



Oxford Diocesan Bucks Schools Trust (ODBST)

"Empowering our unique schools to excel"



ODBST Premises Management Policy

ODBST Level 2 Policy:	ALL Schools require this policy, which may be adapted to suit local requirements and schools may add their own branding. LGBs will note adoption of this locally adapted policy in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	<u>ODBST Health and Safety Policy June 2025</u> <u>Fire Safety Policy June 2025</u> <u>Managing Contractors Policy June 2025</u>
Committee responsible:	<u>FRAPP</u>
Approved by:	<u>FRAPP</u>
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THE SCHOOL MUST ADJUST THIS EXAMPLE POLICY TO SUIT ITS PARTICULAR CIRCUMSTANCES AND REQUIREMENTS

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1. General

This document outlines the general principles and best practices for maintaining **(SCHOOL/ACADEMY NAME)** premises and associated infrastructure.

The ODBST Board of Trustees holds the ultimate responsibility for ensuring that each of its properties, maintain specific premises management documentation, including planned maintenance schedules and risk assessments. These responsibilities are outlined in the Health and Safety Policy, which should be read in conjunction with this document. The policy details the obligations of Executive members, Senior Leadership Teams, and other designated personnel.

Within this policy, the term 'building' refers to the physical structures, grounds, and fixed assets that are part of the **(SCHOOL/ACADEMY NAME)** estate and under its control. The term **Headteacher** is used to identify responsibility, where the Head teacher is accountable for implementing this policy at **(SCHOOL/ACADEMY NAME)**, and the CEO is responsible for **(SCHOOL/ACADEMY NAME)** buildings outside of the premises, in line with the Health & Safety Policy.

Within their delegated budgets, the Headteacher is responsible for the maintenance of buildings under their jurisdiction. They must communicate any additional funding needs as required and collaborate with the Operations Team to maintain and develop the estate.

2. Aims

This policy aligns with statutory provisions related to premises management, including but not limited to:

- The Health and Safety at Work Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- The Control of Asbestos Regulations 2012;
- The Education (School Premises) Regulations 1999; and
- The Regulatory Reform (Fire Safety) Order 2005.

This list is not exhaustive, and the policy also considers both statutory and non-statutory guidance to ensure that **(SCHOOL/ACADEMY NAME)** remain safe environments for work and study.

This policy operates in conjunction with the following **(ODBST documents)**:

- Asbestos Management Plan;
- Health and Safety Policy;
- Legionella Risk Assessments;
- Managing Contractors Policy;
- Lettings Policy;
- Fire Safety Policy.

The policy is underpinned by the Equality Act 2010, ensuring that staff, students, and visitors are not treated less favourably due to any protected characteristic, including gender, sexual orientation, religion, age, or disability.

This policy will have consideration for and be in compliance with the following legislation:

- The Health and Safety at Work etc. Act 1974;
- School Standards and Framework Act 1998;
- The Lifting Operations and Lifting Equipment Regulations 1998;
- 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 (2023) Site security guidance;
- DfE (2023) 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 (2023) Good estate management for school (GEMs);
- DfE (2023) Good estate management for schools: estate management competency framework;
- DfE (2023) Keeping children safe in education 2024; and
- DfE (2023) Emergency planning and response for education, childcare, and children's social care settings.

3. Responsibilities

THE DUTIES DETAILED BELOW SHOULD BE MADE SPECIFIC TO THE ORGANISATION

3.1 The Trustees are responsible for:

- Adopting a strategic approach to managing the **(SCHOOL/ACADEMY NAME)** land and buildings, aligned with Trust estate objectives;
- Ensuring **(SCHOOL/ACADEMY NAME)** policies and procedures facilitate efficient and effective estate management;
- Understanding the legal obligations, restrictions, and responsibilities associated with the school estate;
- Maintaining a thorough understanding of the condition, suitability, and adequacy of the school's land and buildings;
- Complying with health and safety and premises management legislation.
- Utilizing knowledge of the estate to guide strategic planning and decision-making
- Guaranteeing compliance of the school estate and policies with relevant legislation and regulatory standards;

