

Premises Management Policy and SOP

**[Mandatory Read for
school and estates]**



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Contents

Policy

- 1 Purpose and Objectives
- 2 Scope
- 3 Definitions
- 4 Policy Statement
- 5 Stakeholder Consultation
- 6 Related Policies
- 7 External References and Guidance

Standard Operating Procedure (SOP)

- 1 Roles and Responsibilities
- 2 Process/ Procedure

Document Change Control

Appendices

Appendix 1 - Stakeholder Engagement Checklist

Policy

1 Purpose and Objectives

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.

The objectives of the policy and this procedure are to:

- 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
- *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 & Safety at Work Act 1974
- The Equalities Act 2010
- The Building Regulations 2010
- School premises (England) Regulations 2012
- Statutory Framework for the EYFS
- DfE School Capital funding
- Health and safety: responsibilities and duties for schools 2022
- Advice on standards for school premises 2015

2 Scope

This policy applies to:

- all colleagues across The Children's Trust School and Estates
- all contractors and visitors to the Tadworth site/ all systems / all data processing activities

3 Definitions

Unless otherwise stated, the words or expressions contained in this document shall have the following meaning:

[the Charity/ organisation/ TCT]
[SOP]

[means The Children's Trust]
Standard Operating Procedure

4 Policy Statement

In accordance with the Department for Education's (DfE) guidance on statutory policies for schools, the DfE emphasises the importance of safe management and maintenance in various aspects of school premises, including but not limited to asbestos, fire safety, and statutory testing.

While there is no definitive list of documents mandated for premises management, the school acknowledges the necessity of incorporating relevant duties into existing health and safety policies and risk assessments. However, to provide clarity and coherence in our approach, we have chosen to adopt a premises management policy.

By implementing this Premises Management Policy, we commit to maintaining a safe and well-managed environment that aligns with statutory requirements and promotes the wellbeing of our school community.

5 Stakeholder Consultation

Appendix 1 details the stakeholders who were consulted in the development of this policy and

6 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.

7 External References and Guidance

The following external resources and guidance were consulted in drafting this policy and SOP

- Department for Education's guidance on [good estate management for schools](#).
- School Condition survey

Standard Operating Procedures (SOP)

1 Roles and responsibilities

The governing board, the Director of Therapies and Education, Headteacher and the facilities 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 Therapies and Education, Headteacher, TCT Estates team & Health & Safety Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Headteacher is responsible for:

- Ensuring that the school building and premises are safe and regularly inspected (includes surveys i.e. DfE condition survey)
- Ensuring that the School Premises guidance is prepared and, together with the Health & Safety TCT committee and governors, is regularly reviewed.
- Day-to-day management of all health and safety matters in the school
- Passing on information received on health and safety matters, school premises to appropriate people.
- Ensuring that there is reporting to the health & safety and education governance committees / submit inspection reports.
- Ensure all risk assessments, prevalence walks, related to school premises, are completed and reviewed.
- Ensuring appropriate evacuation procedures are in place (from school premises) and fire drills are held.
- Ensuring all facilities are fit for purpose for disabled pupils

The Children's Trust Estates team 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.

All staff are responsible for:

- Co-operating with -Headteachers to ensure that statutory requirements are met.
- Not interfering with or misusing anything provided in the interest of health, safety, or welfare
- Checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed.
- Checking equipment/school premises is safe before use.
- Participating in inspections and the Health and Safety Committee as appropriate
- Bringing problems to the attention of the line manager in the first instance.
- Understand emergency evacuation from school premises.

2 Process / Procedure

Inspection and testing

Estates maintain 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, Estates 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 Portable Unit - Medical	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 are conducted by a qualified energy assessor.	TCT Estates Team.
Asbestos register	A risk assessment takes place annually and when any changes to the building take place. The asbestos register and asbestos management plan are updated accordingly.	TCT Estates Team. Testing and asbestos works are carried out by specialist contractors. All inspections and removal/managed works are certificated
Electrical testing and inspection	A <u>PAT</u> 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	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 tests every five years.

