



# Premises Management Policy (and documents)

<b>Member of Staff Responsible</b>	CEO with Buildings Projects Manager
<b>Relevant guidance/advice/legal reference</b>	<a href="https://www.gov.uk/guidance/good-estate-management-for-schools">https://www.gov.uk/guidance/good-estate-management-for-schools</a> <a href="#">Health and Safety at Work etc. Act 1974</a> <a href="#">The Education (Independent School Standards) Regulations 2014</a>
<b>Approved by</b>	Finance and Audit
<b>Date of Policy</b>	June 2022
<b>Review Cycle</b>	1 year
<b>Date of Next Review</b>	June 2023
<b>Website</b>	Yes

This policy is divided into two sections.

**Section 1:** Is common to all schools in The 3-18 Education Trust and reflects the overarching approach to Premises Management. This is approved by the Finance and Audit committee which presents it to the Board.

**Section 2:** Refers to the checklist of testing. The Department for Education's (DfE's) guidance on [statutory policies for schools](#) includes 'premises management documents'. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

There isn't a definitive list of the documents required by schools in relation to premises management, for this will vary depending on the as this will vary depending on individual school circumstances.

This policy is based on the DfE's guidance for GEMSD (good estate management). It's not intended to be exhaustive, and may not reflect the individual circumstances of your school. We seek legal advice to reassure of compliance with all regulations that apply to our circumstances.

## **Section 1:**

### **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](#)
- Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- In our Early Years Foundation Stage (EYFS) it complies with the requirements of the [statutory framework for the EYFS](#)

### **2. Guidance**

This document is primarily based on the Department for Education's guidance on [good estate management for schools](#). It also complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

The Board of Trustees has responsibility for the estate of the schools in the trust, and this is delegated to the Local Governing Body (LGB) of each school. The LGB, through the 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 LGB will report compliance and any other matters arising from the implementation of this policy to the Trust Board at the trust Finance & Audit Committee.

The Headteacher and Business Manager are responsible for ensuring relevant risk assessments are conducted and reported to the LGB, as required.

Each school has a Site Manager (or similar), and this individual will be responsible for:

- Inspecting and maintaining the school premises (which includes establishing an appropriate inspection framework and maintain records of every inspection – see SECTION 2)
- 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.

The Trust employs a Building Projects Manager to manage and carry out capital projects through the School Condition Allocation (SCA) fund. Whilst this person will support and offer advice to our schools, the responsibility for inspecting and maintaining the school premises remains with the individual school.

#### **4. 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 (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:

- Business Interruption
- Safeguarding
- Site Security
- Lone Working

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

#### **5. Links with other policies**

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy

## Section 2:

### 1. 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. This working document also includes the schedule for subsequent inspections. Due to the fact that such a document is maintained and updated regularly, the following indicates the inspection detail, frequency and individual responsible, rather than the schedule.

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.	Site Manager (or equivalent)
Fixed electrical installation tests (including lightning conductors)	Every 5 years. Inspection and testing always carried out by a qualified person.	Site Manager (or equivalent)
Emergency lighting	Monthly flash test. Annual condition test (including 3-hour battery test) by a qualified person.	Site Manager (or equivalent)
Lifts	At least every 2 months for passenger lifts and lift accessories, every 6 months for other lifts (e.g. goods lifts) – always by a qualified person.	Site Manager (or equivalent)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Site Manager (or equivalent)
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Site Manager (or equivalent)
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	
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).	Site Manager (or equivalent)
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> .	Site Manager (or equivalent)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Site Manager (or equivalent)
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 (or equivalent)
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Annual inspections and tests by a qualified person. Annual fire risk assessment by a qualified person also includes the maintenance of fire detection and alarm systems.	Site Manager (or equivalent)
Fire doors	Regular checks by a competent person.	Site Manager (or equivalent)
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 qualified person where required) unless manufacturers' guidelines suggest differently.	Site Manager (or equivalent)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Site Manager (or equivalent)
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> ).	Site Manager (or equivalent)
Hydrotherapy pools and swimming pools	In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the <a href="#">HSE's guide for spa-pool systems</a> . Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	Site Manager (or equivalent)
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.	Site Manager (or equivalent)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 (or equivalent)
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 (now the UK Health Security Agency) 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 remeasurement frequency.</p>	Site Manager (or equivalent)