



PREMISES MANAGEMENT POLICY

NEWBURY SCHOOL

Version 1.0

Legislation

[Health and Safety at Work etc. Act 1974](#)

Equality Act 2010

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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](#)

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](#).

3. Roles and responsibilities

The governing board, the head teacher, the school administrator and the maintenance team will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The head teacher is responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The school administrator is responsible for:

- Keeping a record of maintenance issues related to the school premises and passing these to the maintenance team
- Conducting and keeping a record of risk assessments, incident logs and inspection and testing certificates related to the school premises
- Liaising with relevant external agencies concerning the maintenance on the school premises

The maintenance team 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
- Liaising with the headteacher and school administrator about what actions need to be taken to keep the school premises safe

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	<p>A PAT exercise takes place annually.</p> <p>The schematic of the supply route and primary distribution is updated annually.</p> <p>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.</p> <p>Testing of all distribution boards in mobile accommodation is conducted on an annual basis.</p> <p>All electrical testing and inspection is carried out by a competent person.</p>	Maintenance manager/ Health and Safety Officer

<p>Fire safety</p>	<p>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 safety.</p> <p>Fire detection and alarm systems are tested every Tuesday at 10am. All call points are tested over a 8-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>Fire blankets are inspected annually and replaced as required.</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>Health and Safety Officer</p>
<p>First aid equipment</p>	<p>First aid equipment is inspected every week. Any equipment which has passed its expiry date is replaced.</p>	<p>Health and Safety officer</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.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection</p>	<p>Maintenance manager/ Health and Safety Officer</p>

	<p>(and testing if required) is conducted on gas pipework on an annual basis.</p> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p>	
Glazing	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.</p>	Maintenance manager/ Health and Safety Officer
Lighting systems	<p>Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.</p> <p>Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.</p>	Maintenance manager/ Health and Safety Officer
Gymnasium equipment (fixed)	<p>Fixed gymnasium equipment is inspected and tested annually.</p>	Health and Safety Officer
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.</p> <p>For hot water systems, a visual condition inspection is</p>	Maintenance manager/ Health and Safety Officer

	<p>conducted on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</p>	
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5. Risk assessments and other checks

In addition to the risk assessments the school is required to have in place (please refer to our health and safety policy and risk assessment policy for more information), we ensure we have risk assessments in place, regularly updated, to cover:

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

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 health and safety officer and the head teacher 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 head teacher every year. At every review, the policy will be shared with the governing board and approved by the head teacher.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk Assessment Policy

This policy has been written & authorised by:

NAME:	ANTONIQUE WATSON
POSITION:	HEAD TEACHER
DATE:	JUNE 2022
NEXT REVIEW DATE	JUNE 2023
AUTHORISED BY:	ANTONIQUE WATSON