

# **Eaves Primary School**

## *‘Excellence in Everything’*



# **Premises Management Policy**

January 2023

Status	<b>Statutory</b>
Responsible Governors' Committee	<b>Resources</b>
Date first approved by GB	<b>February 2016</b>
Responsible Person	<b>Mrs N Kearney</b>
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The Department for Education's (DfE's) guidance on [statutory policies for schools](#) includes 'premises management documents'. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

This model policy is based on the DfE's guidance on good estate management. It's not intended to be exhaustive, and may not reflect the individual circumstances of your school. **You should always seek legal advice to make sure you're compliant with all regulations that may apply to your particular circumstances.**

## 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 [School Premises \(England\) Regulations 2012](#)
- 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](#).

## 3. Roles and responsibilities

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

The headteacher and caretaker are responsible for:

- Inspecting and maintaining the school premises
- Reporting and organising 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 council 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 [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 <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Cheshire Pat Testing.
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.	Laintel
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	KDE
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.	Heymans

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 <a href="#">guidance for each type from the HSE</a> .	Aqua Allies
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.	St Helens Council (SLA)
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.	St Helens Council (SLA)
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.	KDE
Fire doors	Regular checks by a competent person.	St Helens Council (SLA)
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.	Churches

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.	St Helens Council (SLA) and The Playground Inspection Company.
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.	St Helens Council (SLA)

## 5. Risk assessments and other checks

The risk assessments we are required to have in place are regularly updated. Some examples are;

- Car parking and vehicle/pedestrian segregation
- Security
- Snow and ice
- Premises
- Specific community events

Weekly checks are carried out by the caretaker and recorded as per LA instruction. These checks are linked to water, fire safety, premises safety to name but a few.

The Head Teacher carries out a termly check of the premises as per LA instruction.

## 6. Monitoring arrangements

The application of this policy is monitored by the caretaker and headteacher through, among other things, visual checks of the school site and equipment.

Copies of risk assessments and paperwork relating to any checks are kept in the caretaker/Head Teacher office.

This policy will be reviewed by the Head Teacher every 3 years. At every review, the policy will be shared with the Governing Body.

## 7. Links with other policies

This premises management policy is linked to:

- Health and safety policy