

Buildings and Premises Risk Assessment Policy



SUTTON VALENCE SCHOOL




SUTTON VALENCE PREPARATORY SCHOOL



Little Lambs
NURSERY

This Policy applies to Sutton Valence School (including as the context requires, the Little Lambs Nursery, the Pre-Preparatory School, Preparatory School and Senior School).

School:	Sutton Valence School	Date of Assessment:	1 st August 2023
Area / Location:	Whole School	Assessor	Julie Vicary – Estates Bursar
Description of work activity / process being assessed:	Buildings & Premises – General Risk Assessment	Signature	

Persons exposed:		Type of assessment:	
Employees	<input checked="" type="checkbox"/>	Initial	<input type="checkbox"/>
Pupils	<input checked="" type="checkbox"/>	Change in process / activity / legislation / following an accident etc	<input type="checkbox"/>
Visitors / Members of the public/Contractors	<input checked="" type="checkbox"/>	Operational review	<input checked="" type="checkbox"/>

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Collapse of structures or building components	<ul style="list-style-type: none"> The Estates Department oversees and manages the development and maintenance of all buildings and structures on the site. The School employs a maintenance team to monitor and repair buildings, plant and installations. Buildings and structures are maintained and repaired as necessary. Defects and damage are reported to the maintenance team for attention. All staff to complete a Health and Safety room survey questionnaire on an annual basis. 	<ul style="list-style-type: none"> Ensure that all necessary inspections and maintenance are carried out to prevent structural failure of buildings and structures at the School. Carry out a condition survey to all School buildings to ascertain future building/maintenance work. Encourage staff to report any building damage or defects to their Head of Department. 	Estates Bursar		Ongoing
			Deloitte		Ongoing

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Plant, equipment and installations (Lifts, heating and ventilation plant, electrical and water systems etc.)	<ul style="list-style-type: none"> • All plant, equipment and installations are inspected, maintained and repaired in accordance with statutory requirements. • Defects and faults are reported to the maintenance team for repair/replacement as necessary • Ensure that annual gas safety checks are carried out on all gas installations and equipment. 	<ul style="list-style-type: none"> • No further action needed . • Gas safety checks are carried out by a Gas safety registered contractor. 	Maintenance Dept	Ongoing	Ongoing
Harmful materials and agents (e.g. asbestos and legionella) from building	<ul style="list-style-type: none"> • The School has commissioned asbestos and legionella surveys, reports and risk assessments and the appropriate remedial measures implemented. • Buildings are inspected, maintained and repaired as necessary. • Provide guidance and instruction to estates staff and contractors regarding the risks from asbestos, legionella and safe working methods 	<ul style="list-style-type: none"> • Ensure that all recommended remedial measures have been completed within the recommended timescales. Maintenance staff have received asbestos and L8 water training. 	Estates Bursar	Ongoing	Ongoing
Entrapment of fingers etc in doors, cupboards and windows	<ul style="list-style-type: none"> • Doors and windows etc. are maintained and repaired as necessary. • Some older windows and doors have been replaced by modern windows and doors with improved protection against entrapment. • Caution exercised by teachers, students and staff whilst opening and closing doors, cupboards and windows. 	<ul style="list-style-type: none"> • Continue to replace older doors and windows as budgetary conditions permit. 	Estates Bursar	Ongoing	Ongoing
Hot surfaces (Radiators etc.)	<ul style="list-style-type: none"> • Most radiators provided with covers in the Prep School, to prevent direct contact with hot surfaces. All other hot surfaces identified and managed. 	<ul style="list-style-type: none"> • Routine and spot checks by maintenance staff to monitor that covers etc. are intact and that no hot surfaces are exposed. 	Maintenance Dept	Ongoing	Ongoing

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Mirrors and other glass surfaces	<ul style="list-style-type: none"> • Mirrors and other similar surfaces are positioned in locations to minimise the likelihood of people falling into them. • Any glass surfaces which people could fall into are safety glass or fitted with protective safety film. 	<ul style="list-style-type: none"> • Routine and spot checks by maintenance staff to ensure that glass and mirrors are in good order and are repaired/replaced as necessary. 	Maintenance Dept	Ongoing	Ongoing
Excessive room temperatures too hot / cold	<ul style="list-style-type: none"> • Buildings are provided with heating / ventilation. • Heating and ventilation plant and installations are maintained and repaired as necessary. 	<ul style="list-style-type: none"> • Continue to improve ventilation and air conditioning and replace older windows as budgetary conditions permit. 	Estates Bursar	Ongoing	Ongoing
Pests, Vermin & Hazardous Material	<ul style="list-style-type: none"> • Pest Control services are provided throughout the School. • Any pest or vermin activity is reported to the Estates Department immediately. • Dog waste bins have been installed on BM to protect pupils and staff from dog waste, whilst playing sport. • Hazardous material used in the Maintenance dept, Science, Grounds & Gardens is disposed off according to regulations by an outside carrier. 	<ul style="list-style-type: none"> • All staff to remain vigilant for evidence of pest or vermin activity, and report to the estates team immediately. 	All staff	Ongoing	Ongoing
Moving Vehicles	<ul style="list-style-type: none"> • Designated parking spaces are provided for all vehicles on site. • Site speed limit of 5MPH. • Traffic barrier to limit vehicle movements to all entrances of the School. Bollards have been installed on the path outside Lambes House, to protect pupils from traffic. • Teachers and staff have been provided with instruction regarding driving on School premises. • Lighting is provided to external areas. • CCTV is provided to external areas. • 	<ul style="list-style-type: none"> • Review existing parking arrangements and pedestrian routes. • Prohibit reversing of delivery vehicles without a banks person at all times. • Review layout of goods in area to minimise reversing if possible. • Provide specific instructions to contractors regarding driving on School premises. 	Maintenance Dept and Estates Bursar	Ongoing	Ongoing

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete:	By when:	Date completed:
Off-Campus Lessons	<ul style="list-style-type: none"> • Car parks, access roads and footpaths are inspected, maintained and repaired as necessary. • Car parks, access roads and footpaths are gritted when icy conditions are expected. Speed humps have been provided for additional traffic-calming measures. • Students travelling to off-campus lessons (i.e. design & technology or art) will travel in pairs as a minimum. • Junior students in Years 1 & 2 will be accompanied by a member of staff after period 6. • Students are instructed to use public footpaths where possible, avoiding roads and / or degraded surfaces where possible. • Students are instructed to carry books in bags. • A register is taken at the beginning of each lesson to account for students who have travelled to off-campus lessons. • Students are instructed to wear the appropriate footwear during adverse weather conditions (i.e. wellies or snow shoes for snow / ice during winter months). • The School will notify the local Council of any areas considered to be a risk to students travelling to off-campus lessons (i.e. potholes, degraded footpaths etc.) 	<ul style="list-style-type: none"> • No further action required 	Teaching Staff	Ongoing	Ongoing

Author: Julie Vicary

Policy Review Date: September 2023

Approval date by Governors – November 2023

Review Date: September 2024 or earlier if further updates require