	<p>tested at least once every 5 years.</p> <p>Testing of all distribution boards in mobile accommodation is conducted on an annual basis.</p> <p>All electrical testing and inspection is carried out by a competent person.</p>	Annual inspection by in-house team
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.</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 by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</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>TCT Head of Health & Safety</p> <p>GENTS/Honeywell via TCT Estates Team.</p> <p>Estates Team</p> <p>Specialist company annually.</p> <p>Weekly/Monthly H&S Checklist – School</p> <p>TCT Estates Team. TCT H&S Manager</p> <p>The School is single story and does not have a lightening conductor but the majority of other buildings on site do have.</p>

First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Weekly / Monthly Checklist School Nurses
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>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>	TCT Estates Team. Weekly / Monthly H&S Checklist H&S Rep
Glazing	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.	TCT Estates Team.
Hoists	All hoists (both overhead & portable) receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months or when an issue is identified	School H&S Rep Hoists are inspected every 6 months by a specialist contractor and LOLA tested which is certificated.

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 TCT Estates team. There is a 1hour 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>Emergency lights etc. are the responsibility of the Estates Team</p> <p>Electrical testing (including PAT testing) is carried out by a specialist contractor and certificated.</p> <p>PAT testing is carried out annually.</p> <p>Fixed wire tests every five years.</p> <p>Annual inspection by in-house team</p>
<p>Trampolines</p> <p>Fixed Playground equipment</p>	<p>Trampolines are inspected and tested annually.</p> <p>Fixed playground equipment is serviced in line with manufacturers recommendations</p>	<p>Monthly H&S checklist – School H&S Rep</p> <p>Monthly H&S checklist – School H&S Rep</p> <p>Annually</p>
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>TCT Estates team</p> <p>Hot and cold water systems are inspected and tested as recommended by 8 regulations and HSG 274 parts 1, 2 and 3.</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. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</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.	DSE assessment and Risk Assessment online School H & S rep
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	School H&S Monthly Checklist 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 compliance team
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment TCT Estates team

The school also ensures further surveys are made as set out by DfE.

4.Monitoring arrangements

The application of this policy is monitored by the Estates 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 online.

This policy will be reviewed by School H&S Rep / Headteacher every 2 years. At every review, the policy will be shared with the governing board and approved by the Director of Resources.

Document Change Control

Version	Status	Description (of changes)	Reviewed by	Reviewed/ Issued Date
0.1	Draft	Made changes from critical reader <ul style="list-style-type: none">• Developed roles and responsibilities of school staff and headteacher.• Referenced further DfE guidance and advice.• Referenced condition survey & prevalence walk.	MM LR	May 24
1.0	Final	Approved	EGC	June 2024
1.1	Final	Extended to June 2026	MB	Sept 2026

Appendix 1 – Stakeholder Engagement Checklist

Review and complete the following checklist to indicate which stakeholders were consulted in the development of this policy.

#	Question	Yes/ No	Stakeholder(s) to be consulted
1	Is there a statutory requirement to have in place this particular policy/ does the policy need to comply with detailed legislation?	Yes – as a document	Audit, Risk and Governance team
2	Is implementation of the policy (or any element of it) dependent on the use of new or existing information technology?	No	
3	Does implementation of the policy (or any element of it) place any demands on/ or affect the activities of the Estates and Facilities teams (e.g. does it impact the provision or maintenance of premises, equipment, vehicles or other TCT assets)?	Yes	Estates Team
4	Does implementation of the policy or any element of it involve/ impact the processing of personal data?	No	
5	Does implementation of the policy require significant unbudgeted operational or capital expenditure?	Yes	Finance Director
6	Does implementation of the policy (or any element of it) directly or indirectly impact on the delivery of services / activities in other areas of the organisation? E.g. a policy written by a clinical lead in CF&S might impact on the delivery of care for CYP attending the School.	Yes	Relevant, impacted OLT members
7	Is there a need to consider Health and Safety or potential environmental impacts in developing and implementing the policy?	Yes	Health and Safety Manager
8	Have you consulted with a representative of those who will be directly impacted by the policy?	Yes	Regulatory Compliance Lead and Headteacher
9	Is there a need to consider Equity, Diversity and Inclusion in developing and implementing the policy?	No	

10	Is there a need to consider sustainability and potential environmental impacts in developing and implementing the policy?	Yes	Lead for Responsible Organisation
11	Please detail any other stakeholder groups consulted, if applicable.	No	