

Trust Premises Management Policy

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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](#)

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 Trust board, Local Governing Bodies, Academy Lead, Trust Sites Manager and care takers (where applicable) will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Academy Lead is responsible for ensuring relevant risk assessments are conducted and for reporting to their Local governing body, as required.

The Academy Lead, with support from the Trust Sites Manager is responsible for ensuring the following are completed:

- Inspecting and maintaining the Academy 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 Academy premises
- Liaising with the Trust Leadership Team about what actions need to be taken to keep the Academy 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. These details are recorded on the Every Compliance System.

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 [checks and testing sections of the DfE estates guidance](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable but at least every year 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.	Robertson's property management
Fixed electrical installation tests (including lightning conductors)	Variable, but at least every 2 according to the number years and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Robertson's property management
Fixed Wire Testing	Completed every 5 years at each Academy.	Robertson's property management.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Robertson's property management
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.	Robertson's property management
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.	Robertson's property management
Mag locks and security door systems	Checked annually by a competent person.	Robertson's Property management
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).	Robertson's property management
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 guidance for each type from the HSE .	Robertson's property management

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	Robertson's property management
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>	On site caretaking staff
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>	<p>Academy Lead</p> <p>Robertson's Property maintenance</p>
Fire doors	Regular checks by a competent person.	Academy Lead & site staff
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>	Robertson's property management

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	Robertson's property management
CCTV Systems	Checked and serviced annually by either the supplier or a competent company.	Academy Lead
Chemical storage	<p>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).</p>	Responsible member of staff for that department
Playground and gymnasium equipment	<p>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).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	Site staff & Robertson's property management
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 staff & Bolton LA

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Glazing Review	Annual review of all glazing at each Academy.	Robertson's property Management
Waste Certificate	Updated annually	Academy Lead

* Where the responsibility is held with the Academy Lead the task can be delegated to another member of staff to complete.

5. Risk assessments and other checks

In addition to the risk assessments we are required to have in place (please refer to our Individual Academies health and safety policy for more information which can be found on our website), we ensure we have risk assessments in place, regularly updated, to cover:

- Movement around the building
- Equipment
- Chemicals
- Transport
- Pupils
- Activities
- Working at heights
- Moving and carrying
- Vocational subjects

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 Trust Leadership Team, Trust Sites Manager and Academy Lead through, among other things, visual checks of the Academy sites and equipment, and checks of risk assessments. The trust requires all academies to complete an annual H&S Audit with an external provider and undertakes its own operational audits throughout the year.

Copies of risk assessments and paperwork relating to any checks are kept in the individual Academies office and on the Every compliance system. The Trust Business Development Manager, with support from the Trust Sites Manager has a strategic overview of the compliance system across the Trust.

This policy will be reviewed by the Business Development Manager every 3 years. At every review, the policy will be shared with and approved by the Trust Leadership Team.

7. Links with other policies

This premises management policy is linked to:

- Academies Health and safety policy