve this. a) She plans ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and

	safety where relevant. b) The school's Building Management Policy and the health and safety procedures and arrangements are applied. c) She provides the final authority on matters concerning building management. d) Decisions made on building management are based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner. e) She delegates specific responsibility for the implementation and monitoring of the Building Management Policy to Mrs P. Thornton, the Strategic Business Lead. f) Where the need for PPE has been identified in Risk Assessments, adequate supplies of suitable PPE are provided. g) Potential hazards are identified and that risk assessments are completed for all significant risks in the school.
Strategic Business Lead (Mrs Paula Thornton)	a) She works in conjunction with the Local Authority Health & Safety advisor and Link Governor. b) She advises the Headteacher on health and safety policy. c) She reviews and acts on the Action Plan provided from H&S Audits and the Fire Risk Assessment. d) She provides termly reports to Governors on Health & Safety. e) She acts for and on behalf of the Headteacher, with the responsibility for implementing and monitoring the Building Management policy. f) This Policy is clearly communicated to all relevant persons. g) Appropriate information on significant risks is given to visitors and contractors h) Appropriate consultation arrangements are in place for staff and their safety representatives. i) Staff involved in building management are provided with adequate information, instruction and training. j) Additional responsibilities for building management are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them. k) Risk assessments of the premises and working practices are undertaken. l) Safe systems of work are in place as identified from risk assessments. m) Emergency procedures are in place. n) Machinery and equipment is inspected and tested to ensure it remains in a safe condition. o) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc. p) Arrangements are in place to inspect the premises and monitor performance. q) The activities of contractors are adequately monitored and controlled.
Site Manager (Mr Mark Allen)	a) He applies the school's Health and Safety Policy and Building Management Policy to own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. a) He carries out regular health and safety risk assessments of the

	building management activities for which they are responsible and submit reports to the Headteacher. b) All staff under their management are familiar with the building management procedures for their area of work. c) Building management problems that members of staff refer to him are resolved, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them. d) Arranges for exterior contractors to inspect, survey and service school equipment and facilities and considers recommendations made thereafter. e) He carries out regular in-house inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. f) Contractors are supervised on-site (during his working hours). g) All contractors who work on the premises identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors. h) All contractors are aware of the school's health and safety policy and emergency procedures and comply with these at all times. i) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take-action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors. j) All ladders conform to BS/EN standards and are maintained appropriately. k) Reviews risk assessments for all site activities (including working at height tasks) in the school.
DOLCE Catering service - School Cook (Mrs Catherine Duff)	a) Catering facilities are operated safely. b) She understands and complies with necessary building management activities. c) She prepares risk assessments for all catering activities. d) All kitchen staff are instructed and informed to work in accordance with these documents. e) The Site Manager or Headteacher are informed of any potential hazards or defects. f) Appropriate accident/incident reporting is completed when necessary. School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and School Cook.

Detail of responsibility for each role is detailed in:

- Governors Terms of Reference
- Individual Job Descriptions and expectations
- Catering SLA (DOLCE)

ARRANGEMENTS

The following inspections, surveys, servicing and testing take place, in order to meet the responsibilities as outlined in this policy. Recommendations made following these checks are considered and equipment/facilities withdrawn, replaced, repaired, etc as appropriate. Records are kept of such actions. Please see example of recording sheet (Appendix A).

Facility	**Exterior contractor inspection**	**In-house checks**	**Arrangement with CYPD Hub**	**Other**
Asbestos Survey	Yes	Yes		See Asbestos Policy
CCTV system	Yes		Yes (cost is split)	
Electrical - Hardwire Testing	Yes	RCD checks		
Electrical – Portable Appliance Testing	Yes			
Emergency lighting	Yes	Regular flick test		
Fire alarm, call points and smoke detectors	Yes (FRA annual)	Weekly call point/alarm test	Panels are linked	See Fire Management Policy
Fire-fighting equipment (extinguishers/blankets)	Yes	Regular visual checks		
Gas Safety	Yes			School House also inspected
Pressure testing (boilers)	Yes			
Intruder alarm	Yes		Panels are linked	
Kitchen equipment (ovens, refrigeration, etc)	Yes			DOLCE responsible for day-to-day
Kitchen extraction system	Yes			
L8 Legionella Water Risk Assessment	Yes (2 years)			School House also checked
Legionella Water checks	Yes (monthly)	Weekly flushing		Includes School House
PE/gym equipment	Yes	Visual check before use		
Playground/ outdoor play	Yes	Regular visual checks	Some shared equipment	
Tree survey	Yes	Regular visual checks	Some shared trees	
Barrier to car park	TBC (new install)	Regular visual check		
Shutters	Yes			
Air Conditioning	Yes			

MONITORING

External Health & Safety Inspections, Audits and Advice

The school completes the following regular inspections and audits (relating to health & safety):

- Local Authority Health & Safety Audit (usually every 3 years)
- Fire Risk Assessment (annually)
- Food hygiene inspection (annually)

The school continually responds to in-school monitoring activities and incidents, external audit recommendations and any changes to national or local guidance.

