



## Premises Management Policy

Policy Lead:	<b>School Business Manager (APA)</b>
Last Review Date:	February 2024
Next Review Date:	February 2025
Approval needed by:	<b>Headteacher</b>

## **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

## **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.

## **Roles and responsibilities**

The Headteacher has overall responsibility for the implementation of this Policy within their own school. To facilitate this, the Headteacher has designated the School Business Manager responsible for ensuring the safe management of school premises.

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

The School Business 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.

## **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, 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.	School Business Manager - Implemented through external company (Calbarrie)
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.	School Business Manager - Implemented through external company (Davies & Johnson)
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	School Business Manager - Implemented through external company (Eric Charlesworth)
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.	School Business Manager - Implemented through external company (HSB)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>Annual safety checks (in line with good practice / required if the premises are used for residential accommodation).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>	<p>School Business Manager - Implemented through external company (Trident Domestic and Commercial Gas Services LLP)</p>
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	<p>School Business Manager - Implemented through external company (Cooper Poole)</p>
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 – specific details can be found in <u><a href="#">guidance for each type from the HSE</a></u>.</p>	<p>School Business Manager - Implemented through external company (Brodex Trident)</p>
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>	<p>School Business Manager - Implemented through external company (Airborne Environmental Consultants (AEC))</p>

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>	Person using equipment responsible for visual check prior to use.
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>	School Business Manager - Implemented through external company (Eric Charlesworth)
Fire doors	Regular checks by a competent person.	School Business Manager - Implemented through external company (Eric Charlesworth and Holdfast)
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>	School Business Manager - Implemented through external company (Chubb)
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>	School Business Manager - Implemented through external company (Synergy Environmental Solutions and Trident Domestic and Commercial Gas Services LLP)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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> ).	School Business Manager – Maintenance usage Department leads responsible for chemical lists within their area i.e Science
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.	School Business Manager - Implemented through external company (Sports Play)
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.	School Business Manager - Implemented through external company

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 <u>Public Health England (now the UK Health Security Agency) radon guidance for schools</u>.</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>	School Business Manager - indicated through Site Risk Assessment

## 5. Risk assessments and other checks

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

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 School 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 digitally and within the School Business Managers office.

This policy will be reviewed by School Business Manager every year. At every review, the policy will be shared with and approved by the Headteacher.

### **7. Links with other policies**

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy