

Premises Management Policy

Review Date: May 2026

Review by: Finance, Audit and Risk Committee

Final Approval: Finance, Audit and Risk Committee

1. Introduction

Academy Context

The Core Values of the Academy which relate specifically to this policy state that we are working together to form relationships based on

- Responsibility - everyone is expected to understand the consequences of their actions.
- Justice - everyone is entitled to be treated fairly and to promote the self-esteem of others .

Such values contribute to the Academy's common purpose of "Striving for high quality education with a strong Christian ethos", and as such underpin all processes within the Academy.

The Academy strives to keep its premises safe and healthy. Its maintenance of all aspects of premises is intended to provide a highly conducive environment for effective learning and a welcoming and positive environment for its employees.

This policy should be read in conjunction with all other Academy policies relating to premises. These include the Health and Safety Policy, Asbestos Management Policy, Fire Safety Management Policy, Educational Visits Policy, Contractor Management Procedure and the Department for Education's guidance on good estate management for schools. It should also be read in conjunction with the Academies Handbook.

2. Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the Academy's Data Protection Policy

3. Policy

The Academy will

- manage its premises, buildings and equipment in an efficient and legally compliant way;
- inspect and test resources regularly, taking into account statutory requirements and best practice recommendations;
- promote the safety and wellbeing of staff, students, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work etc. Act 1974;
- comply with the requirements of The Education (Independent School Standards) Regulations 2014;
- invest in premises and property to achieve its objectives;
- ensure value for money in all work related to premises;
- maintain accurate records which are fully compliant for inspection and testing (Appendix 1)

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4. Responsibilities

Trustees

- Accountable for the health and safety of all people on site.
- Review matters relating to premises through the Finance, Audit and Risk (FAR) Committee.
- Delegate responsibility to the Headteacher for ensuring that this policy is implemented.
- Approve spend at threshold levels as outlined in the Scheme of Delegation

Headteacher

- Ensure appropriate leadership of premises through the Business Manager and Facilities Manager
- Ensure that the Business Manager and Facilities Manager are competent to fulfil their role.
- Ensure all staff undertake training to the appropriate levels for compliance and best practice.

Business Manager

- Ensure that Governors are kept informed of all appropriate matters relating to the premises;
- Ensure that there is funding for the relevant legal and statutory checks required;
- Line manage the Facilities Manager;
- Conduct whole school risk assessments;
- Update the central risk assessment log;
- Liaise with the Headteacher on actions required to keep the academy premises safe;
- Ensure incident logs are undertaken and investigated.
- Lead on strategic premises development projects
- Estates Management Plan

Facilities Manager

- Inspect and maintain the Academy premises;
- Conduct repairs and maintenance;
- Be the first point of contact for any issues with the premises;
- Conduct premises risk assessments;
- Advise on the premises budget spend

Lettings Manager

- Inspecting and maintaining the sports and lettings equipment and reporting any issues to the Business Manager and Facilities Manager

5. Monitoring arrangements

The application of this policy is monitored by the Facilities Manager and Business Manager 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 assessments are kept in the Premises Office.

The Policy is ratified through the FAR Committee

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Appendix 1 - PROCEDURES

1. Inspection and testing

Accurate records and details of all statutory tests undertaken are maintained, together with any relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary. Any remedial work as a result of these inspections are undertaken and records of these kept.

Contractors are selected taking into account their suitability for the task e.g. training, legal requirements and using the Academy Contractor Management Policy and Procedures.

The table below details the issues inspected 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)	Annually. 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.	Facilities Manager
Fixed electrical installation tests (including lightning conductors)	At least every 5 years, or sooner according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Facilities Manager
Emergency lighting	Monthly flash test. Annual condition test (including 3-hour battery test) by a competent person.	Facilities Manager
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.	Facilities Manager
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.	Facilities Manager

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	Facilities Manager
Pressure systems	<p>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).</p>	Facilities Manager
Legionella checks on all water systems	<p>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.</p>	Facilities Manager
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Facilities Manager
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Facilities Manager
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	Facilities Manager

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Fire doors	Regular checks by a competent person.	Facilities Manager
Firefighting equipment	Most equipment – extinguishers, fire blankets, 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.	Facilities Manager
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.	Facilities Manager
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>).	Head of Science Faculty Facilities Manager
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 equipment – periodic and annual inspections by a competent person.	PE Technician
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments annually by a competent person.	Facilities Manager

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with Public Health England (now the UK Health Security Agency) radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	Facilities Manager

2. Risk assessments and other checks

Risk assessments are carried out for all activities in line with the Academy's Health and Safety Policy, Educational Visits Policy, Fire Safety Management Policy and Asbestos Management Policy.

In addition to the risk assessments, the Academy has in place procedures and arrangements for the following activities which pose a risk to our community.

- Car parking and vehicle/pedestrian segregation;
- Fire risk assessment;
- COSHH;
- Radioactive materials;
- Traffic management;
- Shared premises;
- Vacant buildings;
- Lettings.

Further assessments are made to confirm the following:

- Correct and up-to-date information is displayed
- 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

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