



Premises and Facilities Plan

Fakenham Academy

Approved by:	Gavin Green	Date: 01/09/2024
Last reviewed on:	01/09/2024	
Next review due by:	01/09/2025	

1. Introduction

1.1 This plan sets out:

- How to report a defect and what to do in the event of a repair being needed (Appendix A).
- Who services and maintains the building and facilities at the school (Appendix B).
- Record keeping associated with inspections, servicing and repair.
- Audit arrangements.

2. Record keeping

Service

2.1 All records of any servicing undertaken by contractors will be forwarded to the SET Estates team who will load them onto the Trust asset management system. It is therefore important that school admin, caretakers and/or site managers send electronic copies of such records (including reports, certificates etc) to SET Estates as soon as possible.

2.2 Those local records requiring updates on a regular basis such the Fire and Legionella logbooks and the various department maintenance logs are held onsite at the school.

2.2.1 The Fire logbook should contain records of:

- All fire alarm tests.
- Monthly emergency lighting tests.
- All servicing/inspection of the fire alarm system.
- All fire drills.
- All fire extinguisher checks.

2.2.2 The Legionella logbook should contain as a minimum records of:

- Weekly flushing of seldomly used outlets
- Monthly temperature testing
- Weekly flushing of showers (if applicable)
- Descaling of shower heads quarterly (if applicable)

Statutory Testing and Inspection records

2.3 Copies of statutory testing/inspection records/reports and certificates are held locally but copies must be sent to SET Estates to be added to the information held on the Trust asset management system.

Document Retention

2.4 Routine service records of more than 12 months will not be retained by the school unless there is an outstanding action a repair still to be completed or there is a statutory time limit for the retention for a specific record. Contact SET Estates if unsure.

3. Service contracts

3.1 The SET Estates Manager is responsible for the awarding of such service contracts it has been agreed with the Chief Operating Officer (COO) will be sourced by SET to obtain volume discounts or for other logistical reasons. All other contracts are the responsibility of the Headteacher/designated staff e.g. Office admin or Site Manager to arrange locally. If any further advice is needed contact the SET Estates Manager.

3.2 Any defects identified by service or inspection contractors must be referred to the SET Estates Manager if they cannot be rectified locally by site staff. If such referral is necessary he/she will make arrangements for the defect to be added to either the Reactive Maintenance Programme or the Project Maintenance Programme (see section 4.2 below) and the remedials prioritised using the following criteria:

- Safety concerns
- Financial implications
- Manpower/Time constraints.

See Appendix A below for defect reporting procedure.

4. Auditing

4.1 The SET Estates Office maintains an asset management system for service and inspection. Every 3 months an audit will be undertaken using the records to ensure no servicing is overdue.

4.2 The SET Estates department maintain a record of ongoing and new maintenance activities via the Reactive Maintenance Programme (RMP) and the Project Maintenance Programme (PMP). The PMP tracks works where significant capital investment is required.

5. Defect reporting

5.1 How to report a defect is provided at Appendix A.

5.2 The list below provides examples of, but is not restricted to, the type of local repairs which should be undertaken by the caretaker/school estates staff without referral to the SET Estates Manager:

- Cleaning of light fittings and replacement of parts such as tubes, bulbs, fuses starters and diffusers.
- Clearance of blockages from sinks, toilets, drains, kitchen grease traps etc.
- Clearance of gullies, gutters, drains etc.
- First line maintenance of fixtures and fittings, such as tightening screws on window hinges, maintenance on door handles.
- Adjustment and re-washing of taps, replacement or tightening of domestic grade plumbing pipes.
- Broken glazing first line remedial action, such as removal of the glass and boarding up.