3.2 The Governing Body are responsible for:

- Leading an effective health and safety culture including nominating a Governor with responsibility for health and safety.
- Monitor the allocation of devolved budgets based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Co-operate with the employer, Oxford Diocesan Bucks Schools Trust, on matters of health and safety and all related policies.
- Ensuring that the school have access to competent health and safety advice.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually as outlined in the Governors' Handbook.
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress.
- Ensuring that adequate health and safety resources are available to meet health and safety requirements.
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards.
- Ensuring health and safety appears regularly on the agenda of appropriate meetings.
- Considering immediate reviews in the light of major shortcomings or events.

3.3 The Headteacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it. Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices Ensuring site safety inspections are carried out at least termly and findings shared with governors and the Trust ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed inline with statutory requirements and best practice

3.4 School Health and Safety Manager (HSM) (Business Manager, Finance Manager or Office Administrator) is responsible for:

The person undertaking this role will vary between schools and should be appointed based on the headteacher's judgement.

- All office risk assessments are completed and reviewed
- (Model risk assessment can be found on the A-Z, Risk Assessment on Handsam website).
- Visitors are registered on InVentry, wear a badge and are briefed on the emergency procedures.
- Hazard reporting and maintenance documentation is actioned (and all staff know how to report hazards)
- Timely Accident and Physical and Verbal Abuse report is completed on the online reporting system (Safesmart Smartlog)
- All appropriate risk assessments, guidance and hiring documentation is completed for community use of the site
- All community users are registered and made aware of emergency procedures.
- All staff receive statutory Fire Awareness training annually and all other H&S training is regularly reviewed/refreshed as required and in line with Health and Safety advice/expectations.
- Adequately trained first aid cover is available for on /off site activities
- Periodic/termly checks are made of the first aid arrangements and containers
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing program
- Maintain accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to a good work standard.
- Assist the Head Teacher and Governors with the annual health and safety inspection

3.5 Line Managers, including Key Stage leads/ Department Heads or Deputy Headteachers – for the areas and people they manage:

- Ensuring effective means of communication with employees and pupils

- **Reporting any health and safety concerns to the Head Teacher**
- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required for the area
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies in the area
- Ensuring employees are 'competent' to carry out their activities in the area
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

3.6 Site Manager / Caretaker are responsible for:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Carry out recorded termly fire drills, recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder
- (Please visit A-Z for Fire Safety Folder).
- Carry out monthly water temperature and maintain the water hygiene documentation. Ensure the WHRA is current and identified actions are addressed to comply with L8 regulations.
- Alert the Headteacher immediately of any issues relating to any identified hazards on site; site security, lone working, manual handling, working at height, slips, trips and falls etc., and anything related to COSHH management, Asbestos, Fire Safety, electrical issues
- Monitoring and maintaining effective site security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g., by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

4. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.

There will be minimal disturbance from unwanted noise.

Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

5. Asbestos

(SCHOOL/ACADEMY NAME) must have a site-specific asbestos management plan.

Or

School/Academy name does not have any asbestos on site.

6. Asset Management

The **(SBM/SITE MANAGER/ FACILITIES MANAGER)** is responsible for ensuring that all school assets are security marked and accounted for, with an annual count of assets being conducted. They also completes condition surveys of the premises, furniture, fittings, and ICT equipment to develop a rolling program of maintenance and renewal, which informs budget planning.

7. Building Condition, Suitability, and Accessibility

The Headteacher (and School Business Manager/Facilities Manager) is responsible for ensuring that their building consistently meets statutory and regulatory requirements in the following areas:

- Building Condition: The physical state of the premises must ensure the safety of staff, students, and visitors, provide reasonable protection against weather elements, and support the delivery of quality education;
- Building Suitability: Facilities must be appropriate to deliver the curriculum and should not hinder the improvement of educational standards; and
- Accessibility: Reasonable adjustments must be made to ensure the safe and unobstructed movement of disabled students, visitors, and staff, including those requiring wheelchair access. Any access issues must be documented, with reasonable alternatives provided.

