



Repairs and Maintenance Policy

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| Approved by: | Governing Body | Date: Autumn 2023 |
| Last reviewed on: | September 2023 | |
| Next review due by: | September 2024 | |

Our Vision

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

Introduction

The buildings and landscaped environment at Brierley CE (VC) 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 pupils in the school, and
- for safe and secure occupancy and use by pupils, staff and visitors.

Responsibility

The Headteacher and Governing Body of Brierley CE (VC) Primary School, in collaboration with the school caretaker, 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.
- Electrical equipment safety inspections and testing.
- Hazardous materials management.
- Playground equipment.
- Safety equipment eg: ladders

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 storm water or sewerage.
- Electrical hazards.
- Vandalism outside school hours.
- Water leaks from taps, toilets or boilers.

Procedures

The caretaker, carries out a series of inspections, daily, weekly, monthly and termly. The caretaker may delegate some of the inspections to suitable trained staff.

The purpose of the inspections are:

- To assess and monitor the current standard and state of repair of facilities, taking into account the requirements of relevant legislation.

To that effect, Brierley CE (VC) Primary School has implemented a 'workplace checklist for monitoring and reporting purposes. These checklists identify any corrective action necessary to ensure the unacceptable condition or operation situation is resolved.

- There is an ongoing agenda item for staff at weekly meetings to discuss any health and safety issues which are then reported to the caretaker.
- The Office Manager or caretaker contacts external contractors to repair any faults that cannot be rectified by premises staff.
- Brierley CE (VC) Primary School has a planned maintenance schedule which is followed and relevant contractors perform routine essential tests and maintenance
- The office staff hold a fault reporting log to monitor repairs (Appendix G)

Frequency of inspections:

Daily-

Visual perimeter check to remove litter and rubbish

Exit routes clear

Escape route and fire doors can open

Fire alarm panel

Escape lighting

Exit signs

Fire extinguishers in place and visible

Access to the site for emergency services

exit routes and break glass points unobstructed

Correct storage of flammable substances

Boiler room clear of combustible items

Weekly –

Interior visual check (Appendix A)

External visual check (Appendix B)

Roof

Bib tap flushing

Fire safety signs

Fire doors (Appendix C)

Fire doors - unobstructed, unlocked and not propped open?

Security fastenings

Emergency fastening devices to fire exits (push bars and pads etc)

Safe external routes

Manual call points

Evacuation plans on display and up to date

Fire extinguishers -tested within last 12 months?

Monthly-

Legionella water temperatures
Premises inspection
Emergency lighting
Fire extinguishers
Door check (Appendix D)

Termly –

Workplace inspection document (in consultation with head teacher)
Asbestos
Inspection chambers (manhole covers) (Appendix E)
Maintenance equipment and appliances including remote access entry system/doors, gates, grills, lighting, fencing, PE equipment
Ventilation
Temperature
Thermometers
Lighting
Cleanliness
Workstations and seating
Sanitary conveniences and washing facilities

September 2023

Appendix A

Internal Weekly checks

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Appendix B

External Weekly checks

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Appendix B

| Fire Door Weekly Checks | | | | | |
|-------------------------|-------------------|---------------|--------------|--------------------|-------------------|
| Date checked | Location | Damage Yes | Damage No | Action Required | Date completed |
| | Front main door | | | Year 1 store | |
| | Reception | | | Year 1 external | |
| | Office | | | Year 2 internal | |
| | Head teacher | | | Year 2 cloak | |
| | PSA | | | Year 2 store | |
| | DHT | | | Year 2 external | |
| | Disabled toilet | | | Year 3 internal | |
| | Ladies toilet | | | Year 3 cloak | |
| | Electric cupboard | | | Year 3 store | |
| | Staff room | | | Year 3 external | |
| | Double doors | | | Little kitchen | |
| | Reception class | | | Caretaker cupboard | |
| | Reception toilets | | | Year 4 internal | |
| | Year 1 internal | | | Year 4 cloak | |
| | Year 1 cloak | | | Year 4 store | |

| Fire Door Weekly Checks | | | | | |
|-------------------------|-------------------------------|---------------|--------------|------------------------|-------------------|
| Date checked | Location | Damage Yes | Damage No | Action Required | Date completed |
| | Year 4 external | | | Double door to kitchen | |
| | Store room outside Y44 | | | External kitchen door | |
| | Double doors outside Y4 | | | | |
| | PPA door to hall | | | | |
| | PPA room | | | | |
| | AHT | | | | |
| | External doors outside PPA | | | | |
| | Year 5 internal | | | | |
| | Year 5 store | | | | |
| | Year 5 external | | | | |
| | Year 6 internal | | | | |
| | Year 3 store | | | | |
| | Store room outside Y6 | | | | |
| | Upper KS2 cloak | | | | |
| | Upper KS2 external | | | | |

