POLICY NAME	**PREMISES MANAGEMENT**
POLICY REF:	**QEHSP47**
EFFECTIVE DATE:	**NOVEMBER 2026**

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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

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, Headteacher 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 Headteacher and Premises 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
- Responsible for ensuring all Statutory Compliance is in place and adhered to and any remedial works are addressed and raised with the Headteacher
- 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

Accurate records and details of all statutory tests which are undertaken at our premises are maintained. 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, 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 are included.

The table on the following pages sets out the issues for inspection, 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. The table covers statutory checks as well as recommended good practice checks from relevant guidance and 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. • Reference is made to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site Team, ICT Team, Science Technicians
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.	Works completed through Rodden & Cooper for 5 year fixed electrical testing. Remedial works completed by LH Electricals.
Emergency lighting	• Monthly flash test. • Annual 3 hour drain down test	Site Team Competent contractor
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) and always by a competent person.	Lifts UK
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.	HCG
Air conditioning systems	• F gas register	Serco
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance, 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).	HSB Houghton – Engineering Inspections through RPA insurance
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.	Guardian
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.	LCC – Matt Tindall

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Equipment used for working at height	• Inspected before use, and at suitable intervals appropriate to the environment it is used in and how it is used. • In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Site Team
Fire detection and alarm systems	• Weekly alarm tests, with a different call point tested each week where applicable. • 2x six monthly inspections so full system inspected annually. • Weekly MCP activation audible test. • Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	GBSG Site Team SafeIS for fire risk assessment
Fire doors	Regular checks by a competent person.	
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) is inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Chubb Annual formal service and inspection Site Team Monthly visual inspection
Extraction systems	• Monthly 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.	Impact Food Group Delta Clean – Extraction TR19 clean. HSB Houghton LEV inspection through RPA insurance. Clean Air for science fume cupboards.
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 is 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).	Senior Science Technician
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 - annual inspections by a competent person.	GM services
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.	Sara Bright Arboricultural Consultant

5. Risk assessments and other checks

In addition to the risk assessments we are required to have in place (please refer to Health and Safety policy for more information), we make sure we have risk assessments in place, regularly updated, to cover:

- Traffic management
- Lettings
- Equipment & machinery
- Contractor
- Events

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 Premises Manager and Headteacher 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 staff handbook and shared via Google Drive.

This policy will be reviewed by the Headteacher and the Premises Manager every year. At every review, the policy will be shared with and approved by the governing board.

Approved by:	Governing Board (Resources committee)
Date:	November 2026
Responsible Person:	RME/CNW
Review frequency:	Annually