8. Cleanliness and Maintenance

The **(Site Manager/SBM)** must monitor cleanliness standards, including those maintained by contracted cleaning services.

Electrical and mechanical systems must be properly maintained, with additional requirements outlined in the policy.

The school should have a system in place for staff to report faults and maintenance issues. The **headteacher, site manager and school business manager** must assess and prioritise these issues based on urgency, safety concerns, and repair costs, with the help of the ODBST.

9. Contractors

(SCHOOL/ACADEMY NAME) supports the community by engaging local contractors who have full DBS clearance. The school maintains a list of approved contractors. For contractors without DBS clearance, the (SBM, Facilities manager, caretaker etc) ensures they are supervised by a member of the premises team when the school is in operation. A comprehensive contractor induction is conducted before any work is undertaken, which includes communicating asbestos awareness in line with the school's asbestos management procedure ensuring all contractors have signed the Asbestos log.. Building strong relationships with contractors allowing the school to enjoy safe, responsive service.

10. Drainage

The **(FACILITIES MANAGER/Site Manager)** is responsible for ensuring adequate drainage to maintain hygiene and properly dispose of wastewater and surface water. This will be achieved by conducting regular visual inspections and, if necessary, contacting external drainage specialists to address any issues.

(FACILITIES MANAGER) will also ensure that gutters are cleaned on a regular basis (twice a year.).

11. Emergency Evacuation and Lockdown Procedures

The **(FACILITIES MANAGER/site manager)** must ensure that all Fire Exits are operational and clearly marked daily.

(SCHOOL/ACADEMY NAME) must have an evacuation procedure that is practiced at least three times per year for all buildings, with the first drill occurring early in the first half-term of the school year. These drills should occur at varying times, including during assembly or lunch periods, with outcomes recorded. Fire alarms and systems must be regularly checked, and records maintained.

(SCHOOL/ACADEMY NAME) Emergency Evacuation and Lockdown procedures must be reviewed annually and updated as needed. Lockdown drills must also be practiced termly to ensure children and staff are adequately prepared.

12. Fire

Fire Risk Assessments must be reviewed at least annually, and more frequently if significant changes occur. Fire evacuation signs and plans must be updated to reflect any building alterations.

All Fire Evacuation plans must ensure safe evacuation for all staff, visitors, and students, including those with SEND. If personal evacuation plans are necessary, the headteacher must coordinate with the **(site Manager/FACILITIES MANAGER)**.

The **(FACILITIES MANAGER/site manager)** is responsible for the routine inspection and maintenance of fire detection systems (including alarms), emergency lighting, fire doors, and firefighting equipment, and for maintaining relevant records.

13. Furniture, Fittings, and Equipment

Furniture and fittings within **(SCHOOL/ACADEMY NAME)** should meet the needs of the students.

As part of the premises inspection program, the **(Site manager/SBM/Headteacher/ FACILITIES MANAGER)** should regularly review the condition and suitability of classroom and office furniture. This must be at least an annual basis but ideally termly as part of H&S walks.

The **(Finance/Site/Facilities manager)** is responsible for ensuring that all equipment owned by **(SCHOOL/ACADEMY NAME)** for cleaning, repairs, or general maintenance is in good condition and fit for purpose.

The **school business manager** must ensure that all assets allocated to **(SCHOOL/ACADEMY NAME)** Team are accurately recorded in the Asset Register.

14. Gas Safety Procedures

Appropriate signage, such as clearly visible hazard warning posters, will be placed on storage room doors containing electrical and gas equipment.

All staff working in areas with gas equipment will be informed of the location of isolation valves, which will remain accessible at all times. In emergencies where electrical and gas supplies are shut off, they will only be turned back on by a competent person.

