



Premises Management Policy

Version	Date	Author(s)	Changes
1	September 2025	The Key	
2	September 2026	The Key	Updated with new dates and contractor name removed and location of where records are kept info

Policy information:

Date of ratification:	September 2026
Ratified by:	Governors
Review frequency:	Annual
Next review due:	September 2027
Source:	The Key
Type of policy:	Statutory
Target audience	Staff and Governors

All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact.

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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
- Maintained schools: Complies with the requirements of The School Premises (England) Regulations 2012
- Early Years Foundation Stage (EYFS) setting: 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

For maintained schools, both local authorities (LAs) and schools have responsibilities for the repair and maintenance of premises

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 Head Teacher is responsible for

- Conducting and keeping a record of risk assessments and incident logs related to the school premises

The site manager is responsible for:

- Inspecting and maintaining the school premises where it is appropriate
- Conducting repairs and maintenance where appropriate
- 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
- At The Dassett C of E Primary School the site manager liaises with the Head Teacher to organise maintenance and repairs through Warwickshire Education Property Services.

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. Contractors attach reports to ATLAS web as necessary.

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 <u>HSE guidance</u> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	The Dassett Primary School engages suitably qualified person to carry out inspection, testing or maintenance. Arranged through school annually Reports added to ATLAS web by contractor

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	The Dassett Primary School engages suitably qualified person to carry out inspection, testing or maintenance. Reports added to ATLAS web Neil Peace WCC
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	The Dassett Primary School engages suitably qualified person to carry out inspection, testing or maintenance. Reports added to ATLAS web Neil Peace
Fuel oil storage	Visual checks weekly, with more detailed annual inspections by qualified inspectors.	Site Manager and Head Teacher weekly. Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web
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 <u>guidance for each type from the HSE</u> .	Site Manager and Head Teacher weekly. Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web
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.	Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web

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 Manager and Head Teacher weekly. Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web
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. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Site Manager and Head Teacher weekly. Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web
Fire doors	Regular checks by a competent person.	Site Manager and Head Teacher weekly. Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web
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.	Site Manager and Head Teacher weekly. Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web
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 <u>HSE guidance on COSHH assessment</u>).	Site Manager and Head Teacher check regularly as updates occur. COSHH folder in site office
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 Manager and Head Teacher weekly. Annual service and inspections through Landlord/WES property services. Report received via email
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 Manager and Head Teacher weekly. Annual service and inspections through Landlord/WES property services. Reports added to ATLAS web

5. Risk assessments and other checks

We have risk assessments or policies in place to cover:

- Shared premises
- Vacant buildings
- Lettings
- Building evacuation
- Accessibility
- Security (3 yearly check)
- Fire (3 yearly check)
- Health and Safety (3 yearly check)

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, administrator 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 Head Teacher every year. At every review, the policy will be shared with and approved by the governing body.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety
- Fire Safety
- Building Emergency Evacuation Plan