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Premises management policy

Kent Health Needs Education Service



Approval Delegated to Executive Headteacher by: Management Committee

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The Department for Education's (DfE's) guidance on [statutory policies for schools](#) includes 'premises management documents' on page 15. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

The DfE guidance refers to a Compliance Monitoring in Council Buildings report from the Federation of Property Societies (FPS). The FPS closed in 2016, so in this policy we link to a copy of the report hosted on the website of the Chartered Institute of Public Finance and Accountancy.

This model policy is based on information from the FPS report and from the DfE's guidance on good estate management.

There is not a definitive list of the documents required by schools in relation to premises management, as this will vary depending on the particular circumstances of each school. Some schools may already incorporate relevant duties into their health and safety policies and/or risk assessments. However, you may decide to use a premises management policy to set out your approach.

This model policy is not intended to be exhaustive, and may not reflect the individual circumstances of your school. You should always seek advice to ensure your school is compliant with all regulations that may apply to your particular circumstances.

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 [School Premises \(England\) Regulations 2012](#)

2. Guidance

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 Department for Education's guidance on [Good estate management for schools](#).

Academies, including free schools, where applicable add/amend: This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The management committee, the headteacher and the site manager 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 management committee, 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

Please note that academies and free schools have sole responsibility for the safe management of premises. For maintained schools, both local authorities and schools have responsibilities for the repair and maintenance of premises. Maintained schools should check with their local authority to confirm any procedures or policies which may be specific to their local authority

4. Inspection and testing

The school maintains accurate records and details of all statutory tests which are undertaken. 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, 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.

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. All maintenance and certification is conducted by a qualified energy assessor.	S Radlett
Asbestos register	A risk assessment takes place annually and when any changes to the building take place. The asbestos register and asbestos management plan are updated accordingly.	Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager

<p>Electrical testing and inspection</p>	<p>A PAT 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> <p>All electrical testing and inspection is carried out by a competent person.</p>	<p>Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager</p>
<p>Extraction systems</p>	<p>Dust extraction equipment is tested and inspected on an annual basis.</p> <p>Local exhaust ventilation is inspected every 14 months.</p> <p>For extraction equipment in catering facilities, grease filters are removed and cleaned at least each term, and ductwork is also cleaned at least each term.</p>	<p>Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager</p>
<p>Fire safety</p>	<p>Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and 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 by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).</p> <p>Fire blankets are inspected annually and replaced as</p>	<p>Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager</p>

	<p>required.</p> <p>Hose reels are inspected on an annual basis by a competent person.</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> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	
First aid equipment	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	<p>Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager</p>
Fuel oil storage	<p>The plan of primary pipework and main isolation points is updated annually.</p> <p>All tanks, bunds and pipework are checked on a weekly basis.</p> <p>A detailed inspection and service is carried out by qualified inspectors on an annual basis.</p>	<p>Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager</p>
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> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p>	<p>Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager</p>
Glazing	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further</p>	<p>Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by</p>

	checks that any replacements are with safety glass are made as needed.	Finance and Business Manager
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.	N/A
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 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.	N/A
Mobile accommodation	A structural inspection of any mobile accommodation is conducted on an annual basis.	N/A
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager
Water hygiene and safety	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. For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also	Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager

	<p>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. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</p>	
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.	Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	Assistant Headteacher and Hub Manager in Each Hub.(Site Manager on appointment – overseen by Finance and Business Manager

5. Risk assessments and other checks

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

In addition to the risk assessments the school is 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:

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

6. Monitoring arrangements

The application of this policy is monitored by the site manager and the finance 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 in the school office.

This policy will be reviewed by finance and business manager every year. At every review, the policy will be referenced to the management committee and approved by them (although delegation to the headteacher has taken place).

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy