TITLE: Premises Management Policy		
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Premises Management Policy

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness, and transformation. We work hard to ignite confidence, expand opportunities, energise the community, and generate prosperity.

These values are further supported by our learning philosophy, rooted in the dynamics between the brain, motivation and our emotions.

Policy Statement

This policy sets out expectations regarding premises management to ensure every school within our Trust has safe management and maintenance, including asbestos, fire safety and statutory testing.

Principles

To ensure that all school buildings and grounds within the Trust are always kept safe and in a well-maintained condition to ensure they are suitable for educational purposes and offer the best possible learning environment for our students and staff.

Links to other Policies

- Health and safety policy
- Risk assessment policy
- Letting’s policy
- Asbestos Management policy

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1. Aims

Our Trust aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, considering 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

The local Governing Committee, Headteacher, Site Manager and Head of Facilities will ensure this Premises Management Policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

Each schools Headteacher 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
- Ensuring that Health and Safety records are kept relating to fire evacuations, asbestos register, legionella testing, gas supply and all necessary areas are statutory tested.

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.	Site Manager or approved contractor
	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.	
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. This is usually every 5 years under normal circumstances	Approved Electrical Contractor
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Manager or approved Electrical Contractor
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.	Approved Lift Contractor and annual Insurance Company Inspection
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).	Approved Gas Safe Registered engineer.
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Not applicable on any ALET sites.
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).	Approved Air conditioning Engineer
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).	Departmental Technicians or approved Contractor

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.	Site Manager for regular flow tests. Approved Contractor for chemical water tests
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.	Site Manager for daily monitoring and approved Asbestos Management. Contractor to update changes as they occur.
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 - Ladders Approved Contractor annually for mechanical and power operated lifting equipment
External metal fire escape stairs	These will be subject to a 5-year load and structural test	Approved Contractor
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 - daily and weekly tests Approved Fire System Engineer
Fire doors	Regular checks by a competent person.	Site Manager or approved Contractor
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- regular visual inspections and approved supply contractor

Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.	Approved Cleaning Contractor

	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.	Approved Specialist Ventilation Contractor
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).	Departmental Technician
Hydrotherapy pools and swimming pools	In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems. Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	Not applicable to ALET
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.	Approved Specialist Contractor
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.	Tree Safety- termly visual inspections by Site Manager. Full tree survey by qualified contractor every 5 years
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.	Not applicable on current ALET sites, most prevalent in the Southwest of the country

	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 remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement 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 remeasurement frequency.	

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 that we are required to have in place (please refer to our Risk Assessment Policy and Health and Safety Policy for more information on areas including working at heights and fire evacuation etc), we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Vacant buildings
- Lettings
- Cleaning
- Recycling
- Security and Lone Working

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 and Headteacher by 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 annually or in the event of a serious incident by ALET Head of Facilities. At every review, the policy will be shared with and approved by the ALET board of Trustees.

7. Links with other policies

This Premises Management Policy is linked to:

- Health and Safety Policy
- Risk Assessment Policy
- Letting's Policy
- Asbestos Management Policy