



Tudhoe Learning Trust

Premises management policy

Approved by:

**Trust Chief Executive
Officer**

Date:

Last reviewed on:

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1. Aims

All our Trust Schools aim to ensure that they:

- Manage buildings and equipment in an efficient, legally compliant way;
- Inspect and test buildings and equipment regularly, taking into account statutory requirements and best practice recommendations;
- Promote 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](#)
- Where our Trust schools have an Early Years Foundation Stage (EYFS) setting they will ensure they comply 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](#) and complies with our funding agreement and articles of association.

3. Roles and responsibilities

The school's governing body, Head Teacher and Premises Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Head Teacher and Premises Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing body, as required.

The Premises 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 Head Teacher 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

All Trust Schools maintain accurate records and details of all statutory tests which are undertaken at their 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.	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.
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.	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.
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.	Premises Manager is responsible for checking each issue. Trust schools have a Service Level Agreement with the Local Authority to carry out annual inspections, testing and where appropriate, maintenance or engage a suitably qualified person.
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 an annual maintenance schedule (in line with good practice).	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.
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).	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.
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 .	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.
Asbestos	Regular inspections as part of the asbestos register and management plan where appropriate. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Premises Manager is responsible for checking each issue and, where appropriate, carry out maintenance or arrange for equipment to be replaced via the Head Teacher.
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.	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.
Fire doors	Regular checks by a competent person.	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.
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.	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems where appropriate.</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>Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.</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>Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.</p>
Playground and gymnasium equipment	<p>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).</p> <p>Outdoor fixed play equipment - periodic and annual inspections by a competent person.</p>	<p>Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.</p>
Tree safety	<p>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.</p>	<p>Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces. Radon measurements will last for 3 months, using radon monitors, in line with Public Health England radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m3, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m3 we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	Premises Manager is responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance.

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

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- 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 Premises 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 annually.

7. Further Information

Further information, advice and support can be obtained from Tudhoe Learning Trust at office@tudhoelearningtrust.co.uk Tel: 01388 811765.