



Southfields Primary School

Premises Management Policy

Statutory Policy approved by the Headteacher

Date agreed: 18 September 2023

Review Date: September 2024

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The Staffroom
- The Head's office
- School web site

This will ensure that the policy is readily available to visiting teachers, support staff and parents.

Southfields Primary is totally committed to social justice and improving life chances for potentially vulnerable children. It is dedicated to sharing its work and findings beyond the school to improve outcomes for as many children as it can reach and has a particular specialism in Speech and Language development.

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](#)
- Complies 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](#)

3. Roles and responsibilities

- The governing board, Headteacher and 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 Headteacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, 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
Portable appliance testing (PAT)	<p>Variable, according to risk and how the equipment is constructed.</p> <p>Regular visual inspections where PAT is not required.</p> <p>We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.</p>	Mr Wayne Eddings, Site Manager
Fixed electrical installation tests (including lightning conductors)	<p>Variable, according to the number and severity of faults found at last inspection.</p> <p>Inspection and testing always carried out by a competent person.</p>	Mr Wayne Eddings, Site Manager
Emergency lighting	<p>Monthly flash test.</p> <p>6-monthly condition test (including 3-hour battery test) by a competent person.</p>	Mr Wayne Eddings, Site Manager
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>Annual safety checks (in line with good practice / required if the premises are used for residential accommodation).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>	Mr Wayne Eddings, Site Manager

Issue To Inspect	Frequency	Person Responsible
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Mr Wayne Eddings, Site Manager
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).	Mr Wayne Eddings, Site Manager
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).	Mr Wayne Eddings, Site Manager
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 .	Mr Wayne Eddings, Site Manager

Issue To Inspect	Frequency	Person Responsible
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Mr Wayne Eddings, Site Manager
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Mr Wayne Eddings, Site Manager
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	Mr Wayne Eddings, Site Manager
Fire doors	Regular checks by a competent person.	Mr Wayne Eddings, Site Manager

Issue To Inspect	Frequency	Person Responsible
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.	Mr Wayne Eddings, Site 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.	Mr Wayne Eddings, Site 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).	Mr Wayne Eddings, Site Manager

Issue To Inspect	Frequency	Person Responsible
Swimming pool	In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems . Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	Mr Wayne Eddings, Site 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.	Mr Wayne Eddings, Site 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.	Mr Wayne Eddings, Site Manager

5. Risk assessments and other checks

- We ensure we have regularly updated risk assessments in place.
- 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 Site Manager and 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 the Site Manager annually. At every review, the policy will be shared with and approved by the Headteacher.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy