



# Premises Management Policy

<b>Date:</b>	September 2023
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<b>Last reviewed on:</b>	September 2023
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<b>Next review due by:</b>	August 2026
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<b>Owner:</b>	Director of Operations
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## 1. Aims

Our schools aim to ensure that they:

- Manage its buildings and equipment in an efficient, legally compliant way
- Inspect and test buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promote the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- Complies with the requirements of the [statutory framework for the EYFS](#).

## 2. Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

This policy complies with our funding agreement and Articles of Association.

## 3. Roles and responsibilities

The local committees, the head teachers and the site managers will ensure the premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

Each head teacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the local committee, as required.

The site manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the headteacher about what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive

## 4. Planned Maintenance & Non-Statutory Maintenance

The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation to include the following areas:

- air conditioning units checks
- boiler maintenance
- buildings and structure
- electrical appliances checks
- emergency lighting testing

- fire alarm testing
- fire door checks
- fire extinguisher checks
- fire risk assessments
- fixed electrical installation testing
- gas appliances safety checks
- gas pipe soundness checks
- gym equipment safety checks
- hazardous materials
- kitchen deep cleaning (third party)
- kitchen equipment (third party)
- lightning protection
- oil and gas fired boilers
- pest control
- playground equipment
- portable appliances
- roof finishes
- security systems
- water supply systems

#### **4.1 Non-statutory maintenance**

Include the following areas:

- Car parks
- Cleaning
- Communication systems
- Decoration
- Disabled access
- Doors
- Floors
- Furniture
- Gutters
- Intruder alarms
- Partitions
- Security fencing
- Staircases
- Steps and handrails
- Surfaces
- Walls
- Windows
- Vandalism

## 5. Inspection and testing

The schools maintain accurate records and details of all statutory tests which are undertaken. This includes relevant paperwork and certificates and are logged on the Every MIS

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, the school includes the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications / certifications and/or experience.

The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the [checks and testing sections of the DfE estates guidance](#).

Issue to inspect	Frequency	Person responsible
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	

Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a> , and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).	
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in <a href="#">guidance for each type from the HSE</a> .	
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.	

	In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	
Fire doors	Regular checks by a competent person.	
Firefighting equipment	Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person. More routine checks also set out in system logbooks.	
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with <a href="#">HSE guidance on COSHH assessment</a> ).	

Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with <a href="#">Public Health England radon guidance for schools</a>.</p> <p>Where measurements show radon levels below 300Bq/m<sup>3</sup>, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m<sup>3</sup> we will work with a radiation protection adviser to manage reduction and decide on risk assessment and re-measurement frequency.</p>	

## 5. Risk assessments and other checks

Please refer to our risk assessment policy for information about the Trust's approach to risk assessment.

In addition to the risk assessments, each school is required to have in place (please refer to our risk assessment policy and health and safety policy for more information), we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Tree safety
- Vacant buildings
- Lettings (see separate Lettings Policy)

The school also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 on letting of a construction project
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

## 6. Monitoring arrangements

The application of this policy is monitored by the site manager and the head teacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the school office.

This policy will be reviewed by the Trust every 3 years. At every review, the policy will be shared with the Board of Trustees and approved.

## 7. Links with other policies

This premises management policy is linked to:

- Health and Safety Policy
- Risk Assessment Policy
- Lettings Policy