

Premises Management Policy

Approved by:	Full Governing Body	Date: November 2023
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Last reviewed on:	Spring 2025
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Next FGB review due by:	Autumn 2026
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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](#)
- Maintained schools: Complies with the requirements of the [The School Premises \(England\) Regulations 2012](#)

2. Guidance

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

3. Roles and responsibilities

The governing board, headteacher, business manager and facilities manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The business manager and facilities manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The facility 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.

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, 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 HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	PFI contractor will carry out checks on school premises and school will ask PFI contractor to carry out checks for school equipment. Completed Annually.
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.	See duty holder matrix for further details. Facilities Manager to liaise with PFI for completion of checks for temporary classrooms, eco centre and swimming pool.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	See duty holder matrix for further details. Site staff complete monthly checks. Facilities Manager to liaise with PFI for completion of checks for temporary classrooms, eco centre and swimming pool.

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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.	See duty holder matrix for further details.
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.	See duty holder matrix for further details. Facilities Manager responsible for oversight of checks for swimming pool.
Fuel oil storage	Regular checks, with more detailed annual inspections by qualified inspectors.	Site staff will check weekly during cold months. PFI will use a contractor for annual inspection
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).	See duty holder matrix for further details. Facilities Manager to liaise with BHCC and appoint a external contractor for completion of checks for swimming pool.
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance , 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).	See duty holder matrix for further details. Facilities Manager to liaise with BHCC for completion of checks for swimming pool.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 .	See duty holder matrix for further details. Facilities Manager to liaise with BHCC for completion of checks for Foster centre and swimming pool.
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.	See duty holder matrix for further details.
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.	PFI responsible for inspections and maintenance of 'mansafe' systems. Facilities manager responsible for checks on school equipment including towers and ladders.
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.	See duty holder matrix for further details. Bi-annual Fire Risk Assessments (FRA1) completed by BHCC. Ongoing FRA2 assessments completed by site team. Alarms are maintained by PFI (SpyAlarms)
Fire doors	Regular checks by a competent person.	PFI will use a contractor for inspections

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Firefighting equipment	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>See duty holder matrix for further details.</p> <p>Facilities Manager to liaise with PFI for completion of checks for eco centre, temporary classrooms and swimming pool.</p> <p><i>Note: priority in case of fire is safe evacuation. No one to use fire equipment unless received appropriate training.</i></p>
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>	PFI responsible for maintenance and repairs of all extraction and ventilation systems except for the swimming pool, which is maintained by BHCC.
Chemical storage	<p>Inventories are kept up to date.</p> <p>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>	<p>Facilities Manager will ensure facility related COSHH items have up to date inventories and reviewed regularly.</p> <p>Science technicians will ensure science related COSHH items have up to date inventories and reviewed regularly.</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Surrenden Pool	In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems . Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	Facilities manager & BHCC follow SOP and maintenance guidance for the swimming pool. Please refer to separate documents.
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.	Facilities manager and site team will carry out regular visual checks. Every 2-3 years a detailed assessment is carried out by an appropriately qualified contractor.

5. Risk assessments and other checks

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

In addition to the risk assessments we are required to have in place (please refer to our health and safety policy for more information), we make sure we have risk assessments in place, regularly updated.

6. Monitoring arrangements

The application of this policy is monitored by the facility manager and business manager 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 on the shared work system, relevant departments (for example science), facilities office and held by PFI.

This policy will be reviewed by business manager every year. At every review, the policy will be shared with and approved by the governing board.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy