



## Premises Management Policy

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An academy within:



"Learning together; to be the best we can be"

# 1. Aims

1.1. 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 \(Independent School Standards\) \(England\) Regulations 2010](#), as amended;
- Engages openly with the Trust's appointed Competent Person.

## 2. Guidance

2.1. This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Education and Skills Funding Agency's [Essential School Maintenance guidance](#) for schools.

2.2. This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

3.1. The Board of Directors – through delegated responsibilities to the Local Governing body - Headteacher and the school office manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy. The Trust appointed Competent Person will provide independent assessment and assurance to the Board of Directors and Chief Executive Officer of compliance.

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

### 3.3. The School Office Manager:

- Oversees the maintenance of the school premises;
- Ensures repairs and maintenance are organized/completed;
- Is the first point of contact for any issues with the premises;
- Conducts and keeps a record of risk assessments and incident logs related to the school premises;
- Liaises with the Headteacher about what actions need to be taken to keep the school premises safe;

This list is not intended to be exhaustive.

## 4. Inspection and testing

- 4.1. The school maintains accurate records and details of all statutory tests which are undertaken. 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, the school includes 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.
- 4.4. The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency	Person responsible
Air conditioning systems	All are inspected once annually	Office Manager
Asbestos register	There is no asbestos on site.	Office Manager

Issue to inspect	Frequency	Person responsible
Electrical testing and inspection	<p>A <a href="#">PAT</a> exercise takes place annually.</p> <p>The schematic of the supply route and primary distribution is updated as required.</p> <p>Fixed wiring and the pool distribution board and safety devices are inspected annually.</p> <p>All fixed wiring and all distribution boards are tested at least once every 5 years.</p>	Office Manager
Extraction systems	Local exhaust ventilation is inspected every 14 months.	Office Manager



Issue to inspect	Frequency	Person responsible
First aid equipment	First aid equipment is inspected every month. Any equipment which has passed its expiry date is replaced.	Office Manager
Gas safety	<p>Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p>	Office Manager
Lighting systems	<p>Emergency lighting systems are inspected and tested on a monthly basis by the site manager.</p> <p>There is a 1-hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.</p>	Office Manager

Issue to inspect	Frequency	Person responsible
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	Office Manager
Water hygiene and safety	<p>For cold water systems, the plan of primary pipework and main isolation points is updated as required. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency determined by our</p>	Office Manager

Issue to inspect	Frequency	Person responsible
	water safety risk assessment.	
Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	Office Manager
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	Office Manager

## 5. Risk assessments and other checks

5.1. In addition to the risk assessments the school is required to have in place we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation

5.2. The school also ensures 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
- 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



Any information relating to Government guidance at any time will be displayed.

## 6. Monitoring arrangements

- 6.1. The application of this policy is monitored by the School Office Manager and the Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.
- 6.2. Copies of risk assessments are kept in the School Office Manager's office.
- 6.3. Copies of paperwork relating to any checks are kept in the Site manager's office.