



Premises Management Policy

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| Date Published | June 2023 |
| Version | 2 |
| Approved Date | March 2024 |
| Review Cycle | 1 year |
| Review Date | March 2025 |

An academy within:



“Learning together; to be the best we can be”



1. Aims

1.1. The Willows 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 \(Independent School Standards\) \(England\) Regulations 2010](#), as [amended](#);
- Engages openly with the Trust's appointed Competent Person.

2. Guidance

2.1. 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 Education and Skills Funding Agency's [Essential School Maintenance guidance](#) for schools.

2.2. This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1. The Board of Directors – through delegated responsibilities to the Headteacher and the site manager - will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy. The Trust appointed Competent Person will provide independent assessment and assurance to the Board of Directors and Chief Executive Officer of compliance.

3.2. The Headteacher, site manager and office manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Trust, as required.



3.3. The site manager is responsible for:

- Inspecting and organising the maintenance of the school premises;
- Organise repairs and maintenance;
- Be 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;

3.4. This list is not intended to be exhaustive

4. Inspection and testing

4.1. The school maintains accurate records and details of all statutory tests which are undertaken. This includes relevant paperwork and certificates.

4.2. All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

4.3. As part of the records of completed works, the school includes 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.

4.4. The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

| Issue to inspect | Frequency | Person responsible |
|--------------------------|---|-----------------------|
| Air conditioning systems | All are inspected once annually | School Office manager |
| Asbestos register | A risk assessment takes place annually and when | School Office manager |



| Issue to inspect | Frequency | Person responsible |
|-----------------------------------|---|-----------------------|
| | <p>any changes to the building take place.</p> <p>The asbestos register is updated accordingly.</p> | |
| Electrical testing and inspection | <p>A PAT exercise takes place annually.</p> <p>The schematic of the supply route and primary distribution is updated annually.</p> <p>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.</p> <p>Testing of all distribution boards in mobile accommodation is conducted on an annual basis.</p> | School Office manager |
| Extraction systems | <p>Dust extraction equipment is tested and inspected on an annual basis.</p> <p>Local exhaust ventilation is inspected every 12 months.</p> | School Office manager |



| Issue to inspect | Frequency | Person responsible |
|------------------|--|--|
| Fire safety | <p>Our fire risk assessment is updated when any changes are made that might impact fire safety.</p> <p>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.</p> <p>Fire doors are inspected weekly.</p> <p>Fire extinguishers are inspected and maintained on an annual basis.</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p> | <p>School Office manager</p> <p>School Office manager / Site manager</p> <p>Site manager</p> <p>School Office manager arranges</p> |



| Issue to inspect | Frequency | Person responsible |
|---------------------|---|--------------------------------------|
| First aid equipment | First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced. | Medical & Moving & Handling Staff |
| Gas safety | <p>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.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p> | School Office manager / Site manager |
| Lighting systems | 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. | School Office manager / Site manager |



| Issue to inspect | Frequency | Person responsible |
|--|---|--------------------------------------|
| Mobile accommodation | A structural inspection of any mobile accommodation is conducted on an annual basis. | School Office manager / Site manager |
| Playground and gymnasium equipment (fixed) | Fixed playground and gymnasium equipment is inspected and tested annually. | School Office manager / Site manager |
| Water hygiene and safety | <p>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.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our</p> | School Office manager / Site manager |



| Issue to inspect | Frequency | Person responsible |
|-------------------------|--|--------------------------------------|
| | water safety risk assessment. | |
| 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. | School Office manager / Site manager |
| Working at height | Equipment used for working at height is inspected and tested on an annual basis. | School Office manager / Site manager |

5. Risk assessments and other checks

5.1. In addition to the risk assessments the school is required to have in place we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation

5.2. 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



- Any information relating to Government guidance at any time will be displayed.

6. Monitoring arrangements

- 6.1. The application of this policy is monitored by the school office manager, and the Headteacher through, among other things, visual checks of the school site and equipment, checks of risk assessments and Health and Safety supervision meetings.
- 6.2. Copies of risk assessments and paperwork relating to any checks are kept on the ProAktive portal, copies are available from the office manager.