Gas equipment and appliances will be sourced from reputable suppliers. Any hired or borrowed equipment will be inspected to ensure it is suitable for use.

All gas equipment will be installed by a trained engineer and positioned with consideration for fire safety and escape routes.

The **(FACILITIES/Site MANAGER)** will assess the physical environment where gas equipment is installed to ensure it is dry, clean, and well-ventilated. Gas equipment will be kept clear of combustible materials, heat sources, and open flames, and stored appropriately.

Any defects in isolation valves will be reported immediately to the **(FACILITIES MANAGER/School Business Manager)** for prompt repair, and the equipment will not be used until it is safe. Damaged or leaking gas equipment will also be reported immediately for repair or safe disposal.

Repairs to gas appliances and fixtures will be performed by a Gas Safe registered engineer. Engineers will be provided with sufficient space, access, ventilation, and lighting to carry out repairs safely.

15. Grounds

The **(FACILITIES MANAGER/Site manager)** must monitor the condition of the grounds and external areas and address any deficiencies.

If a grounds contract is in place for **(SCHOOL/ACADEMY NAME)** the **(FACILITIES/Site MANAGER)** should facilitate day-to-day communication and liaison between the school and the contractor to ensure that required standards are met.

The **(HEADTEACHER)** will ensure that suitable arrangements are in place for providing outdoor spaces where pupils can play and exercise safely. The **(Site/FACILITIES MANAGER)** will regularly monitor the condition of all playground areas and address any deficiencies. The school will take all reasonable measures to ensure that the premises are safe and free from health risks. Additionally, risks related to individuals entering or leaving the school grounds will be assessed, with the perimeter secured and controlled as needed. Clear segregation and delineation of pedestrian and vehicular access routes will be maintained, along with the separation of parking and playground areas.

- Regular site inspections, particularly after adverse weather, by premises staff to manage any vegetation that may pose a threat;
- Routine grounds maintenance conducted termly, including the management of grass and planting;
- Annual tree management to ensure the removal of diseased trees or branches; and

16. Health and Safety Audit

The ODBST, in conjunction with the **(HEAD TEACHER)** will ensure that the school's premises are subject to a regular health and safety audit.

The headteacher will monitor that appropriate risk assessments are completed annually and when things change.

Any risks identified will be formally recorded, assessed and managed. 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.

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.

17. Lettings

The School must comply with the **ODBST** Lettings Policy.

18. Lighting

- Lighting will be provided to ensure that teachers' and pupils' faces are clearly visible, facilitating effective communication;
- Priority will be given to maximizing natural daylight in all spaces;
- Adequate views to the outside will be maintained to ensure comfort and reduce eye strain;
- Lighting controls will be designed for ease of use;
- Blinds or other window coverings will be provided to prevent glare and excessive sunlight;
- External lighting will be installed to ensure safe pedestrian movement after dark;

- Emergency lighting will be provided in areas accessible after dark;
- The **(OFFICE MANAGER)** will coordinate with the **(Site/FACILITIES MANAGER)** to ensure that fixed electrical systems are tested annually;
- For pupils with SEND who have additional needs, the following accommodations will be made;
- Use of colour and contrast to aid in locating doors, handles, stairs, and steps;
- Avoidance of glare, including the use of non-reflective surfaces;
- Where possible, use of light sources such as high-frequency fluorescent luminaires to prevent subliminal flicker; and
- Clear marking of large, glazed areas to prevent accidents.

19. Pond Maintenance and Safety (delete as appropriate)

The **(Site/Facilities MANAGER)** arranges for a weekly visual inspection of the school pond to monitor water levels. If evaporation has caused a drop in the water level, particularly during the summer months, the premises team tops up the pond with fresh water. Any decaying vegetation or debris is removed to prevent clogging the pond's pump filtration system. The weekly inspection also includes checking the fences, gates, and decked surfaces around the pond to address any defects and ensure safety.