Appendix D Monthly: Door check

| Location | Date | Comments | Signature |
|---------------------------------|------|----------|-----------|
| Front main door | | | |
| Reception | | | |
| Office | | | |
| Headteacher | | | |
| PSA | | | |
| DHT | | | |
| Disabled toilet | | | |
| Ladies toilet | | | |
| Electrical cupboard | | | |
| Staff room | | | |
| Double doors | | | |
| Reception class | | | |
| Reception toilets | | | |
| Year 1 internal | | | |
| Y1 cloakroom | | | |
| Y1 storeroom | | | |
| Year 1 external | | | |
| Year 2 internal | | | |
| Y2 cloakroom | | | |
| Y2 storeroom | | | |
| Year 2 external | | | |
| Year 3 internal | | | |
| Y3 cloakroom | | | |
| Y3 storeroom | | | |
| Year 3 external | | | |
| Small kitchen | | | |
| Year 4 internal | | | |
| Y4 cloakroom | | | |
| Y4 storeroom | | | |
| Year 4 external | | | |
| Caretakers cupboard | | | |
| Storeroom outside Y4 | | | |
| Double doors outside Y4 | | | |
| PPA room | | | |
| AHT | | | |
| PPA room door to hall | | | |
| External doors outside PPA room | | | |
| Year 5 internal | | | |
| Y5 storeroom | | | |
| Year 5 external | | | |
| Storeroom outside Y6 | | | |
| Year 6 internal | | | |
| Y6 storeroom | | | |
| Upper KS2 cloakroom | | | |
| Upper KS2 external doors | | | |
| Upper KS2 toilets | | | |
| Hall double doors | | | |
| PE cupboard | | | |
| Paper cupboard | | | |
| Table cupboard | | | |
| Double door to kitchen | | | |
| Toilet door in hall | | | |
| Dressing room door | | | |
| Pantry | | | |
| Pan room | | | |

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|-----------------------|--|--|--|
| Staff room | | | |
| External kitchen door | | | |
| Boiler room | | | |
| Outside store | | | |

Appendix E

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Appendix F Barnsley Metropolitan Borough Council General Workplace Inspection Form

This checklist should be completed by managers in the areas for which they are responsible in line with their workplace inspection programme, and actions taken as appropriate.

| | |
|-----------------------------------|--------------------------------------------|
| Directorate: | Children, Young People and Families |
| Division: | Education |
| Service: | Schools |
| Manager: | |
| Location: | Brierley CE (VC) Primary |
| Senior Designated Officer: | |
| Date: | |

| No | 1. General Maintenance of Working Environment | Satisfactory | | | Comments | Planned action to address opportunities for improvement |
|----|-----------------------------------------------------------------------------------------------------------------------|--------------|----|-----|----------|---------------------------------------------------------|
| | | Yes | No | N/A | | |
| 1 | Are underfoot surfaces clean and free from spillages and clear of any obstructions (slipping/tripping hazards)? | | | | | |
| 2 | Are walls free from protruding objects (nails, shelves, etc.)? | | | | | |
| 3 | Do doors open and close properly, are they free from danger when opening? | | | | | |
| 4 | Do windows open and close properly, is there any likelihood of striking someone on opening/when open, are they clean? | | | | | |
| 5 | Are ceilings clean and secure and free from signs of water leakage? | | | | | |
| 6 | Are sanitary facilities clean and functional (test the systems)? | | | | | |

| No | 1. General Maintenance of Working Environment | Satisfactory | | | Comments | Planned action to address opportunities for improvement |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|-----|----------|---------------------------------------------------------|
| | | Yes | No | N/A | | |
| 7 | Are light fittings secure and all lights in working order and free from signs of damage? | | | | | |
| 8 | Are stairs and steps clear of obstructions (slipping/tripping hazards e.g. loose carpet, worn threads etc), and is the handrail secure and lighting adequate (no shadows)? | | | | | |
| 10 | Are heating appliances properly fitted and secure, free from obstructions (papers etc covering vents) and in working order? | | | | | |
| 11 | Is the general housekeeping adequate (cleanliness, tidiness etc)? | | | | | |
| 12 | Are substances stored safely and are they easily accessible? | | | | | |
| 13 | Are car parks suitably marked and free of standing water and debris and are surfaces in a good state of repair and lights functioning? | | | | | |
| 14 | Are speed limit signs displayed? | | | | | |
| 15 | Are waste materials suitably stored? | | | | | |

| No | 2. General Adequacy of Working Environment | Satisfactory | | | Comments | Planned action to address opportunities for improvement |
|----|---------------------------------------------------------------------------------------------------------------------------------------|--------------|----|-----|----------|---------------------------------------------------------|
| | | Yes | No | N/A | | |
| 1 | Is there sufficient working space (i.e. do employees appear to be sitting very close together, is it easy to pass between desks etc)? | | | | | |
| 2 | Is the work area adequately ventilated, can windows, skylights and ventilators be opened and adjusted safely? | | | | | |
| 3 | Is the temperature acceptable during working hours (minimum 16 °C)? | | | | | |
| 4 | Is the minimum temperature maintained without the use of secondary heating appliances such as electric fan heaters? | | | | | |

| No | 2. General Adequacy of Working Environment | Satisfactory | | | Comments | Planned action to address opportunities for improvement |
|----|--------------------------------------------------------------------------|--------------|----|-----|----------|---------------------------------------------------------|
| | | Yes | No | N/A | | |
| 5 | Is there suitable and sufficient lighting (natural or artificial)? | | | | | |
| 6 | Are furniture, furnishings and fittings appropriate? | | | | | |
| 7 | Are facilities provided to minimise the transport of hot drinks/liquids? | | | | | |

Appendix G Fault Reporting log

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