



# Premises Management Policy

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### 1. Aims

Our school 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](#)
- Maintained schools: Complies with the requirements of [The School Premises \(England\) Regulations 2012](#)
- If your school has an Early Years Foundation Stage (EYFS) setting: 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](#).

### 3. Roles and responsibilities

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

The headteacher and business manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The business manager is responsible for:

- Inspecting and maintaining the school premises
- Organising for repairs and maintenance to be carried out
- Being the first point of contact, along with the caretaker, 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 that 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, 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 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 <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Business manager. This testing is carried out 2-yearly.
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.	Business manager. This testing is carried out 5-yearly in two phases.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Business manager arranges annual contracts with TP Fire.
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). All work carried out by a Gas Safe Registered engineer.	Business manager arranges annual checks and servicing on a routine basis with Palmer Energy.
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> .	Business manager arranges for annual contract with Nemco to carry out the competent person checks. Local monitoring checks are carried out and recorded by the caretakers.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	The caretakers check stepladders routinely, which are for use by trained school staff only.
Fire detection and alarm systems	<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>	The caretakers carry out weekly alarm tests. The business manager includes quarterly inspections in the annual contracts with TP Fire. Formal First Risk Assessments are carried out 4-yearly by an external assessor and reviewed annually by the Health & Safety Committee.
Fire doors	Regular checks by a competent person.	Checked by the caretakers.
Firefighting equipment	Fire extinguishers	Business manager arranges for an annual contract with TP Fire to include maintenance of fire extinguishers.
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>	<p>Business manager arranges for annual removal and cleaning of kitchen extractor systems by A J Meek.</p> <p>Business manager arranges for annual servicing of all fan extraction systems by Parker Electrical Services.</p>
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 <a href="#">HSE guidance on COSHH assessment</a>).</p>	The caretakers are responsible for COSHH and have received appropriate training.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Business manager arranges for annual inspections and following up on remedial action, as necessary
Security Systems	Annual maintenance and service visit as part of contract.	Business Manager arranges for annual inspections and following up on remedial action, as necessary.
Solar Panels	Annual inspection as part of contract and cleaning, as necessary.	Business Manager arranges for annual inspections and following up on remedial action, as necessary.
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.	The school's grounds maintenance team carry out visual checks on a regular basis. The LA also carry occasional adhoc checks.

## 5. Risk assessments and other checks

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

In addition to the risk assessments we are required to have in place, we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Doors
- Admin
- Outdoor play equipment
- Playground, field and spinney
- Lone Working
- First Aid
- General
- School Hall
- Breaktimes and Lunchtime

We also make 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 business manager and headteacher 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 and approved by the Health & Safety Committee every year.

## 7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Lone Working
- First Aid