



Hindlip CE First School & Tibberton CE First School

Asset Management Plan

The Asset Management Plan is a compilation of several documents held within the Premises and Health and Safety Register's, which relate to the maintenance and servicing of the school buildings and surrounding grounds.

All matters relating to the buildings and grounds are considered by the Governing Body. Day to day maintenance is fundamentally the responsibility of the Executive Headteacher, with delegated authority to the Business Manager/ School Administrator.

Security of the Premises

The Head Cleaner/Cleaner carries out an end of shift check to secure all doors and windows. The gates are locked on departure each evening. In the absence of the Head Cleaner/Cleaner the Handy Person will undertake these duties. The named key holders are the Head of School, Head Cleaner and Handy Person at the Hindlip Site and Executive Headteacher, Head of School and School Administrator at the Tibberton Site, other members of staff hold keys to the school.

The school has an intruder alarm system and uses smart water to mark desirable items.

Routine Maintenance

Working within the levels of delegated authority determined by the Executive Headteacher, the Business Manager/School Administrator and Handy Person are responsible for day to day maintenance of the school buildings and grounds.

Remedial maintenance jobs are logged in the site maintenance book which is situated in the Staff Room at the Hindlip site and Defect Log Book which is situated in the School Office at the Tibberton site. Any necessary action will be undertaken by the Handy Person. Maintenance jobs with exceed the Handy Persons abilities will be directed to the Business Manager at the Hindlip Site and School Administrator at the Tibberton Site.

The Governing Body has a H&S Governor who annually monitors and audits all aspects of Health and Safety within the school.

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

Cleaning of the school is undertaken by the Head Cleaner with support from the Handy Person when required at the Hindlip site and a part time Head Cleaner and part time Cleaner at the Tibberton site.

The school grounds are maintained by Creative Gardening. The contract is monitored by the Business Manager.

Cyclical Maintenance

Both sites undertake cyclical maintenance as advised by Worcestershire County Council and Acivico. All cyclical maintenance and servicing is recorded in the Premises Register and Health and Safety Register located in the School Office, They are monitored by the Business Manager at the Hindlip site and the School Administrator at the Tibberton site.

Cyclical Surveys/Inspections:

- Asset Register
 - Suitability Assessment
 - Building Condition Survey
 - Mechanical Condition Survey
 - Electrical Condition Survey
 - Electrical Installation (hardwiring) Report
 - Fire Risk Assessment
 - Water Risk Inspection
 - Annual Property Liaison Meeting
 - Health and Safety Inspection
- SFVS file in Office
- } Premises Register/
Health and Safety Register
located in School Office

Cyclical Maintenance/Serviceing:

- Water Quality (Legionella)
 - Cold Water Testing and Boiler Servicing
 - Fire Alarm and Fire Equipment
 - Emergency Lighting
 - Intruder Alarm
 - Portable Appliance Testing (P.A.T)
 - Outdoor Play Equipment
 - Sports Equipment
 - Waste Management
 - Pest Control
- } Premises Register
located in School Office
- } First Class Hygiene Folder
located in School Office

The Asbestos file is located in the School Office. Each time a contractor visits the premises to conduct any form of maintenance the Asbestos file must be shown to

them and they must sign the register. A Permit to Work will be completed through Worcestershire County Council when required.

Asset Register

The asset register is updated annually as part of the Schools Financial Value Standard (SFVS). Items over £100 and items deemed as desirable are logged and marked with Smart Water. Obsolete items are written off by a Governor. The Register is checked by a designated member of the Support Staff team or Teacher and input onto the system by the Business Manager at the Hindlip site and School Administrator at the Tibberton Site. A hard copy is kept on file and saved to the One Drive.

Insurances

Insurance covering the school buildings is purchased through Risk protection Arrangement (RPA) – Product of DfE.