




Premises Management Policy

Sept 24

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| Version | January 22 (V1.) The Key Model Policy | | |
| Policy Adopted By: | Bramingham Primary School Governing Body, Resources & Finance Committee | | |
| Policy Sign off by (Print Name) | P Turner Chair of Committee | Signature: |  |
| Date Ratified: | 26.09.24 | | |
| Review date: | Sept 26 Any addendum to this policy will be shared with the Governing Body, Resources & Finance Committee | | |

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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](#)
- Complies with the requirements of the [School Premises \(England\) Regulations 2012](#)
- Early Years Foundation Stage (EYFS) setting: 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, co-headteachers, business manager and premises manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

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

The premises 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

The business manager is responsible for:

- Conducting and keeping a record of risk assessments and incident logs related to the school premises

➤ Liaising with the co-headteachers 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 and Health & Safety Testing Inspection Report.

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. | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |
| 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. | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |
| Emergency lighting | Monthly flash test. 6-monthly condition test | Premises Manager. Lighting system installed 2019. No dischargeable batteries, whole units are replaced if not working and regime of monthly checks implemented. Annual drain down of system in school summer break. |
| Hoists & Slings | At least every 6 months for hoists and slings. | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |

| ISSUE TO INSPECT | FREQUENCY | PERSON RESPONSIBLE |
|--|--|---|
| 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. | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance annually |
| 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). | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance six monthly |
| 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 . | Statutory Duty Holder: Luton Council Site Managerially Responsible Persons: Co- Headteachers Nominated Responsible Person: Business Manager Personnel Responsible for weekly mechanical maintenance/monitoring: Premises Manager |
| 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. | Duty Holder/Responsible Persons: Co-Headteachers Deputy Responsible Person: Business Manager Responsible Site Manager/Operator: Business Manager Deputy Responsible Site Manager/Operator: Premises Manager |
| 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. | Premises Manager |

| ISSUE TO INSPECT | FREQUENCY | PERSON RESPONSIBLE |
|----------------------------------|--|--|
| Fire detection and alarm systems | Weekly alarm tests, with a different call point tested each week. 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. | Premises Manager Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |
| Fire doors | Regular checks by a competent person. | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |
| 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. | Daily/weekly opening checks: Premises Manager Annual equipment servicing and inspection: Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |
| 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. | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |
| 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). | Business Manager/Premises Manager |

| ISSUE TO INSPECT | FREQUENCY | PERSON RESPONSIBLE |
|------------------------------------|--|---|
| 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. | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |
| 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. | Business Manager/Premises Manager Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. |
| Kitchen Equipment | Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks | Business Manager responsible for engaging a suitably qualified person to carry out inspection, testing or maintenance. Equipment serviced annually. Business Manager responsible for ensuring documented safe equipment use guidance. Kitchen Manager responsible for staff training and record keeping. |

5. Risk assessments and other checks

Please refer to our risk assessment register 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 risk assessment register for more information), we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Lettings
- Ramps
- Shutter Doors
- Covid 19
- Education Trips & activities including swimming lessons
- Use of catering equipment

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

6. Monitoring arrangements

The application of this policy is monitored by the business manager, premises manager and co-headteachers 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 business managers office, premises managers office as applicable and on 'SmartLog.'

This policy will be reviewed by the school business manager every year. At every review, the policy will be shared with and approved by [the governing board's Resource & Finance Committee].

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment register
- Health and Safety testing inspection report
- Asbestos Management Plan
- Luton Council Legionella Policy, Practices & Procedures. Management of Legionella Guidance for Luton Council Premises Managers & Schools; Bramingham Primary School Risk Assessment and Water Hygiene Survey Report