



# Premises Management Plan

<b>Approved by:</b>	Governors	<b>Date:</b> October 2025
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## 1. Introduction and Aims

Willow Bank School follows the Department for Education's (DfE's) guidance on premises management documents.

This policy is based on the DfE's guidance on good estate management. It's not intended to be exhaustive, and relevant duties are already incorporated into health and safety policies and/or risk assessments.

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 School Premises \(England\) Regulations 2012](#)

## 2. Legislation and Guidance

This policy is based on the Department for Education's guidance on [good estate management for schools](#).

## 3. Roles and Responsibilities

The Governing Board, Headteacher, School Business Manager and Caretaker will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy and the Local Authority.

The Headteacher is responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Caretaker is responsible for:

- Inspecting and maintaining the school premises
- Reporting and/or conducting repairs and maintenance
- Liaising with the School Business Manager/Headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

## 4. Inspecting 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.

The Local Authority provides and/or recommends appropriate contractors/companies with qualifications, certification and experience to complete work on our premises and records of completed works are kept.

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.	PAT testing is conducted annually by an externally qualified contractor. Visual inspection when using an electrical item.
Fixed electrical installation tests (including lightning conductors)	Fixed electrical installation tests carried out prior to occupation of the premises. Electrical testing certificates dated October 2022. Statutory testing to take place at least every 5 years. Any new installation requires a test certificate.	Headteacher Local Authority contractor under LA Service Level Agreement for Property Services.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Caretaker Local Authority contractor under Service Level Agreement for Property Services
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.	Caretaker  Local Authority contractor under LA Service Level Agreement for Property Services.
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).	Local Authority contractor
Pressure systems	No fixed maintenance requirement (our program 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).	Caretaker / LA Contractor
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> .	Caretaker completes Flushing weekly.  Local Authority contractor

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.	N/a New build
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.	Caretaker
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Caretaker  Maintenance contract with LA  LA Health & Safety
Fire doors	Regular checks by a competent person.	Caretaker
Firefighting equipment	Fire equipment – extinguishers, fire blankets, hose reels, fixed 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.	Caretaker
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.	LA Contractor  Local Authority contractor under LA Service Level Agreement for Property Services.
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> ).	Science technician
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.	LA Contractor, Bi-annual inspection

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.	LA Contractor annual inspection
Radon	<p>Risk assessments for radon measurements are carried out in all our workplaces in radon-affected areas.</p> <p>If necessary, 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 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>	LA Contractor

## 5. Risk Assessments and Other Checks

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 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 Caretaker, school business manager and headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

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

## 7. Links with Other Policies

This Premises Management Policy is linked to our:

- Health and Safety Policy
- Risk Assessment Policy