

Applecroft School



Premises Management Policy

Person Responsible:	Finance & Business Manager
Review Cycle:	Annually
Reviewed Date:	July 2025
Next Review Date:	July 2026

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1) Introduction:

School Vision:

'To create a positive and inspiring community that nurtures each individual and empowers leaders for life.'

School Mission Statement:

'Nurturing Potential, Inspiring Minds, Changing Lives'

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

2) Aims:

Our trust 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 Education \(Independent School Standards\) Regulations 2014](#)
- Complies with the requirements of the [statutory framework for the EYFS](#) for relevant schools

3) **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.

4) **Roles and responsibilities:**

- 4.1 The Board of Trustees shall ensure systems are in place to monitor the Trust's compliance with premises obligations and this oversight is delegated to the Finance & Premises Committee.
- 4.2 The Headteacher will have a staffing structure in place which makes it clear where the responsibilities are for Premises Management, consistent with this document and the Health and Safety Policy.
- 4.3 The school has an appointed Nominated Individuals who ensures compliance with items mentioned in this policy. The Nominated Individuals include the following: Deputy Headteacher, Finance & Business Manager and the Site manager.
- 4.4 The Headteacher and/or Nominated Individuals are responsible for ensuring Estate related risk assessments are in place and reviewed annually.

The **Nominated Individuals** 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.

5) **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 engaging a suitably qualified person to carry out inspection, testing or maintenance where appropriate. 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)	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.	Site 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.	External Contractor
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	External Contractor
Lifts	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.	External Contractor
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).	External Contractor

	All work carried out by a Gas Safe Registered engineer.	
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
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 guidance for each type from the HSE.</p>	Site Manager
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>	<p>Regular Inspections - Site Manager/Business Manager</p> <p>R&D Surveys - External Contractor</p>
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>	Site Manager
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>Weekly alarm tests - Site Manager</p> <p>All other tests - External Contractor</p>

	Annual fire risk assessment by a competent person - also includes the maintenance of fire detection and alarm systems.	
Fire doors	Regular checks by a competent person.	Site Manager
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.	External Contractor
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
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).	Site 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	External Contractor

	<p>increases how often equipment is used).</p> <p>Outdoor fixed play equipment - periodic and annual inspections by a competent person.</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>	External Contractor

6) **Risk assessments and other checks:**

Please refer to Appendix 1 - Risk Assessments in our Health & Safety Policy for information about the trust's approach to risk assessment.

In addition to the risk assessments we are required to have in place (please refer to Appendix 1 - Risk Assessments in our Health & Safety Policy policy for more information), we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Vacant buildings
- Lettings

The trust also makes 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

7) **Links with other policies:**

This premises management policy is linked to:

- Health and safety policy
- Asbestos Management Policy
- Fire Risk Assessment
- Lone Working Guidance
- Working at Heights Procedures