

Premises Management Policy

Frequency of Review	Every 1 year
Author	(KfSL model) Director of People and Operations
Approved by	Board of Trustees
Reviewed	Nov 2024
Date of Next Review	Nov 2025 (unless there is a material change)

Contents

1. Aims	2
2. Guidance.....	2
3. Roles and responsibilities	2
4. Inspection and testing	2
5. Risk assessments and other checks	8
6. Monitoring arrangements	9
7. Links with other policies	9

1. Aims

Our trust aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way.
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations.
- Promotes 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](#) for relevant schools

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 CEO has overall responsibility for the management of facilities but will delegate day-to-day responsibility in each school to the headteacher in accordance with the trust scheme of delegation.

The Director of People and Operations has an advisory role.

The headteacher will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The site manager is responsible for ensuring relevant risk assessments are conducted and for reporting to the headteacher, 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. Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.

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, we include 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 we inspect, the inspection frequency, and the person responsible for checking each issue and engaging a suitably qualified person to carry out inspection, testing or maintenance where appropriate. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's [guidance on good estate management for schools](#).

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 HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Headteacher and Site Manager
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 5-yearly full electrical testing to carried out by a competent person	Headteacher and Site Manager
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Headteacher and Site Manager
Lifts, hoists, and slings	At least every 6 months for passenger lifts, hoists and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	Headteacher and Site Manager
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks required. All work carried out by a Gas Safe Registered engineer.	Headteacher and Site Manager
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Headteacher and Site Manager
Air conditioning systems	Inspections by an energy assessor at regular intervals (but not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage as part of Annual maintenance schedule (in line with good practice).	Headteacher and Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance, 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).</p> <p>Required as part of Building Management System (BMS) Annual service.</p>	Headteacher and Site Manager
Legionella checks on all water systems	<p>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, Water Hygiene including Annual legionella risk assessment; Annual CWST (water tanks) inspection plus TVC sampling; Monthly TMV fail safe checks; Monthly TVC/PSE sampling from Spa; Quarterly legionella sampling/Spa pool sample; Quarterly descale & disinfect showers; Weekly running of any infrequently used taps and showers to reduce legionella risk Legionella sampling throughout school; annual clean & disinfect CWS tanks; Monthly temperature monitoring– specific details can be found in guidance for each type from the HSE.</p>	Headteacher and Site Manager
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>External 3 yearly review.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Headteacher and Site Manager
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather, or accidental damage.</p>	Headteacher and Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire detection and alarm systems incl fire points	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person – also includes the maintenance of fire detection and alarm systems.</p>	Headteacher and Site Manager
Fire doors	<p>Regular checks by a competent person.</p> <p>Daily – make sure areas clear of obstructions</p> <p>Monthly – check integrity of doors i.e. check for damage</p>	Headteacher and Site Manager
Firefighting equipment	<p>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.</p>	Headteacher and Site Manager
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	Headteacher and Site Manager
Chemical storage	<p>Inventories are kept up to date.</p> <p>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 HSE guidance on COSHH assessment).</p>	Headteacher and Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Hydrotherapy pools and swimming pools	<p>In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems.</p> <p>Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.</p>	Headteacher and Site Manager
Playground and gymnasium equipment	<p>Regular inspections – annual, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	Headteacher and Site Manager
Tree safety	<p>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.</p>	Headteacher and Site Manager
Radon	<p>Risk assessments including radon measurements will be carried out in all 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 Public Health England (now the UK Health Security Agency) radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, 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/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	Headteacher and Site Manager
Electricity, Gas and Water meters	<p>Record meter readings for electricity, water, gas, and oil Monthly</p>	Headteacher and Site Manager
Gates and Doors	<p>Safety-check electronic powered gates and doors</p>	Headteacher and Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
First Aid Box	Check and replenish contents of first aid boxes and replace out-of-date items at least monthly	Headteacher and Site Manager
Minibus/s	Check driving licenses of any staff operating school vehicles for any penalties that might affect insurance. Send all school vehicles for MOT and servicing Send all school vehicles for 6 weekly safety checks Check all school vehicles have valid Section 19 permits	Headteacher and Site Manager
PPE Equipment	Visual checks for damage or faults	Headteacher and Site Manager
Defibrillator servicing	Scheduled servicing, battery and pad replacement, cabinet cleaning and lock checks, full functionality testing for damage and malfunction including connections, battery and pad checked and recorded for compliant instillations and replacement dates, confirmation that pads and batteries including spares are fully compatible	Headteacher and Site Manager
Zurich	Light Detection, LEV	Headteacher and Site Manager
Supplier Safeguarding	Checking right escort, hot works	Headteacher and Site Manager

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, we are required to have in place (please refer to our risk assessment policy and health and safety policy for more information*), we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Lettings

The trust also makes sure 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 during construction projects
- 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 headteacher and the Director of People and Operations 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 relevant school office.

This policy will be reviewed by the Director of People and Operations every year. At every review, the policy will be shared with and approved by the board of trustees.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Fire safety policy, strategy, and management procedures
- Risk assessment policy