The **(Site/FACILITIES/business MANAGER)** organises a thorough annual cleaning of the pond by specialist providers. No harsh chemicals are used; the bottom of the pond is scrubbed to remove contaminants or sludge, and the pond is then refilled with dechlorinated water before replacing the plants and fish. The school maintains a balanced, healthy ecosystem by utilizing plants that thrive in pond conditions.

20. Poor Weather and Emergency Situations

The Headteacher/Facilities manager will collaborate to conduct a risk assessment and determine whether **(SCHOOL/ACADEMY NAME)** should open or remain open during poor weather or other emergency situations. The final decision rests with the headteacher, who will follow the Adverse Weather policy. The ODBST should be notified of any School closures.

21. Rolling Programme of Replacement

This program records the condition of items, the approximate cost of repair or renewal, and the date of maintenance or renewal. The scope covers all buildings (roofs, guttering, windows, external and internal painting), furniture (tables, chairs, desks, filing cabinets, cupboards, storage units), classroom sinks (taps, units, plumbing), toilets (furniture and fittings), kitchen areas and staffrooms (units, equipment like dishwashers), plant and machinery (boilers, air conditioning units, lawnmowers, tools), and ICT equipment.

22. Roofs, Gutters, and Downpipes

The **(FACILITIES/Site MANAGER)** conducts regular visual inspections of the roofing and guttering, with appropriate safety measures. Site Managers/ Facilities Managers must be appropriately trained if they are climbing at height or using a ladder. Risk assessments must be completed before they work at height. If defects are identified, specialists are called in as needed. For low-level buildings, such as the

infant block, the premises team typically clears the gutters following periodic inspections of feasible, suitable storage facilities must be provided, again only if adequate training and risk assessments are conducted.

23. Safety, Security, and Safeguarding

The premises team/(list role or staff) is responsible for opening (SCHOOL/ACADEMY NAME) at the start of the day and securing it at the end of the business day. (Amend as appropriate for your school)

Buildings and grounds must be maintained to ensure safe and secure circulation. Public areas should be free from obstructions, entrances should be properly maintained, and appropriate signage should be in place.

24. Sanitation and Welfare

(SCHOOL/ACADEMY NAME) must provide sufficient sanitation facilities for staff, students, and visitors, tailored to meet the specific needs of the school including accommodations for SEND students and those requiring intimate care or medical support.

Sanitation facilities must comply with the statutory minimum standards as outlined in The Education (Independent School Standards) (England) Regulations 2010. This includes considerations for feminine hygiene, staff rooms, washrooms, toilet areas, and shower facilities in both PE and staff changing areas.

Clearly designated changing areas must be provided, reflecting the needs of (SCHOOL/ACADEMY NAME) and its curriculum. When necessary, adjustments must be made to meet the requirements of students under the Equality Act.

Wherever possible, a medical room should be available for examinations and the storage of medical supplies, including medication. This room should include a wash basin.

25. Temperatures

In the school nursery, the temperature of any radiator (including exposed pipework) that could be touched by a pupil, will not exceed 43°C.

Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections.

Air conditioning systems will be checked and serviced every year.

26. Water Supply and Drainage

The (HEAD TEACHER/ FACILITIES MANAGER) is responsible for ensuring that the (SCHOOL/ACADEMY NAME)'s water supply and storage systems comply with regulatory requirements. This includes conducting audits and implementing actions in line with Legionella Risk Assessments and protocols to maintain appropriate water temperatures and hygiene standards.

Adequate drainage systems must be in place to effectively manage wastewater disposal

27. Monitoring and Review

The Headteacher will monitor the implementation of the policy and will report to the Governing Body and the ODBST.

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Date of next review: _____	
Signed: _____	Date: _____
Printed: _____ Chair of Governors	
Signed: _____	Date: _____
Printed: _____ Headteacher	

END OF DOCUMENT