



School Business Manager – Hints and Tips

School Resource Management

Please note this document is not intended to be exhaustive, there will be other activities to do at your school but hopefully this will be a useful tool to get started and get you thinking

Public and Employers Liability

- Check the cover is the correct amount
- Check the date is current
- Print the certificate, laminate it, and pin to wall in staffroom and public area.

Sports, Gym & Play and Safety Equipment

- Get a copy of providers current Public Liability Insurance
- Obtain DBS's and record on your Single Central Register
- Check the Sports and PE equipment has been checked and the certificate is current
- Laminate and display on Notice Board
- Check that all remedial works on the previous checking schedule have been carried out.
- Check Sports and safety Provider has the correct accreditations
- Weekly Inspection by Site Manager and recorded

Government Health and Safety Poster

- is on the wall, with poster having correct issue date
- Details of Officers added

Fire Evacuation Practice

- Minimum of 2 per year usually termly. Carried out at different times example first one 10.30am, second one at 12.30 next one at 3pm.
- Evacuation times and dates should be recorded. Aim for 3 minutes

Health and Safety Inspection

- Carried out annually by accredited provider
- Check all remedial works are carried out on previous Inspection report before next inspection
- Ensure all remedial works are carried out
- Remind Site Manager to keep Tetanus Vaccine updated

Fire Alarm Checks

- Carry out weekly fire alarm checks, different times of the day

- Raise alarm from different points of the school and record
- Check different points to ensure alarms are heard

Fire safety Inspection

- Check this has been carried out when required or when there has been a significant change.
- Ensure all the works on the report are carried out.

Fire Exits

- Always check that fire exit doors open and are not blocked with play equipment, coats and lunch trolleys.

Fire Doors

- Always make sure fire doors close correctly and are never wedged open.

Fire Extinguisher

- Ensure that fire extinguishers are not moved from their positions (e.g. used to hold a door open or put inside a cupboard when the correct position is outside the cupboard).

Tree Inspection

- Check provider has the correct accreditations
- Get copy of current Public Liability Insurance
- Check this is carried out annually
- Check all suggested remedial works are carried out.

Ladder and Step Ladder checks

- Checked and recorded by Site manager monthly
- Ensure Ladder training is carried out and recorded

Vehicle Check

- Weekly check of Tyres, mirrors and lights and recorded
- MOT and insurance are up to date

Folding Tables and Chairs

- Annual Inspection by specialist company
- Ensure all remedial works are carried out.

Moveable Walls and Shutters

- Checked annually by Specialist
- Ensure all remedial work is carried out

Grounds and Gardens

- Check there are no trip hazards on paving around the school
- Check that the surface of the playground for loose gravel
- Check that no stinging nettles or brambles are growing over paths or near walkways

Sustainability

- Actively pursue sustainability when considering school improvements.

Quotes

- Obtain 3 quotes to obtain best value in line with Finance Policy.
- Large contracts use Frameworks for tendering process
- Consider joining with other schools to obtain

Finger Protectors

- Consider Finger Protectors on hinge side of all main doors.

Contracts

- Every year get quotes on a couple of the annual contracts to prove that you are still getting best value. Rotate them.

Check invoices on rentals and subscriptions

- Check invoices for rentals to check you are not paying for items that are no longer in use or out of contract. (e.g. paying for a Fax machine on telephone contract)
- Check you are not paying for subscriptions that you no longer use. (e.g. ICT subscriptions that are now licenses, or Periodicals that are never looked at)