

Premises Management Policy

Policy Number: S130

Policy Owner: Facilities Manager

Governing Body Responsibility: Resource Management Committee

Version: 3.0

Date: February 2021

Policy to be reviewed on or before February 2023



Kesteven and Grantham Girls' School

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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 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

Policy Statement

The premises of Kesteven and Grantham Girls' School are monitored by the Headteacher, Facilities Manager (and by the site team) by the Schools H&S link governor (who reports to The Chair/Governors) and by a range of individuals who report their observations/concerns. Ensuring this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

Responsibilities

The Headteacher and Facilities Manager are responsible for ensuring relevant risks (assessments) and policies 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, held either electronically and on the Every system or hard copies.

{Every is a business management compliance system}

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 FOR ENSURING IMPLEMENTATION
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.	Facilities Manager
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.	Facilities Manager
Emergency lighting	Monthly flash test. Annual test by competent electrician	Facilities Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE FOR ENSURING IMPLEMENTATION
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. LOLER inspections. (insurance company)	Facilities Manager
Gas appliances and fittings Kitchen equipment Boilers	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 (all statutory testing is carried out by a competent person/external bodies providing certification).
Mini bus	Safety checks MOT Servicing Breakdown documents.	Facilities Manager
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).	Facilities Manager
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).	Facilities Manager (carried out by insurance)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE FOR ENSURING IMPLEMENTATION
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 .	Facilities Manager
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.	Facilities Manager
Equipment used for working at height .Ladders .Scaffolding	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.	Facilities Manager
Fire detection and alarm systems Nobel fire suppression system (Main school kitchen)	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.	Facilities Manager
Fire doors	Regular checks by a competent person.	Facilities Manager
Powered pedestrian doors	6 monthly service and safety inspection carried out by competent person	Facilities Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE FOR ENSURING IMPLEMENTATION
Firefighting equipment Nobel fire suppression system (fitted in main school kitchen)	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.	Facilities Manager
Fire Risk Assessment	Annual fire risk assessment In conjunction with Regulatory reform (fire safety) order 2005	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.	Kitchen Manager Facilities Manager
Workshop Machinery –test and servicing	Annual servicing and maintenance by competent person	Facilities Manager DT technician
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).	Facilities Manager (Science Technicians)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE FOR ENSURING IMPLEMENTATION
PE/Sport equipment	Annual checks: servicing and inspection by externally by competent person.	Facilities Manager
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.	Facilities Manager
Radon	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. Radon measurements will last for 3 months, using radon monitors, in line with Public Health England radon guidance for schools. Where measurements show radon levels below 300Bq/m³, radon levels will be re-measured at least every 10 years. If significant changes are made to the buildings or work processes, re-measurement will also be considered. 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 re-measurement frequency.	Facilities Manager

5. Risk assessments and other checks

Risk assessments we are required to have in place, regularly updated, to cover:

- Risk Management Strategy
- Whole school risk assessments for all areas and activities (teaching/learning)
- Lettings

This list is not intended to be exhaustive (please refer to relevant policies for risks)

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

- Correct and up-to-date information is displayed in all notices
- Contractors have the necessary qualifications to carry out the specified work

6. Monitoring arrangements

The application of this policy is monitored by the Facilities Manager 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 Facilities Manger's office.

This policy will be reviewed by Facilities Manger every 36 months. At every review, the policy will be shared with and approved by [the governing board/ resources committee //the Headteacher].

7. Links with other policies

This premises management policy is linked to several policies below.

- Health and Safety Policy
- Security Policy
- Lettings policy

8. Configuration History

Version:	Date:	Author	Contributors
1.0	January 2017	Headteacher	Facilities Manager
2.0	January 2020	Facilities Manager	
3.0	February 2021	Facilities Manager	

Audit trail of change

Version	Date	Reason for Change
1.0	January 2017	New Policy
2.0	January 2020	Policy Review
3.0	February 2021	Review following recommendation from Internal Auditor

Authorisation

Name	Date	Signature
Mr N Boddington	March 2021	