

School Premise Management Policy and SOP

**Lead Director**

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Policy

1 Purpose and Objectives

Our school aims to ensure:

- Manages its buildings and equipment in an efficient, legally compliant way;
- Inspects and tests building and equipment regularly, taking into account statutory requirements and best practise recommendations;
- Promotes the safety and wellbeing of our staff, pupil, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- *Maintained schools:* Complies with the requirements of the [School Premises \(England\) Regulations 2012](#)
- Complies with the requirements of the [statutory framework for the EYFS](#)

Relevant laws and regulations include but are not limited to:

- [Health and Safety at Work etc. Act 1974](#)
- [School Premises \(England\) Regulations 2012](#)
- [School Premises \(England\) Regulations 2012](#)

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](#).

2 Scope

This policy applies to:

- all colleagues across The Children's Trust school;

3 Related Policies and Procedures

The following policies and procedures stated below support the effective application of this policy and SOP:

- Health and Safety policy
- Risk Assessment policy

Standard Operating Procedures (SOP)

1 Roles and responsibilities

The governing board, the Director of Education and the Estates team will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Director of Education, TCT Estates & TCT Health and Safety are responsible for ensuring relevant risk assessments are conducted and updated and incidents relating to school activities and premises recorded. These are reported to the Governing Board, as required.

The Children's Trust Estates and Health and Safety teams 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
- 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

2 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 Yellow Class Blue Class	All Air conditioning units are inspected and serviced every 6 months with the f-gas folder being updated in each instance	TCT Estates Team.
Portable Unit - Medical	All Maintenance and servicing is carried out by a qualified engineer with correct accreditations	

	A TM44 inspection should be carried out every 5 years	
Asbestos register	<p>An asbestos management Plan is in place for each building. This identifies all Known Asbestos and forms the Asbestos register</p> <p>Annual re-inspections of the known asbestos takes place using an approved contractor.</p> <p>All works surrounding asbestos require additional inspections by the licensed contractor Any changes to required are highlighted on the Asbestos register</p>	<p>TCT Estates Team. Testing and asbestos works are carried out by specialist contractors. All inspections and removal/managed works are certificated</p>
Electrical testing and inspection	<p>A <u>PAT</u> exercise takes place annually. All fixed wiring and all distribution boards are tested at least once every 5 years. All electrical testing and inspection is carried out by a competent person.</p>	<p>TCT Estates Team. Electrical testing (including PAT testing) is carried out by a specialist contractor and certificated. Annually. PAT testing is carried out annually. Fixed wire test every five years. Annual inspection by in-house team</p>
Fire safety	<p>Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety. Fire detection and alarm systems are tested weekly. All call points are tested over a 22-week cycle Fire doors are inspected weekly by a competent person. Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p>	<p>TCT H&S Team.</p> <p>GENTS/Honeywell via TCT Estates Team.</p> <p>School</p> <p>Specialist company annually.</p> <p>Weekly/Monthly H&S Checklist – School</p>

	<p>Fire blankets are inspected annually and replaced as required.</p> <p>The School is single story and therefore does not have a lightening conductor.</p> <p>Lightening conductors on other buildings on site are inspected and electrically tested on an annual basis by a competent person.</p>	<p>TCT Estates Team. TCT H&S</p>
First aid equipment	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	<p>Weekly / Monthly Checklist School Nurses/H&S Rep</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 6 monthly.</p> <p>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.</p>	<p>TCT Estates Team.</p>
Glazing	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented.</p> <p>Further checks that any replacements are with safety glass are made as needed.</p>	<p>TCT Estates Team.</p>
Hoists	<p>All hoists (both overhead & portable) receive a thorough examination, full maintenance and inspection by a competent person at least once every 12 months or when an issue is identified</p>	<p>School H&S Rep Hoists are inspected every 6 months by a specialist contractor and LOLA tested which is certificated.</p>
Lighting systems	<p>Electrical stage lighting is inspected and tested annually by a competent person.</p>	<p>Emergency lights etc are the responsibility of the TCT Estates Team</p>

	Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.	Electrical testing (including PAT testing) is carried out by a specialist contractor and certificated. PAT testing is carried out annually. Fixed wire test every five years.
Trampolines Fixed Playground equipment	Trampolines are inspected and tested annually. Fixed playground equipment are serviced inline with manufacturers recommendations	Monthly H&S checklist – School H&S Rep Monthly H&S checklist – School H&S Rep Annually
Water hygiene and safety	All water safety, Testing, inspections, and planned maintenance is determined by the water risk assessment. All evidence of such maintenance is kept in the logbook.	TCT Estates team Hot and cold water systems are inspected and tested as recommended by 8 regulations and HSG 274 parts 1, 2 and 3. All risk assessments, Inspections and works are completed by competent contractors or in house engineers.
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.	DSE assessment online TCT H&S
Working at height	Equipment used for working at height is inspected and tested 6 monthly basis.	TCT Estates team

3 Risk assessments 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 risk assessment policy and 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
- Traffic management

- Radon
- Shared premises
- Tree safety
- Vacant buildings
- Lettings

The school also ensures further checks are made to confirm the following:

- *Correct and up-to-date information is displayed in all notices H&S Checklist*
- *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 TCT Estates /HR team*
- *Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment TCT Estates team*

4 Monitoring arrangements

The application of this policy is monitored by the site 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 School H&S Rep every 2 years. At every review, the policy will be shared with the governing board and approved by the Director of Education.

Document Change Control

Version	Status	Description (of changes)	Reviewed by	Reviewed/ Issued Date
0.1	Draft	Review	RGreen / ELush	May 2022
0.2	Draft			
0.3	Draft			
1.0	Final			