



Premises Management Policy

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An academy within:



“Learning together; to be the best we can be”



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 \(Independent School Standards\) \(England\) Regulations 2010, as amended](#)

2. Roles And Responsibilities

2.1. The Headteacher, office manager and the site manager have delegated responsibility from the Trust Board of Directors and they will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

2.2. The Headteacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Trust, as required.

2.3. The site 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

3. 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 and duct hygiene	Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant.	Office & Site manager
Asbestos register	A risk assessment takes place annually and when any changes to the building take place.	Office & Site manager

	The asbestos register is updated accordingly.	
Electrical testing and inspection	<p>A <u>PAT</u> exercise takes place annually.</p> <p>The schematic of the supply route and primary distribution is updated annually.</p> <p>Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years.</p> <p>Testing of all distribution boards in mobile accommodation is conducted on an annual basis.</p>	Office & Site manager
Extraction systems	<p>Dust extraction equipment is tested and inspected on an annual basis.</p> <p>Local exhaust ventilation is inspected every 14 months.</p>	Office & Site manager
Fire safety	<p>Our fire risk assessment is updated when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly.</p> <p>Fire extinguishers are inspected and maintained on an annual basis.</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p>	Office & Site manager

	Lightning conductors are inspected and electrically tested on an annual basis by a competent person.	
Lockdown and Bomb threats	There is a clear plan for external threats with lockable doors and 'emergency keys' in place. At least yearly lockdown/practice routine checks.	Site manager and SLT
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Office manager and team
Gas safety	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. All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.	Office & Site manager
Lifts and hoists	Hoists receive a thorough examination, full maintenance and inspection at least once every 6 months. All hoists are also tested and inspected after any significant changes have been made.	Office & Site manager
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration. Emergency lighting systems are inspected and tested on a monthly basis by the premises	Office & Site manager

	<p>manager. 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>	
Mobile accommodation	<p>A structural inspection of any mobile accommodation is conducted on an annual basis.</p>	Office & Site manager
Playground and gymnasium equipment	<p>Fixed playground and gymnasium equipment is inspected and tested annually.</p>	Office & Site manager
Water hygiene and safety	<p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. 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 to be determined by our water safety risk assessment.</p>	Office & Site manager
Workstation assessments	<p>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.</p>	Office & Site manager
Working at height	<p>Equipment used for working at height is inspected and tested on an annual basis.</p>	Office & Site 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 on letting of a construction project
- 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