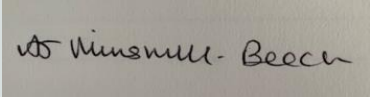


Premises Management Policy



Approved by:	Trustee board	Date: January 2023
Signed by:		Position: Chair of Trustees'
Last reviewed:	January 2023	Next review due: January 2024



Monitoring arrangements: This policy will be reviewed by Site manager / Headteacher annually. At every review, the policy will be shared with and approved by the Senior leadership team.

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1. Aims

Our school aims to ensure that it:

- 1.1 Manages its buildings and equipment in an efficient, legally compliant way
- 1.2 Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- 1.3 Promotes the safety and wellbeing of our staff, learners, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- 1.4 Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)

2. Guidance

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

3. Roles and responsibilities

- 3.1 The governing board, headteacher and site manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.
- 3.2 The headteacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site manager is responsible for:

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

4. Inspection and testing

- 4.1 We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.
- 4.2 All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.
- 4.3 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 **insurance documentation**, qualifications/certifications and/or experience, if required.
- 4.4 The table below sets out the areas inspected, 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

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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.	Our site management team is qualified to undertake testing and is responsible for the timing and recording of this.
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/ qualified to the latest legislation.	Arranged by the landlord, copy of current paperwork on file. Site manager to oversee calendar of service checks
Emergency lighting	Weekly flick test. Annual service / condition test (including 3-hour battery test) by a competent person.	School site manager to undertake this weekly test. The landlord to arrange the annual service, copy of current paperwork on file.
Lifts	At least every 6 months for passenger lifts - always by a competent person/ qualified to the latest legislation.	The landlord to arrange the service, copy of current paperwork on file. Site manager to oversee calendar of service checks
Gas on site	Routine checks of the plant room. Annual service boiler check All work carried out by a Gas Safe Registered engineer. Gas safe Registration certificate to be provided	The landlord to arrange the service, copy of current paperwork on file. Site manager to oversee calendar of service checks

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	Annual checks and a regular maintenance schedule	The landlord to arrange the service. Site manager to oversee calendar of service checks
Business Management System (BMS)	Regular monitoring of the system by Landlord and site manager	Landlord and Site manager. Site manager to oversee calendar of service checks
Legionella checks on all water systems	Risk assessment carried out periodically and following any change to the system. Monthly temperature checks of water from taps, and correct working of the Thermostatic Mixer Valves.	Landlord to arrange this, copy of current paperwork on file. School site manager to undertake this monthly test.
Asbestos	Building was built in 2000, so it is not compulsory to undertake an assessment, however, one has been done on the building.	Copy of assessment report on file.
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.	Site manager to receive training at working at height, and will undertake required work. Site Manager to maintain a Ladder Register
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Annual inspections and tests by a competent person. Fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Our site manager is qualified to undertake testing and is responsible for the timing and recording of this. Arranged by the landlord and copies of reports kept on file. Site manager to oversee this
Fire doors	Regular checks by a competent person.	Site manager to oversee this.

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Firefighting equipment	Most equipment – extinguishers, fire blankets, fixed systems and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required)	The landlord to arrange the service, copy of current paperwork on file. Site manager to oversee calendar of service checks
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Contractor to provide certification of cleaning and images of completed work	Site manager to oversee this
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 HSE guidance on COSHH assessment).	Site Manager, Head teacher and Science subject lead to be responsible for this.
Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Site manager to oversee this
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.	Site manager to oversee this

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5. Risk assessments and other checks

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

5.2 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:

5.2.1 Car parking and vehicle/pedestrian segregation

5.2.2 Traffic management

5.3 We also make sure further checks are made to confirm the following:

5.3.1 Correct and up-to-date information is displayed in all notices

5.3.2 Compliance with the Construction (Design and Management) Regulations 2015 during construction projects

5.3.3 Contractors have the necessary qualifications to carry out the specified work

5.3.4 Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

6. Monitoring arrangements

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

6.2 Copies of risk assessments and paperwork relating to any checks are kept in the school office, and accessible on the school internal IT system.

7. Links with other policies

7.1 This premises management policy is linked to our:

7.2 Health and safety policy

7.3 Risk assessment policy

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