



THE NORTON  
KNATCHBULL  
SCHOOL

# Premises Management Policy

Reviewed by	Site Manager
Approved by	Finance & General Purposes Committee
Date of Approved	13 <sup>th</sup> September 2022
Date of Review	September 2023

## 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](#)

- **Academies:** Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)

## 2. Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

➤ Academies have sole responsibility for the safe management of premises

The governing board, Head Teacher 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 Head Teacher 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

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 [checks and testing sections of the DfE estates guidance](#).

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 <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	The Site Manager is responsible for ensuring that PAT Testing is completed in Line with the HSE Guidelines and IEE wiring regulations.
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 Site Manager is responsible for ensuring that electrical installation tests are carried out every 5 years to comply with IEE wiring regulations. Lightning conductors should be checked annually.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	The Site Manager and team are responsible for monthly and quarterly checks. The 50% compliance test and full discharge is contracted out to ADT Fire and Security.
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	The Site manager is responsible for scheduling routine service level agreements with provider. Allianz are contracted to perform 6 monthly reviews of all lifts in line with the (The Lifting Operations and Lifting equipment <b>Regulations</b> ) ( <b>LOLER</b> )

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>Annual safety checks (in line with good practice / required if the premises are used for residential accommodation).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>	<p>The Site manager is responsible for scheduling routine service level agreements with Gas Safe registered Service Company.</p> <p>Level service agreements are in place.</p>
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	<p>The Site manager is responsible for scheduling routine service level agreements with Air Refrigeration registered Service Company's.</p> <p>Level service Agreements are in place.</p> <p>F-Gas records are available</p>
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a>, 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).</p>	<p>Allianz are contracted to perform 12 monthly reviews of all pressure systems in the school.</p> <hr/> <p>The Pressure Systems Safety Regulations 2000</p> <p>Remedial action is covered under service agreement with Gas Safe registered Service Company.</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 <a href="#">guidance for each type from the HSE</a> .	The Site manager and team are responsible for weekly and monthly tests.  Quarterly Yearly checks plus tank clean are contracted out the registered water treatment company. Water samples are taken quarterly.
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.	The first asbestos site survey was completed in 2011 and reviewed in 2013 following changes to the school. A full site survey covering all rooms and buildings was commissioned in 2018. The asbestos management plan is place.
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.	The Site Manager Is responsible for managing and controlling access and egress from all high level areas.  All man safe system are serviced and checked by a contracted working at height specialized company.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	The Site Manager and team are responsible for ensuring that the Fire detection systems is working correctly on a daily basis. Weekly, monthly checks are place.  System testing is contracted out to a Fire and Security provider.  The Annual Fire Risk assessment is complete by an external competent service provider.
Fire doors	Regular checks by a competent person.	The Site Manager and site team are responsible for managing and controlling access and egress through all fire doors and emergency routes.
Firefighting equipment	Most equipment – extinguishers, fire inspected annually by a competent person where required unless manufacturers’ guidelines suggest differently.	The Site Manager and site team are responsible for managing and controlling fire equipment through out the working day.  The Site manager is responsible for scheduling routine and annually inspection by a company that conforms to Fire Safety Act 2005.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	<p>The Site Manager is responsible for managing and scheduling annually cleans and inspections on all extraction systems.</p> <p>TR19 certification should be held on site.</p>
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>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 <a href="#">HSE guidance on COSHH assessment</a>).</p>	<p>The Head of Department in Science, DT, Art and Site operations are responsible for the following:</p> <ol style="list-style-type: none"> <li><b>1.</b> Head of Department ensures chemicals are stored and accessed in accordance with COSHH guidelines.</li> <li><b>2.</b> The correct storing of Chemicals. (Wet, dry, collusive, explosive)</li> <li><b>3.</b> The management of Chemicals (Inventory, date, disposal)</li> <li><b>4.</b> Maintenance of COSHH data sheets.</li> <li><b>5.</b> and Cleaning contractors to provide correct storage.</li> </ol> <p>The Site Manager is responsible for the disposal of all out of date chemicals through a licensed contractor.</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	The Head of PE is responsible ensuring that the yearly inspections of sports equipment has been scheduled by the Site Manager.  This activity is contracted out the a specialised sports company.
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.	A full Tree survey was carried out in 2018. All tree work is contracted out to a specialized company.

## 5. Risk assessments and other checks

Please refer to our Health and Safety policy for information about the school’s approach to risk assessment.

We also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- All risk assessments are annually reviewed
- 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 and Head Teacher 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 Site Office.

This policy will be reviewed by The Head Teacher Annually. At every review, the policy will be shared with and approved by the Full Board of Governors.