



Issued by the Governors of St Mary's CE School, Clymping

Premises Management Policy

<i>Review Schedule</i>	<i>Every 2 years</i>
<i>Last Revised</i>	<i>February 2023</i>
<i>Next Approval Date</i>	<i>February 2025</i>

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 [School Premises \(England\) Regulations 2012](#)
- › Complies with the requirements of the [statutory framework for the EYFS](#)

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

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

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.

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 [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.	School Business Manager
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.	School Business manager
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	School Business Manager
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Annual inspections: School Business Manager.
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person.	Caretaker – regular checks School Business Manager – Annual checks
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.	School Business Manager Caretaker Head Teacher

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	<p>Caretaker</p> <p>In everyday use the user is responsible for the check</p>
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Caretaker</p> <p>School Business Manager</p>
Fire doors	<p>Regular checks by a competent person.</p>	<p>Caretaker</p>
Firefighting equipment	<p>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>	<p>School Business Manager</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>	<p>Chartwells</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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).	School Business Manager
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.	School Business Manager
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.	School Business Manager
Klargester (sewage storage system)	Annual servicing emptying Response to alarms	School Business Manager

5. Monitoring arrangements

The application of this policy is monitored by the care taker and 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 Head teacher every 2 years. At every review, the policy will be shared with and approved by governing body

6. Links with other policies

This premises management policy is linked to:

- Health and safety policy