

Philpots Manor School



Premises Management Policy

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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](#).

3. Roles and responsibilities

The Senior Leadership Team will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Finance and Facilities Coordinator is responsible for ensuring relevant risk assessments are conducted and for reporting to the Senior Leadership Team and proprietor as required.

The Finance and Facilities Coordinator 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 – Health and Safety Officer
- Liaising with the Senior Leadership Team and proprietor 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 HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Conducted by the Health and Safety Officer who has appropriate training and equipment.
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.	Finance and Facilities Coordinator
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Maintenance Officer Contracted out – arranged by maintenance officer

Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice). All work carried out by a Gas Safe Registered engineer.	Maintenance Officer arranges suitably qualified contractor
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Grounds Maintenance checks weekly
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.	Health and Safety Officer arranges checks by appropriately qualified contractor
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.	Maintenance Officer arranges checks by an appropriately qualified contractor
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.	Inspected by Health and Safety Officer who has appropriate training
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.	Weekly tests completed by Health and Safety Officer Maintenance Officer arranges quarterly and annual checks by a suitably qualified contractor Health and Safety Officer

Fire doors	Regular checks by a competent person.	Health and Safety Officer and fire marshals
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.	Health and Safety Officer and fire marshals Annual inspection by a suitably qualified contractor arranged by Health and Safety Officer
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.	School Chef Health and Safety Officer
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).	Health and Safety officer completes checks and keeps records
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.	Health and Safety Officer performs regular checks and arranges further checks by a suitably qualified contractor when necessary

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.	Health and Safety Officer with additional checks by a suitably qualified contractor if required
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5. Risk assessments and other checks

In addition to the risk assessments we are required to have in place we ensure we have risk assessments in place, regularly updated, to cover:

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

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 Finance and Facilities Co-ordinator and Senior Leadership Team, 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 by the Health and Safety Officer. This policy will be reviewed by the Finance and Facilities Coordinator every 3 years. At every review, the policy will be shared with and approved by the Senior Leadership Team and Proprietor.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy