



Premises Management Policy

Written: December 2023

To be reviewed: December 2024

Policy Owner: Mrs M Smith (School Business Manager) & Steve Mayo (Site Officer)

Ratified: Local Governing Body Jan 2024

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 [School Premises \(England\) Regulations 2012](#)
- Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- Complies with the requirements of the [statutory framework for the EYFS](#)

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 governing board and Headteacher will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Headteacher, Health and Safety officer and the Site Supervisor are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Headteacher/ Site Supervisor are 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 [checks and testing sections of the DfE estates guidance](#).

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. All portable appliances are tested annually.	Ian Spencer delegates this responsibility to DJB Appliance services who PAT test for the school.
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.	Every 5 years in main school Every year in the swimming pool Ian Spencer delegates Entrust via a Service Level Agreement (SLA)
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Ian Spencer delegates Entrust via a Service Level Agreement (SLA)
Lifts Hoists	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.	At Fountains Primary School we have hoists. Ian Spencer delegates Entrust via a Service Level Agreement (SLA)

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>	Ian Spencer delegates Entrust via a Service Level Agreement (SLA)
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Not applicable
Solar Panels	Inspections by HSL to ensure the safe operation of the PV system.	Electrical Safety Inspection carried out annually by HSL.
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>	Ian Spencer delegates Entrust via a Service Level Agreement (SLA)
Pressure systems	<p>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).</p>	Not application

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 .	Ian Spencer undertakes monthly water hygiene checks and then delegates Entrust to undergo the 6 monthly checks and annual risk assessments via a Service Level Agreement (SLA)
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.	We have an Asbestos Management Plan in school. Existing asbestos register – checked and signed by all contractors, managed by Staffordshire County Council. Refurbishment and demolition surveys take place if any major work is carried out.
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.	Ian Spencer check all ladders, stools every 3 months and when required. These are numbered and correlate to the check sheet.
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.	Ian Spencer carries out weekly tests and all quarterly/ annual inspection/tests are delegated to Entrust via a Service Level Agreement (SLA) Nicola Price (HT)/ Ian Spencer and Darren Brunton (Health and Safety officer) meet annually (as and when required) to review the fire risk assessment. Termly Fire practices in place and recorded alongside half yearly lockdown practices, which too are recorded.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire doors	Regular checks by a competent person.	Fire doors were fitted in August 2022. All exits are checked by Ian Spencer. This will be a monthly recorded check from September 2023.
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.	Ian Spencer checks all equipment monthly. An annual check is carried out by Chubb fire and security.
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.	Ian Spencer organises an outside provider to carry out annual checks for the kitchen and swimming pool extraction systems. Canopy cleaners are currently being used to carry out a deep clean of the extraction system.
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 HSE guidance on COSHH assessment).	All staff have COSHH training. All products have a risk assessment.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Hydrotherapy pools and swimming pools	<p>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.</p> <p>Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.</p>	<p>Ian Spencer delegates the service of the pool to Entrust via a Service Level Agreement (SLA)</p> <p>The pool plant room strictly authorized personnel only.</p>
Playground and gymnasium equipment	<p>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).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	<p>Ian Spencer delegates this responsibility to an outside provider currently sports safe who check and service all PE equipment.</p> <p>All outdoor equipment is checked monthly by Ian Spencer.</p> <p>Annual inspections in place for outdoor play equipment via an API association playground inspection company.</p>
Tree safety	<p>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.</p>	<p>Ian Spencer monitors trees as necessary on a monthly basis with the outdoor equipment. Any tree that needs attention an independent tree surgeon is called immediately. A three year tree survey is carried out by RB landscapes.</p>

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 Public Health England radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, 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/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	Not applicable

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 ensure we have risk assessments in place, regularly updated, to cover:

- Car parking/traffic management and vehicle/pedestrian segregation
- Lettings

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

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



Monitoring arrangements

The application of this policy is monitored by the 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 in the school office.

This policy will be reviewed by the School Business Manager (Mel Smith and Steve Mayo (Site Officer) annually. At every review, the policy will be shared with and approved by the Link Governor for Health and Safety and the full governing body.

Links with other policies

This premises management policy is linked to:

- Health and safety policy