

Bank View School



Premises Management Policy

Document Status

Approved By:	Full Governing Body
Last Reviewed On:	23 rd November 2023
Next Review Due By:	23 rd November 2024

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](#)

2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department for Education's guidance on [Good estate management for schools](#).

3. Roles and Responsibilities

The governing board, the head teacher and the business 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 business manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing body, 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 [checks and testing sections of the DfE estates guidance](#).

Issue to inspect	Frequency	Person responsible
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.	Business Manager
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.	Business Manager
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.	Business Manager
Fire doors	Regular checks by a competent person.	Business Manager

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.	Business Manager
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.	Business Manager
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).	Business Manager
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.	Business Manager
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.	Business Manager

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. 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>	Business Manager
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5. Risk Assessment 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 the school is required to have in place (please refer to our 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

- Shared premises
- Tree safety
- Lettings

The school also ensures 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 on letting of a construction project
- 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 business manager and the headteacher 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 annually. At every review, the policy will be shared with the governing body and approved by full governors.

7. Links with other Policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy