

Policy Title:	Premises Management Policy
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Aims

Primitas Learning Partnership ensures that the Trust and its schools:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, in accordance with statutory requirements and best practice recommendations
- Promotes the safety, wellbeing and accessibility for 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](#) and in alignment with Primitas
- Complies with [the requirements of the Education \(Independent School Standards\) \(England\) Regulations 2010](#)
- Complies with the requirements of the [statutory framework for the EYFS](#)

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](#).

This policy complies with our [Articles of Association and Master Funding Agreement](#).

Roles and Responsibilities

The Trust Board, Local Governing Bodies, the Trust Estates Lead, Headteachers and the Site Personnel at each school within the Trust will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Trust Estates Lead and Site Personnel are responsible for ensuring relevant risk assessments are conducted and for reporting, as required.

Site Personnel are 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 and/or Trust Estates Lead about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive

Inspection and Testing

The Academy will ensure that accurate records and details of all statutory tests which are undertaken; quality assured by the Trust Estate Lead on behalf of the Trust. This includes relevant paperwork and certificates. Statutory compliance should all be recorded on iAM Compliant.

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, the Site Personnel 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 examples of issues to inspect, the inspection frequency and the person responsible for checking each issue. Statutory checks and frequency will be recorded on iAM Compliant.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems and duct hygiene	Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant. All maintenance and certification is conducted by a qualified energy assessor.	<i>Site Personnel</i>
Asbestos register	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.	<i>Site Personnel</i>
Chemical Storage	Risk Assessments for the control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it is 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).	<i>Site Personnel</i>
Electrical testing and inspection	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person. Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years. Testing of all distribution boards in mobile accommodation is conducted on an annual basis. All electrical testing and inspection is carried out by a competent person.	<i>Site Personnel</i> <i>Site Personnel</i> <i>Site Personnel</i> <i>Site Personnel</i>

Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. More routine checks also set out in compliance portal such as TR19 regulations. For extraction equipment in catering facilities, grease filters are removed and cleaned at least each term, and ductwork is also cleaned at least each term.	<i>Site Personnel</i> <i>Site Personnel</i> <i>Site Personnel</i>
Fire safety	Our fire risk assessment is reviewed and updated by a competent person every three years, and when any changes are made that might impact fire safety. The fire risk assessment is reviewed annually to ensure action is undertaken to mitigate risks. Fire detection and alarm systems are tested weekly. All call points are tested over a 13 week cycle. Formal quarterly and annual inspections are completed by a competent person. Fire doors are inspected weekly by a competent person.	<i>TBM</i> <i>Site Personnel</i>
Firefighting equipment	Fire extinguishers/fire blankets/hose reels (where relevant) are inspected and maintained on an annual basis by a competent person. The fire sprinkler/lighting system (as appropriate) is inspected and tested annually (with additional checks completed as needed to meet insurance requirements). Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually. Lightning conductors (as appropriate) are inspected and electrically tested on an annual basis by a competent person. Fire Doors – Regular checks by a competent person.	<i>Site Personnel</i>
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	<i>Designated First Aid Leads in each school</i>
Gas safety	Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis. All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis. All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.	<i>Site Personnel</i>
Glazing	Initial surveys have been made of the buildings to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.	<i>Site Personnel</i>
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.	<i>Site Personnel</i>

Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration. Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.	<i>Site Personnel</i>
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually. Outdoor fixed play equipment as above.	<i>Site Personnel</i>
Portable Appliance Testing	A <u>PAT</u> exercise takes place annually.	<i>Site Personnel</i>
Water hygiene and safety	For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection. For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also carried out on all pipework devices annually. Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.	<i>Site Personnel</i>
Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	<i>Site or Office Personnel/Line Management (with advice from ICT support).</i>
Working at height	Equipment used for working at height is inspected and tested on an annual basis. It is inspected before use along with anything that may affect the safety or stability of equipment. E.g. adverse weather or accidental damage. Wherever possible this risk is eliminated by using external contractors. Training is provided for employed staff who may be required to undertake working at height.	<i>Site Personnel</i>

Risk Assessments and Other Checks

The school manages risk assessment and other checks. In addition to the risk assessments the school is required to have in place (please refer to the school [Health and Safety Policy](#) for more information), we ensure we have risk assessments in place, regularly updated, to cover premises safety:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Gritting
- Tree safety

- Lettings

The Trust and schools also ensure 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

Monitoring Arrangements

The application of this policy is monitored by the Site Personnel, Trust Estates Lead and the Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments. Internal audit also includes an annual site walkaround by the Health and Safety Link Governor and bi-annual external Health and Safety Consultants.

The Estates Lead carries out more regular site walkarounds.

Copies of risk assessments and paperwork relating to any checks are kept in the accessible identified areas e.g. SharePoint site or on iAM Compliance portal or in relevant room on premises. iAM Compliance portal provides the ability for leaders to monitor activities and quality assure progress of key areas of compliance. Although only statutory compliance evidence is required to be input and visible to the Trust.

This implementation of the policy will be reviewed annually. At every review, the policy will be shared with the Board of Trustees.

SCA Funding

The Trust will use the process available for supporting premises maintenance and development through SCA Funding. The Trust CFO and Estates Manager will work collaboratively with Headteachers, Site Personnel and expert external consultants to ensure that eligible projects are identified and managed effectively and in accordance with appropriate regulations.

Projects are driven by condition and need. Condition assessment data is collected and analysed via premises surveys undertaken by external qualified surveyors and quality assured and updated by the Trust Estates Lead (also a qualified surveyor.)

Sustainability Intent

The Trust is committed to the principles enshrined in the [DfE's Sustainability and Climate Change Strategy guidance](#) and schools have local Climate Action Plans reviewed annually.

Accessibility

The Trust is committed to promoting inclusion as a core value and in the implementation of our Premises Policy we make explicit our intention to seek to make our buildings accessible for all.

Please refer to the Primitas Equalities Policy. Schools must adhere to this policy and when maintaining and making improvements/adjustments to buildings must make consideration of accessibility compliance for example not reducing the width of doorways or removing specialist equipment without Trust approval and specialist expertise.

Training and Recruitment

The Trust Board is aware of the DfE's Estate Management Competency Framework and will use this to inform training and recruitment to support the professional development of the Infrastructure Team.

Links with other policies

This premises management policy is linked to:

- Primitas Health and Safety Statement
- Primitas (or Local Academy) Health and Safety Policy
- Primitas Equalities Policy