

Central Schools Trust



INCORPORATING

**BALSALL COMMON PRIMARY SCHOOL AND DAMSON WOOD
NURSERY AND INFANT SCHOOL**

Premises Management



Document Control

Date of Policy	Version	Document Change	Approving Body	Approval Date	Review Period
June 2021	1	New document – Good Estate Management	MAT Board	October 2021	Autumn Term 2022
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September 2023	1.1	Reference to Stock Condition surveys	MAT Board	October 2023	Autumn Term 2024
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Contents

Contents	2
1. Aims	3
2. Guidance	3
3. Roles and responsibilities.....	3
4. Inspection and testing	3
5. Risk assessments and other checks.....	6
6. Monitoring arrangements.....	7
7. Links with other policies.....	7

1. Aims

Our trust 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
- Complies with the requirements of the statutory framework for the EYFS.

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 trust board, local committees, CEO, headteacher and site operative 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 site operative are responsible for ensuring relevant risk assessments are conducted and for reporting to the trust board and the CEO, as required.

The site operative 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 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	PERSON RESPONSIBLE
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.	Site Operative checks and sub contracts work where required in consultation with the headteacher.
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.	Site Operative checks and sub contracts work where required in consultation with the headteacher.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Operative checks and sub contracts work where required in consultation with the headteacher.
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.	Site Operative checks and sub contracts work where required in consultation with the headteacher.
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Site Operative checks and sub contracts work where required in consultation with the headteacher.
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 .	Solihull MBC

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Site Operative checks and sub contracts work where required in consultation with the headteacher.
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Site operative
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual 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.	Site Operative checks and sub contracts work where required in consultation with the headteacher.
Fire doors	Regular checks by a competent person.	Site operative
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.	Site Operative checks and sub contracts work where required in consultation with the headteacher.
Extraction systems	Regular 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.	ACE Cleaning
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'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 <u>HSE guidance on COSHH assessment</u>).	Site operative and ACE Cleaning

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Swimming pool (BCPS)	<p>In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems.</p> <p>Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.</p>	Site Operative checks and sub contracts work where required in consultation with the headteacher.
Playground and gymnasium equipment	<p>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).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	Site operative and Solihull Silver Premises Package
Tree safety	<p>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.</p>	Site Operative checks and sub contracts work where required in consultation with the headteacher.
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with Public Health England (now the UK Health Security Agency) radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	Site Operative checks and sub contracts work where required in consultation with the headteacher.

5. Risk assessments and other checks

Please refer to our risk assessment and policy documentation for information about the school's approach to risk assessment.

We also make sure 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 site operative 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 school office in each school.

7. Links with other policies

This premises management policy is linked to our health and safety policy.