



*December 2017*

Reviewed: Business Manager

Date of Next Review:  
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**Premises Management  
Policy**

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## 1. Aims

Cardinal Newman Catholic 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, students, 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 Education and Skills Funding Agency's [Essential School Maintenance guidance](#) for schools.

## 3. Roles and responsibilities

The governing board, 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 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

The school maintains accurate records and details of all statutory tests which are undertaken. 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, 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.

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 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.	Annually TSS/ Premises team
Asbestos register	A risk assessment takes place annually and when any changes to the building take place.  The asbestos register is updated accordingly.	Annual ENV Survey & BHCC  Atrium System
Electrical testing and inspection	A <a href="#">PAT</a> exercise takes place annually.  The schematic of the supply route and primary distribution is updated annually.  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.	Annually SET Electrical  On Display  BHCC  N/A
Extraction systems	Dust extraction equipment is tested and inspected on an annual basis.  Local exhaust ventilation is inspected every 14 months.	Annually tested / DT department arrange

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. The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Hose reels are inspected on an annual basis by a competent person.</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>Premises Team/ BHCC</p> <p>Premises Team Indi Fire Systems</p> <p>Premises Team</p> <p>Annually – Chubb Fire</p> <p>Annually – Chubb Fire</p> <p>N/A</p> <p>Premises Team</p> <p>BHCC</p>
First aid equipment	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	<p>Medical Centre/ Matron ongoing</p>
Fuel oil storage	<p>The plan of primary pipework and main isolation points is updated annually.</p> <p>All tanks, bunds and pipework are checked on a weekly basis.</p> <p>A detailed inspection and service is carried out by qualified inspectors on an annual basis.</p>	<p>N/A</p>

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>	<p>Annually TSS</p> <p>TSS</p> <p>TSS</p>
Glazing	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.</p>	D Bryant/Premises Team
Lifts and hoists	<p>Passenger lifts receive a thorough examination, full maintenance and inspection 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.</p>	<p>Classic Lifts Sussex Lifts Invalifts Premises Team</p>
Lighting systems	<p>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.</p> <p>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.</p>	<p>Annually KAVE</p> <p>Premises Team / Indi Fire Systems</p>
Mobile accommodation	<p>A structural inspection of any mobile accommodation is conducted on an annual basis.</p>	N/A
Playground and gymnasium equipment (fixed)	<p>Fixed playground and gymnasium equipment is inspected and tested annually.</p>	Annually /PE department arrange

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 water safety risk assessment.</p>	<p>Annually Hertel</p> <p>TSS/ Premises Team</p> <p>TSS/Premises Team</p> <p>Monthly Hertel</p>
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.	IT/Premises Team/HR department
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	Premises Team

## 5. Risk assessments and other checks

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:

- Lettings
- Finance
- Marketing
- IT
- HR
- Curriculum
- Outdoor learning
- Premises
- School Trips

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 Premises Manager and the Business Manager 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 by the Business Manager.

This policy will be reviewed by the Business Manager every 2 years. At every review, the policy will be shared with the Health & Safety Committee and approved by the Headteacher.

## **7. Links with other policies**

This premises management policy is linked to:

- Health and safety policy