



Premises management policy

ST MAXENTIUS CE PRIMARY SCHOOL

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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 Education \(Independent School Standards\) Regulations 2014](#)

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 governing board, headteacher and site 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 site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site manager 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	REGULATION	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. Annually We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	The Electricity at Work Regulation 1989 & Code of Practice for inspection and Testing of Electrical Equipment	Casserly Property Management Uk Test
5 Yearly Electrical Testing	5 Yearly	The Electricity at Work Regulation 1989 & Code of Practice for inspection and Testing of Electrical Equipment	

ISSUE TO INSPECT	FREQUENCY	REGULATION	PERSON RESPONSIBLE
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Recommended 3 yearly Inspection and testing always carried out by a competent person.	The Electricity at Work Regulation 1989 & Code of Practice for inspection and Testing of Electrical Equipment	Casserly Property Management Uk Test
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Emergency Lighting maintenance requirements BS 5266;2004	Casserly Property Management Auto Alarms
Lightning Conductors	11 Monthly	Health & Safety at Work 1974 & Code of Practice, Protection against Lightning	Casserly Property Management PTSG
Intruder Alarm	Annually	Good Practice & Insurance Requirements	Casserly Property Management Amalgamated
Disabled WC Alarm	Annually	Good Practice & Insurance Requirements	Casserly Property Management Auto Alarms
Door Access Systems	Annually	Regulation 6 of the Fire Precautions (Welfare) Regulation 1997	Casserly Property Management Auto Alarms
Gas Tightness Test	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.	Provision and Use of Work Equipment Regulation 1998 (PUWER) & Gas Safety (Installations & Use) Regulations 1998	Casserly Property Management Joules
Kitchen Ventilation Inspection	Annual	The Workplace (Health & Safety & Welfare) Regulations 1992	Casserly Property Management TBC

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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).		Cassery Property Management Joules Property
Legionella Monitoring	Monthly temperature/water heater/califiers/outlet and sentinel checks 6 month cold water clean/local water heater	COSHH Regulations & Approved code of Practice & Guidance - Legionella Bacteria in Water Systems L8 & HSG274 - The Control of Legionella Bacteria in Hot & Cold Water Systems	Cassery Property Management Joules Property
Legionella Risk Assessment	Regular Basis 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 .	COSHH Regulations & Approved code of Practice & Guidance - Legionella Bacteria in Water Systems L8 & HSG274 - The Control of Legionella Bacteria in Hot & Cold Water Systems	Cassery Property Management GMS Services

ISSUE TO INSPECT	FREQUENCY	REGULATION	PERSON RESPONSIBLE
Legionella - TMV Servicing	Annual Now a requirement under HSG274 Regulations, TMV's should be serviced at a frequency defined by the risk assessment and taking into account manufacturers instructions, services involve an inspection, clean, de-scale, disinfection and re-calibration of the valve	COSHH Regulations & Approved code of Practice & Guidance - Legionella Bacteria in Water Systems L8 & HSG274 - The Control of Legionella Bacteria in Hot & Cold Water Systems	Casserly Property Management Joules Property
6 Month Expansion Vessel flushing	6 Monthly	COSHH Regulations & Approved code of Practice & Guidance - Legionella Bacteria in Water Systems L8 & HSG274 - The Control of Legionella Bacteria in Hot & Cold Water Systems	Casserly Property Management Joules Property
POV - Water Heaters	Annual Service/Inspection to any "Point of Use" Water Heaters	Regulation 5 of the Workplace (Health, Safety, & Welfare) Regulations 1992	Casserly Property Management Joules Property
Boiler Servicing	Annually	Gas Safety (Installations & Use) Regulation 1998	Casserly Property Management Joules Property
Extract Fans (WC's/Staff Rooms etc..)	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Annual Local exhaust ventilation systems (such as those for working with hazardous substances) examined and cleaned More routine checks are also set out in system logbooks.	The Work place (Health & Safety) Regulation 1992	Casserly Property Management Joules Property

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Fan Convectors	Annually	The Work place (Health & Safety) Regulation 1992	Casserly Property Management Joules
Asbestos Management review/re-inspection	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.	Control of Asbestos Regulation 2012 & Asbestos; The Survey Guide HSG 264	Casserly Property Management A & L Consultants
Fire Risk Assessment	Recommended for the FRA to be reviews when there is significant change to the building or significant change to the occupancy of the building, Recommended that FRA's are reviewed on an Annual basis in a school environment	Regulatory Reform Fire Safety Order (RRFSO) 2005	Casserly Property Management Total Fire
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.	The Work at Height Regulations 2005	Duncan Millward (Site manager) – inspected before use and 4 times per year
Health & Safety Audit	A detailed Annual report identifying both good practice and where further improvements are required. Practical solutions are suggested during the premises condition inspection.	The Health & Safety at Work Act 1974 & Management of Health & Safety at Work Regulations 1999	Casserly Property Management Compliance Ed

ISSUE TO INSPECT	FREQUENCY	REGULATION	PERSON RESPONSIBLE
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</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>Regulatory Reform Fire Safety Order (RRFSO) 2005</p> <p>Fire Alarm Maintenance Requirement BS5939:2002</p>	<p>Duncan Millward</p> <p>Auto Alarms</p>
Fire doors	<p>Regular checks by a competent person.</p>	<p>Fire Alarm Maintenance Requirement BS5939:2002</p>	<p>Duncan Millward</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>Regulatory Reform Fire Safety Order (RRFSO) 2005</p>	<p>Automatic Alarms</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>COSHH Regulations 2002</p>	<p>Duncan Millward</p>

ISSUE TO INSPECT	FREQUENCY	REGULATION	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.	Management of Health & Safety at Work Regulations 1999 & Provision of use of work Equipment Regulations 1998	Duncan Millward Sovereign (external) – annually Sports Safe (internal) - Annually
Roller Shutter System	Annually	The Workplace (Health & Safety & Welfare) Regulation 1992	Cassery Property Management Access Gates
Display Energy Certificate (DEC)	Annually	The DEC is valid for 12 months The accompanying Advisory report is valid for 7 years	Inspired Energy
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.	Management of Health & Safety at Work Regulation 1999	Forest & Tree Consultants

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 risk assessment policy and health and safety policy for more information), we make sure we have risk assessments in place, regularly updated, to cover:

- 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 site manager and 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 approved by the head teacher and shared with the Internal Risk Committee.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy