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**Asset Management Plan**

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| Date written: Sept 2017 |
| Author: Sue Skillcorn |
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| Review Date: Sept 2019 |

**ASSET MANAGEMENT PLAN**

Responsibility for building maintenance work was delegated to the school by the Local Authority under the Delegated Building Maintenance Scheme in 2002.

All matters pertaining to the building and grounds are considered by the Governing Body Resource Committee. For full details of the fabric of the building, room measurements, plans etc. please see Property condition survey in H&S folder.

**Security of the Premises**

The Caretaker caries out an end of shift check, to secure all doors and windows. The gates are locked on children’s departure each evening. The named key holders are the Head Teacher and Caretaker.

The school has a burglar alarm system including Red Care which is monitored by ADT Security Systems Ltd under a maintenance agreement. Upon the alarm being activated, ADT contacts Stockton Surveillance Centre who send out two officers to investigate (key holders). If necessary, they contact registered key holders and/or the police.

The school also has security lights (emergency lighting) around the buildings which are sensor activated when it is dusk. The tops of gates and parts of the outer fencing is painted with anti-vandal paint and there are spikers in vulnerable points to prevent entry onto the roof. Planning permission is currently being sought to raise the height of the outer fence to the back of the field.

**Routine Maintenance**

The Caretaker is responsible for the day to day maintenance of the school building and grounds. The Caretaker completes a ‘Site Safety Checklist’ on a weekly basis, which identifies any work or remedial action required. This safety list is discussed with the Head Teacher and is utilised for notification of any remedial works.

The Governing Body of Mill Lane Primary School has a Health and Safety Governor, who also routinely monitors Health and Safety as part of monitoring reviews.

Remedial maintenance jobs are logged on a Buildings Maintenance Action Plan, which is updated regularly. The Buildings Maintenance Action Plan is monitored by the Head Teacher who reports termly to the Resources Committee of the Governing Body. Minutes of these meetings clearly note any actions.

Members of staff bring to the attention of the Caretaker any maintenance matters/minor repairs which they feel require attention e.g. light not working in the ‘The Caretaker’s Job Log’, which is located in the School Office. Any necessary action will then be taken by the Caretaker.

The Caretaker will also undertake internal decoration of small areas when required. Larger scale decoration will be put out to tender to professional contractors.

We have an SLA with the local authority for 4 part-time cleaners who are managed by the caretaker.

The school grounds are maintained by the Caretaker who cuts the grass, trims the hedges, and weeds the borders. Outside agencies are used for tree lopping and cutting the tops of the bushes.

**Cyclical Maintenance**

Mill Lane Primary School undertakes Cyclical Maintenance in-house, the following items are checked annually by LA Heating, Ventilation and Electrics (HVE), TFS and Ambient HVAC for the Air Conditioning.

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| * + Heating boilers
 | * + Blending valves
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| * + Gas systems
 | * + Fire equipment
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| * + Water tanks
 | * + Fire alarm
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| * + Convector heaters
 | * + Emergency lighting
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| * + Fans
 | * + Air Conditioning Units
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Further details are available in the Maintenance Log Book held in the school office.

HVE undertake the 5 yearly Electrical Test on the hard-wired installation. The 5-year test was last inspected in April 2013. Details can be found in the Electrical Testing file in the School Office.

Portable Appliance Testing (PAT) is carried out by PHS Compliance. PAT Testing is carried out annually, details can be found in the Electrical Testing file in the School Office.

The Caretaker is responsible for calling out a relevant contractor to carry out any repairs to the building e.g. water leaks, blocked drains, boiler failure etc.

Fixed and Portable PE equipment are checked annually under contract by HD Play Equipment Inspections. Details can be found in the file in School Office.

HVE conduct an annual Asbestos Survey; the Asbestos file can be found in the School Office. This was last inspected in May 2014. Each time a contractor visits the premises to conduct any form of maintenance the Asbestos file must be shown to them and they must complete an entry in the Asbestos Register and complete the Permit to Work form.

A Legionella Risk Assessment is carried out annually, details of which can be found in the Legionella file in the School Office. HVE carry out the annual Risk Assessment. The Caretaker conducts the remaining statutory weekly, monthly and quarterly Legionella monitoring and has undertaken the relevant training.

The Head Teacher carries out the annual Fire Risk Assessment, a copy of this can be found in the Fire Safety File in the School Office and in the staff room.

A Health and Safety Audit is conducted annually by the H&S Department of Cheshire East Council. Details of these audits are kept in the Health & Safety File in the School Office.

A nominated First Aid TA is responsible for ensuring that resources in the First Aid cupboard are available and replenished regularly.

The H&S Co-ordinator is responsible for ensuring all Risk Assessments are in place and are up to date. Copies of all Risk Assessments can be found in the relevant files in the School Business Manager’s Office.

**Kitchen**

The catering contract is held by the Local Authority. Their staff are responsible for keeping the premises in a clean and hygienic condition, compliance with all Health and Safety legislation for the preparation and serving of food. The school kitchen is regularly monitored by the LA catering manager. Equipment issues are brought to the attention of the head teacher.

**Community Use**

The school buildings and grounds are available for letting (see Lettings Policy). Full details can be found in the relevant files in the School Office.

**Signed and dated:**

Head Teacher ………………………………………………………………………………………………..

Chair of Governors …………………………………………………………………………………………