



Premises Management Policy

Approved by:	LGB	Date:	26.3.2025
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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 well-being 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
- Academies: Complies with the requirements of The Education (Independent School Standards) Regulations 2014

2. Guidance

This document is based on the Department for Education's guidance on good estate management for schools. Academies: This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

The Local Governing Board, Headteacher and 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 Trust Head of Estates will be the point of contact for the Site Manager and the Headteacher (this will be School Line Management at KAP, KAB, KAO, KAMV, KAEP and KAR)

The headteacher and site manager are responsible for ensuring relevant risk assessments are conducted with oversight by the Trust Health & Safety Manager 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 Department for Education's guidance on good estate management for schools.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Every 12 months, 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.	Matt Guest
Fixed electrical installation tests (including lightning conductors)	Every 5 years, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Details to be stored on Safesmart platform
Emergency lighting	Monthly flash test. (including 3-hour battery test) by a competent person on an annual basis	Matt Guest
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.	External Contractor



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	External Contractor
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the <u>HSE's Safety of Pressure Systems guidance</u>, 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>	Matt Guest
Legionella checks on all water systems	<p>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 <u>guidance for each type from the HSE</u>.</p>	Matt Guest
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Kevin Rochester



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>	Matt Guest
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>Fire risk assessment conducted every 3 years based on risk but reviewed annually or more frequently if significant changes of a fire occurs.</p> <p>fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	Matt Guest
Fire doors	<p>Regular checks by a competent person.</p> <p>Monthly recorded check of fire doors on means of escape to ensure that:</p> <ul style="list-style-type: none"> a) heat-activated seals and smoke seals are undamaged; b) door leaves are not structurally damaged or excessively bowed or deformed; c) gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing; d) hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly. 	Matt Guest



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.	Matt Guest
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.	External contractor
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.	External contractor
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.	KGA Hampshire Estates Team



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Stage lighting, fixed lighting bars, curtain tracks or other rigging equipment	Overhead static equipment such as fixed lighting bars, curtain tracks or other equipment must be inspected annually under the Provision and Use of Work Equipment Regulations 1998 (PUWER). Whilst winched systems such as scenery bars and pulleys need to be tested annually under the Lifting Operations and Lifting Equipment Regulations 1998.	External contractor

5. Risk assessments and other checks

Risk assessments are recorded on the Safesmart Platform and all staff have access to this. SLT have the responsibility to review these on an annual basis.

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

- Car parking 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
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6. Monitoring arrangements

The application of this policy is monitored by the Site Assistant and Executive Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments. The Trust have oversight through the Health & Safety Manager

Copies of risk assessments and paperwork relating to any checks are kept on Safesmart.

This policy will be reviewed by Executive Headteacher every 12 months. At every review, the policy will be shared with and approved by the headteacher and the governing board.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy