Registered Charity 1171812

Premises Management Policy

Summary	
Policy Reference Number	044
Category	Risk Management
Authorised by	Full Trust Board
Responsibility of	Business Manager
Status	Updated January 2024
Next Review Date	January 2026

Contents

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

2. Guidance

This document is based on the Department for Education's guidance on good estate management for schools.

3. Roles and Responsibilities

The Trustee board, Headteacher and Business 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 Business Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Board of Trustees, as required.

The Business Manager is responsible for:

- 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
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.
Electrical Installation Condition Report	Every 5 years
Emergency lighting	Monthly flash test. Annual condition test (including 3-hour battery test) by a competent person.
Gas appliances and fittings	Annually, 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.
Legionella checks on all water systems	Annual legionella checks are carried out at both sites and weekly monitoring of water temperature and monthly checks of infrequent outlets
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Six monthly 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.
Fire doors	Regular checks
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.

4. Premises Security

The premises is served by two main entrance/exit doors, one which opens directly onto a walkway and the other which opens to the path within the church grounds. There are two additional entrance/exits, one for staff and one for emergency evacuations. In the interests of fire safety, the doors remain unlocked from the inside at all times, but are protected by maglocks which will open in the event of fire being detected, or the call point being pressed. This will reduce a potential risk of unwanted visitors entering the property. Students, staff and visitors have direct access in and out of the building at all times. All staff, students and visitors are requested to sign in and out at reception.

Students on the premises between 8am-3.30pm are in the majority over the age of 11 and as such will make their own way to and from school. Those students who are dropped off and picked up by parents are monitored by staff. Doors are protected by maglocks which prevent students from being able abscond from the school during the school day.

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

- Security
- Classrooms
- Shared premises
- Hall
- Stairs
- Sanctuary

6. Monitoring Arrangements

The application of this policy is monitored by the Business manager and Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments are kept electronically.

This policy will be reviewed by the Business Manager every 2 years. At every review, the policy will be shared with and approved by the Health and Safety Committee.

7. Links with Other Policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy