

Premises Management Policy

Signhills Academy



Approved by: Governing Body

**Last reviewed
on: November
2025**

Next review due by: November 2026

Contents

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

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, School Business Manager 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 School Business Manager, with the help of the Caretaker are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The caretaker 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 along with the School Business Manager
- 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 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 <u>HSE guidance</u> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	SBM coordinates with TC to ensure all of the below contractors carry out the appropriate tests each year. Excel
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.	Excell
Insecticutors	Annual inspection for servicing.	Excell
Emergency lighting	Monthly flash test. 12-monthly condition test (including 3-hour battery test) by a competent person.	Excell
Heater Servicing	Annual inspection for faults in fan assisted heaters.	Excell
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.	Gaswise – Maintenance and Safety checks HSB – Boiler inspection Sylvester Keal – Cookers

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Biomass Boiler	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). 6 monthly safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Registered engineer.	Earlswood Services -
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 6 monthly maintenance schedule (in line with good practice).	Brookes
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 <u>guidance for each type from the HSE</u>.	Second Element
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.	Tribeck
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. 6 monthly 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.	Excel – Fire Alarms N Force – Intruder Alarms
Fire doors	Regular checks by a competent person.	Excel

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	AtoZ
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.	Made 2 Shine
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 HSE guidance on COSHH assessment).	Caretaker
Hydrotherapy pools and swimming pools	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 . Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	Second Element - pool testing Grayfox - maintenance
Hoist	Six monthly inspection to carry out service on equipment.	Prism Medical
Barrier	Six monthly inspections for the use of the carpark barrier.	Gateway Automation

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). Muga six monthly inspections. Outdoor fixed play equipment – periodic and annual inspections by a competent person.	SportSafe MUGA – Bingham's
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.	Lindsey Tree Services
Retractable Seating	To service and inspect annually for any faults in the equipment	Audience Systems

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, we ensure that we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Shared premises
- 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 Headteacher, School Business Manager and Caretaker 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 Headteacher every year. At every review, the policy will be shared with and approved by the Governing Body.

7. Links with other policies

This premises management policy is linked to:

- Health and Safety Policy
- Risk assessment policy

➤ Pool Operating Procedures (PSOP, PEOP, PTOP)