



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN
ARDEN MULTI-ACADEMY TRUST**

Name of Policy	Premises Management Policy	
Lead	Martin Murphy, CEO	
Governor Committee	Business & Personnel Committee	
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Amendments		



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1. Aims

Our school/academy 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 requirement and best practice recommendations;
- Promotes the safety and wellbeing of our staff, pupils, parents/carers 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 (academies, including free schools).

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, CEO and Facilities Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The CEO and Facilities Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Board, as required.

The Facilities Manager is responsible for:

- Managing the site teams;
- 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 CEO 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 on Safety Cloud. 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 [checks and testing sections of the DfE estates guidance](#).

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 Manager
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.	Facilities Manager and Site Manager
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Certified contractor
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	Certified contractor service quarterly and insurance assessor biannually
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.	Certified contractor

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	Certified contractor
Pressure systems	<p>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).</p>	Insurance assessor annually
Legionella checks on all water systems	<p>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.</p>	<p>Certified contractor</p> <p>RA done every 2 years</p> <p>Monitoring monthly</p> <p>De-scaling quarterly</p>
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	<p>Site Manager visual checks annually (or monthly if in a high risk location)</p> <p>H&S consultants for surveys and monitoring annually</p> <p>Certified contractor for works</p>
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	<p>All users trained by e-learning module</p> <p>Site Manager to inspect</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable, full system completed monthly.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Site Manager full site monthly checks</p> <p>Certified contractor quarterly and annual</p> <p>RA annually H&S consultants</p>
Fire doors	Regular checks by a competent person.	<p>RA annually H&S consultants</p> <p>Site Manager visual inspections</p>
Firefighting equipment	<p>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.</p>	<p>Certified contractors</p> <p>Site Manager monthly checks</p>
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	<p>Certified contractors annually due to low risk catering equipment</p> <p>LEV checks by certified contractor annually</p>
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>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 HSE guidance on COSHH assessment).</p>	<p>Site teams and technicians with chemicals in departments hold COSHH data sheets</p> <p>Facilities Manager checks the RAs along with H&S consultant on audits</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 – periodic and annual inspections by a competent person.	PE department check over equipment as pre use checks, reports defects to site teams Certified contractor annual service of all gym equipment
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.	Certified contractor provides an Arboricultural Survey every three years Site team visual checks annually

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 Arson Prevention Policy and Health and Safety Policy for more information), we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Vacant buildings
- Lettings

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 Facilities Manager and the CEO 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 on the Safety Cloud system.

This policy will be reviewed by CEO every two years. At every review, the policy will be shared with and approved by the trustees.

7. Links with other policies

This Premises Management Policy is linked to Health and safety Policy and Arson Prevention Policy.