In-school monitoring

We have accountability structures for the consistent monitoring and reporting of Health & Safety related matters. We complete the following pro-active monitoring checks:

- Link Governor monitoring visits (termly)
- H&S walkabouts (at least termly)
- Meetings with Site Manager (monthly)
- Site checks by Site Manager (daily & weekly)
- Routine testing and inspections (various)
- Fire drill (termly)
- Cycle of review for policies/procedures (see policy overview)
- Responses to issues raised e.g. accident/incidents, staff/parent concerns (as required)
- Targets and objectives set to continually improve processes

Reporting and accountability

Key aspects of building management are reported to Estate & Financial Management Committee and the Full Governing Body on a termly basis and include:

- Results of key audits and inspections
- Accidents/Incidents
- Near-misses
- Building maintenance plan and significant buildings works/repairs
- Targets within the School development Plan (which relate to the site/building)

Appendix A
Maintenance and Servicing Planner (example)

Regular building maintenance & servicing				Last updated on : 14/11/2022 (MA)				
Type	Part of building	Company	Frequency	Date of inspection	Next due	Date of report	Recommendations completed	Notes
Asbestos check	school		annual	N/A	Dec-22	18/12/2020	TBC	Survey updated on MiCad
Asbestos survey	school		one-off	01/04/2019	N/A	Apr-19	N/A	asbestos service 8/12/21
Blender (tap mixer) valves	school	Oakray	annual	26/07/2022	Jul-23	30/07/2022	None	
BMS boiler panel	school	Peacocks	annual	24/08/2022	Aug-23	04/08/2020	Awaited	still waiting report
CCTV service	school	Access & Lock	annual	06/10/2022	Oct-23	06/10/2022	See note	waiting on camera to be reinstalled in Arp.
Electric gates	school	Giles	6-monthly	11/10/2022	Apr-23	01/10/2022	none	next service due april
Emergency lighting	school	One Box	annually	20/12/2021	Dec-22	10/01/2022	10/01/2022	All remedials carried out
Fire alarm service	school	Access & Lock	quarterly	06/10/2022	Jan-23	06/10/2022	None	next service due nov 2
Fire extinguishers	school	Firemark	annual	01/03/2022	Mar-23	01/03/2022		All remedial works carried out 22/06/22.
Gas boilers	school	Oakray	annual	25/07/2022	Jul-23	30/07/2022	None	
Gym equipment	school	universal	annual	01/06/2022	Jun-23	11/06/2023		
Hardwire testing	school	AJS	5 yr	01/04/2020	Apr-25	16/04/2020	18/12/2020	
Intruder alarm	school	Access & Lock	6-monthly	06/10/2022	Apr-23	06/10/2022	None	All good.
Kiln	school	Essex Kilns	annual	01/02/2020	Feb-21	17/02/2020		Postponed due to COVID-19 lockdown - now isolated
PAT testing	school	Project Solver	annual	01/04/2021	Apr-23	19/04/2022		report received , no issues.
Playground equipment	school	Playforce	annual	11/10/2022	Oct-23		TBC	inspection complete awaitng report
R8 Water test	school	IWS	2 yr	12/04/2022	Apr-24	12/04/2022	19/08/2022	report received, recommendations completed
Shutters	school	Able Shutters	annual	01/02/2022	Feb-23	16/02/2021	none	report received.
Tree survey	school	LBBD	annual	14/10/2022	Oct-23	14/10/2022		All remedial works awaited
Zurich pressure systems	school	Zurich	annual	23/09/2022	Aug-23		None	report received .
Gas boiler	Sch Hse	Oakray	annual	26/07/2022	Jul-23	30/07/2022	None	
Hardwire testing	Sch Hse		5 yr	01/02/2018	Feb-23		TBC	awaiting satisfactory report
R8 Water test	Sch Hse	IWS	2 yr	05/10/2022	Oct-24	awaiting report		
Blender (tap mixer) valves	Kitchen	Oakray	annual	26/07/2022	Jul-23	30/07/2022	None	
Electric ovens, etc	Kitchen	Scotts	annual	13/05/2022	May-23	TBC		
Gas boilers	Kitchen	Oakray	annual	26/07/2022	Jul-23	30/07/2022	None	
Gas oven	Kitchen	Scotts	annual	13/05/2022	May-23	13/05/2022		
Refridgeration checks	Kitchen	Scotts	annual	23/05/2022	May-23	23/05/2022		
TWO extraction deep clean	Kitchen	TWO	annual	01/08/2022	Aug-23	24/08/2022	None	deep clean carried out.
Air conditioner	Ict suite	Primech	annual	09/05/2022	May-23	09/05/2022	None	report received no remedials.