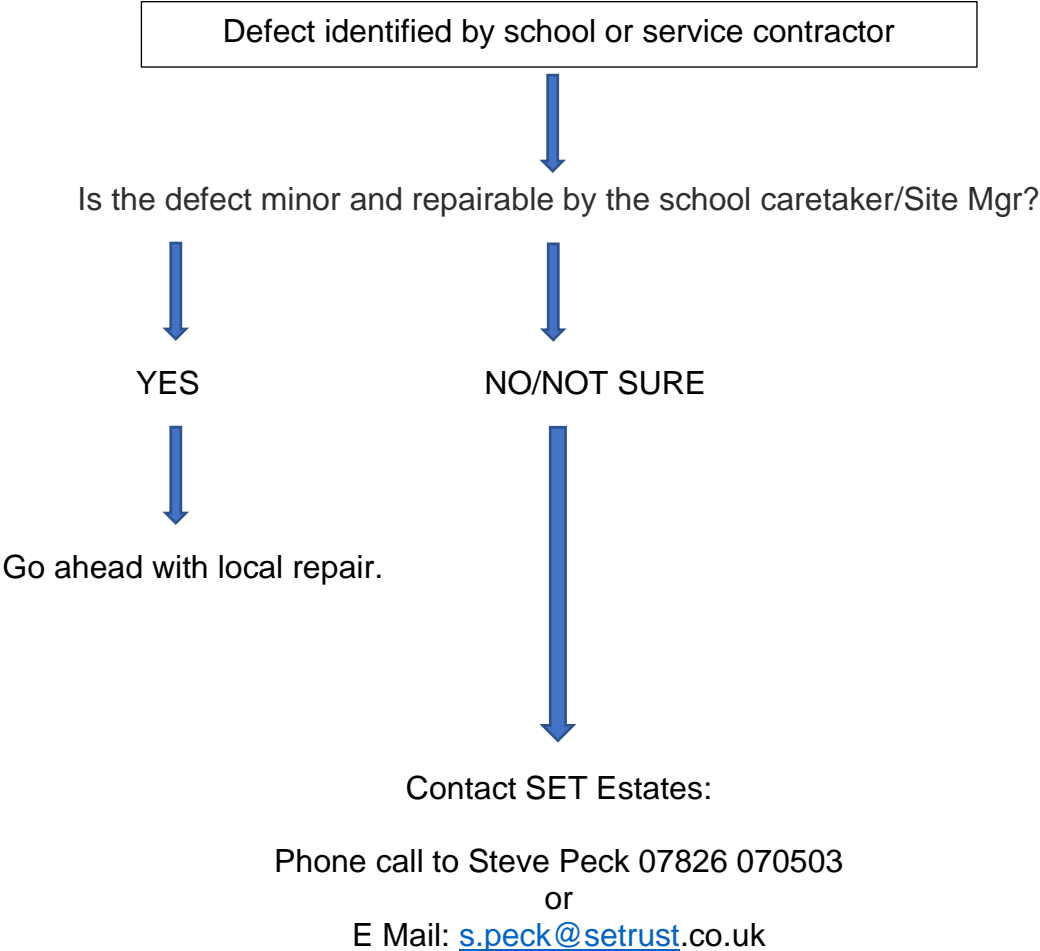
5.3 If work requires using a stepladder, the user is to have been trained in its use.

Caretakers and/or school estates staff are not to undertake any task which involves drilling or otherwise disturbing the fabric of the building without first consulting the Asbestos Register. If in doubt contact the SET Estates Manager

Reviewed: 01/09/2024 by *Cathrine Lane*

Next review: 01/09/2025

DEFECT REPORTING



Appendix B

EQUIPMENT SERVICE AND INSPECTION CONTRACTORS FOR FAKENHAM ACADEMY

EQUIPMENT	FREQUENCY	NAME OF CONTRACTOR	CONTACT DETAILS	MONTH CONTRACT DUE FOR RENEWAL	SEND CONTRACTOR PAPERWORK TO SET ESTATES
Fire detection and alarm	Quarterly	<i>Kings & Barnhams</i>	<i>01328 862080</i>	<i>Rolling</i>	Yes
Emergency lighting	Monthly	Kings & Barnhams	01328 862080	Rolling	Yes
Fire extinguishers	Annually	Norfolk Fire Protection	01328 862080	Rolling	Yes
Electrical supply, lighting	5 years	BTP Electrical	07495766814	No Contract as and when needed	Yes
PAT testing of portable appliances	1 or 3 Years, for different equipment	Eiat	01953 885000	December	Yes
Water (Legionella sampling/testing)	In accordance with RA	Clear Water	01760 788321 07597 071620	Rolling	Yes
Gas heating and associated boilers	Annual service, 6 monthly safety checks 6-24 months, as determined by insurers	BML	01603 861848	Rolling	Yes
Oil/LPG Storage tanks	Annually (above ground) 5-10 years (below ground)	BML	01603 861848	Rolling	Yes
Industrial cookers, catering equipment, extraction and pressure systems	6-12 months, for different equipment	Cavell	01603 952742	SET Agreed	Yes
Air conditioning units	Annually	Burwell Maintenance	01603 861848	August	Yes
THESE ARE NOT RELEVANT TO PRIMARY SCHOOLS BUT WILL BE FOR HIGH SCHOOLS					
Science: Fume cupboards and pressure systems	Annually	Burwell Maintenance	01603 861848	August	Yes

Design and Technology: Dust extraction, fixed machinery, pressure vessels	Annually	BML Alliance	01603 861848	August	Yes
Lifts: (Thorough examination) (Service)	6 months 6 months	Otis	01638 662019	Rolling (3 monthly)	Yes
Food technology: Gas cookers	Annually	Cavell	01603 952742	SET Agreed	Yes
Play equipment: Fixed equipment (such as for climbing)	Annually	Sports Safe	0333 300 0032	July Annually	Yes
PE apparatus	Annually	Sports Safe	0333 300 0032	July Annually	Yes
Swimming pool	<i>Consult the SET H&S department for specific requirements.</i>				