



# PREMISES MANAGEMENT POLICY



## 1. Purpose

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 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.
- This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

- The School Advisory Body (SAB), Headteacher/equivalent 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 Headteacher/equivalent 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/equivalent 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.

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| ISSUE TO INSPECT                    | FREQUENCY                                  | PERSON RESPONSIBLE   |
|-------------------------------------|--|----------------------|
| Health and Safety Risk Assessment   | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Gas/Oil Safety certificate          | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Electrical Installation certificate | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| PAT                                 | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Fire Risk Assessment                | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Fire Alarm certificate              | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Emergency Lighting certificate      | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Fire Extinguisher certificate       | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Legionella Risk assessment          | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Fire doors                          | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Asbestos                            | Minimum: Yearly<br>Maximum: when necessary | School Administrator |
| Plan of site                        | Minimum: Yearly<br>Maximum: when necessary |                      |

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| ISSUE TO INSPECT              | FREQUENCY  | PERSON RESPONSIBLE     |
|-------------------------------|--|------------------------|
| Chemical storage              | Inventories are kept up-to-date.<br>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 <a href="#">HSE guidance on COSHH assessment</a> ). | School Administrator   |
| 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.   | Headteacher/equivalent |
| Asbestos                      | Minimum: Yearly<br>Maximum: when necessary   | School Administrator   |
| Business Continuity Plan      | Minimum: Yearly<br>Maximum: when necessary   | Headteacher/equivalent |
| Employers Liability Insurance | Minimum: Yearly<br>Maximum: when necessary   | Headteacher/equivalent |
| Vehicle Insurance             | Minimum: Yearly<br>Maximum: when necessary   | Headteacher/equivalent |

## 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 we are 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:

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

We also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices

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- 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 site manager and Headteacher/equivalent 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 of Centre every year. At every review, the policy will be shared with and approved by the School Advisory Body (SAB).