



Premises Management Policy

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 Education (Independent School Standards) (England) Regulations 2019 as amended.

2. Guidance

This document is based on the Compliance Monitoring in Council Buildings report from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department for Education's guidance on good estate management for schools' policy, complies with our funding agreement and articles of association.

3. Roles and Responsibilities

The Proprietor, Director of Education and the Lead Teacher will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Director of Education and Lead Teacher are responsible for ensuring relevant risk assessments are conducted and for reporting to the Proprietor, as required.

The Lead Teacher 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 Director of Education 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

The school maintains accurate records and details of all statutory tests which are undertaken. 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, the school includes 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 to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to Inspect:	Frequency:	Person Responsible:
Electrical testing and inspection	A PAT exercise takes place annually. The schematic of the supply route and primary distribution is updated annually. Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years. Testing of all distribution boards in mobile accommodation is conducted on an annual basis. All electrical testing and inspection are carried out by a competent person.	Matthew Wilde/Claire Kellett
Fire Safety	Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire	Ava Dyson ABC Fire Protection Ltd



	<p>safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13- week cycle. Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Hose reels are inspected on an annual basis by a competent person.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	
<p>First aid equipment</p>	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	<p>Ava Dyson</p>
<p>Gas safety</p>	<p>Gas safety inspections are completed, and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified, and their location recorded on an annual basis. All gas appliances are serviced annually.</p> <p>A visual condition inspection</p>	<p>Plumber sourced through director office</p>



	<p>(and testing if required) is conducted on gas pipework on an annual basis. All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the gas work involved.</p>	
Lighting systems	<p>Emergency lighting systems are inspected and tested monthly by the premises manager. A full duration test takes place annually.</p>	Electrician via director office
Playground and gymnasium equipment including any fixed items.	<p>All equipment is tested and checked before use and after use.</p>	All education staff
Water hygiene and safety	<p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection. For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also carried out on all pipework devices annually.</p>	Plumber sourced through director office



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 the school is 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 that are regularly updated for all children in school and for any activities which are undertaken.

The school also ensures 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 on letting of a construction project.
- 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 Lead Teacher and the Director of Education 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 The Director of Education annually. At every review, the policy will be shared with and approved by the Proprietor Dominic Macauley.

7. Links with Other Policies

This premises management policy is linked to:

- Health and safety policy.
- Risk assessment policy.
- Smoking policy.