Statutory Policy

Premises Management

Responsibility of	Finance & Buildings Committee
Reviewed	September 2026
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The Department for Education's (DfE's) guidance on statutory policies for schools includes 'premises management documents'. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

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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

> *As a maintained schools, the local authority (LA) and us have responsibilities for the repair and maintenance of premises and as such we buy into LA Property, Building and Compliance Services.*

The governing board, headteacher, school business manager 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 school business manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required. The site manager also has responsibilities as the

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

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 Department for Education's guidance on good estate management for schools.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site Controller
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	RBC – SLA Property Services purchased Annually
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	RBC – SLA Property Services purchased Annually

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	RBC – SLA Property Services purchased Annually
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).	RBC – SLA Property Services purchased Annually
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).	RBC – SLA Property Services purchased Annually
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.	Weekly and monthly checks carried out by Site Controller. Annual checks by RBC – SLA Property Services purchased annually
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	6 monthly checks by Site Controller Annual checks by RBC – SLA Property Services purchased annually Surveys carried out by RBC – SLA Property Services

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Site Controller
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Bi-Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Weekly and monthly checks carried out by Site Controller. Quarterly Annual checks by RBC – SLA Property Services purchased annually Risk Assessment by RBC – SLA Property Services
Fire doors	Regular checks by a competent person.	Site Controller
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.	Weekly and monthly checks carried out by Site Controller. Annual checks by RBC – SLA Property Services purchased annually
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.	RBC – SLA Property Services purchased annually

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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).	Site Controller
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.	Site Controller RBC – SLA Property Services purchased annually
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.	Site Controller 3 yearly audit/review by qualified external tree surgeon

5. 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, we are required to have in place (please refer to our risk assessment policy and health and safety policy for more information), we make sure we have risk assessments in place, regularly updated, to cover all areas of premises where relevant.

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

Water supply

The site controller will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8.
- A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services.

Temperature

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21°C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18°C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15°C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1°C.

Within our nursery area the surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43°C.

Air extract systems will be employed to maintain a safe environment by removing hazardous fumes and dust. Local exhaust ventilation systems (LEVS) may be used in fume cupboards and in workshops. These systems will be examined and tested at least every 14 months. Closed water circuits which operate under pressure will be checked periodically for leaks. Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. Bi-annual checks and an annual maintenance schedule will also be undertaken.

Toilet and washing facilities

The following toilet and washbasin facilities will be in place:

- For pupils aged 3-5, there will be 1 toilet and washbasin for every 10 pupils.
- For pupils aged 6-10, there will be 1 toilet and washbasin per 15 pupils, which will be segregated into male and female for those over 8.
- No more than two thirds of male toilets will be urinals.

- For pupils aged 11 or older, there will be 1 toilet and washbasin per 20 pupils, which will be segregated into male and female.

Toilet and washing facilities will be planned to ensure that handwashing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

Disabled toilets will have a toilet and washbasin and a shower is located in our nursery area. Disabled toilets will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.

The SBM will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

Accessibility

The headteacher and SENCO will keep the school's Accessibility Plan up to date to ensure the premises is accessible to staff, pupils and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.

The school will take account of its Accessibility Policy when managing and maintaining the school site.

Drainage

The site controller will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

The site controller will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and, in severe cases, can overload roofs, contributing to structural failure.

Security

The SBM and site controller will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- The building is securely locked and alarmed each night
- The building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the SBM, site controller and SLT, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

The School Security Policy addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The site controller will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

Lettings

The SBM will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others. The school's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire to the SBM. When determining whether to approve an application; the SBM will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the school, balanced or outweighed by freedom of expression or artistic merit).

The SBM will ensure that appropriate arrangements are in place to keep children safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the governing board under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the governing board will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

Weather

The site controller will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the Headteacher for a decision of safety to be made. The school's Adverse Weather Policy will be adhered to at all times.

Invacuations and evacuations

The site controller will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, the site controller will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the SBM, Headteacher and SENCO, where appropriate.

When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

Catering

The school's Whole-school Food Policy will be adhered to at all times. The SBM, in consultation with Brighter Futures for Children and the Catering company, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

Cleaning

The school's School Cleaning Policy will be adhered to at all times. The SBM will be responsible for managing cleaning staff and or cleaning contractors and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

Maintenance

The SBM will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including statutory

and good practice checks. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

6. Monitoring arrangements

The application of this policy is monitored by the site manager, school business manager and headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments and compliance servicing

Copies of risk assessments and paperwork relating to any checks are kept in the school office.

This policy will be reviewed by School Business Manager every year. At every review, the policy will be shared with and approved by Finance Committee

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy
- Asset Management Policy
- Asbestos Management Plan
- Lettings Policy
- Accessibility Policy
- Accessibility Plan
- School Security Policy
- Adverse Weather Policy
- Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Safety Procedure
- Whole-school Food Policy
- School Cleaning Contractor
- First Aid Policy