

Stroud Green Primary School



Believe and achieve

Stroud Green Primary School, part of a richly diverse community, is a place where all children flourish in a safe, happy and stimulating environment.

Asset Management Plan

Reviewed at Resources Committee: 10th March 2016

Date of next review: Summer 2017

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 Resources Committee (see Terms of Reference).

Security of the Premises

The Site Maintenance Officer carries out an end of shift check, to secure all doors and windows. The gates are locked on his departure each evening. The named keyholders are: Gary Marshall and David Walters.

The school has a burglar alarm system including Red Care which is monitored by ADI Security under a maintenance agreement. ADI contacts the registered key holders upon the alarm being activated.

The school also has security lights (emergency lighting) around the buildings which are sensor activated when it is dusk.

Routine Maintenance

The Site Maintenance Officer is responsible for the day to day maintenance of the school building and grounds. The Site Maintenance Officer completes a 'Site Safety Checklist' on a weekly basis, which identifies any work or remedial action required. This safety list is checked by the Health & Safety Co-ordinator and is utilised for notification of any remedial works.

The Governing Body of Stroud Green Primary School has an H&S Governor, who also routinely monitors H&S as part of monitoring reviews.

Remedial maintenance jobs are logged on a maintenance Action Plan, which is updated regularly. The Buildings Maintenance Action Plan is monitored by the H&S Co-ordinator who report to the Resources Committee Meetings of the Governing Body. Minutes of these meetings clearly note any actions.

Members of staff bring to the attention of the Site Maintenance Officer any maintenance matters/minor repairs which they feel require attention e.g. light not working in the 'Maintenance Officer's Job Book', which is located in the School Office. Any necessary action will then be taken by the Site Maintenance Officer.

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

Cleaning of the school building is undertaken by in-house cleaners who are managed by the H&S Co-ordinator and Site Maintenance Officer. We currently employ 4 cleaners.

The school grounds are maintained in house. The pollarding of the trees every four years is undertaken by London Borough of Haringey at our request and paid as an additional service

Cyclical Maintenance

Stroud Green Primary School undertakes Cyclical Maintenance in-house, the following items are checked annually.

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| ✚ Heating boilers by Purdy's | ✚ Fire equipment by Green Compliance |
| ✚ Gas systems by Purdy's | ✚ Fire alarm by Ashgood |
| ✚ Pressurisation unit by Purdy's | ✚ Emergency lighting R and I Electricals |
| ✚ Convector heaters by Purdy's | ✚ School playground equipment Haringey |
| ✚ Water tanks Clearwater | |

Further details are available in the Maintenance Log Book held in the school office.

R and I Electricals undertake the 5 yearly Electrical Test on the hard wired installation. The 5-year test was last inspected in Summer 2015. Details can be found in the Electrical Testing file in the School Office.

Portable Appliance Testing (PAT). PAT Testing is carried out annually by R and I Electricals, details can be found in the Electrical Testing file in the School Office.

The Site Maintenance Officer 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 Olympic Gymnasium Water tanks are checked by Clearwater. Details can be found in the PE file in the School Office.

The London Borough of Haringey conducts an annual Asbestos Survey; the Asbestos file can be found in the School Office. This was last inspected in 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.

A Legionella Risk Assessment is carried out annually, details of which can be found in the Legionella file in the School Office. Clearwater carry out the annual Risk Assessment. The Maintenance Officer from Clearwater conducts the remaining statutory weekly, monthly and quarterly checks. The Headteacher 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 Health and Safety cabinet

Kitchen

The catering contract is carried out in house Their staff team is responsible for keeping the premises in a clean and hygienic condition, compliance with all H&S legislation for the preparation and serving of food.

Gas checks are undertaken by North London Catering
The kitchen equipment is maintained by North London Catering
The screens and canopies are cleaned by North London Catering

Community Use

The school buildings and grounds are available for letting (see Charging & Lettings Policy). We have also the Hideaway building, which is subject to the same policy.

Future Building Projects

Future developments of the school buildings include the conversion of the meeting room to a parents' room; further development of the playground; updating the kitchen; refurbishment of the ICT suite. These are linked to H&S Priorities and discussed within the context of the available budget. The Buildings Maintenance Plan is part of the School Development Plan (SDP).

Confirmation the *Asset Management Plan* in respect of Stroud Green Primary School has been discussed and adopted by the Governing Body

*Agreed at the Meeting of the Governing Body on: 10th March 2016
To be reviewed: 2017*