

Premises Management Policy

Tewkesbury C of E Primary School



Approved by: Governing Board

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Contents

1. Aims.....	1
2. Guidance	1
3. Roles and responsibilities	1
4. Inspection and testing	1
5. Risk assessments and other checks	6
6. Monitoring arrangements.....	7
7. Links with other policies.....	7

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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.
- Complies with statutory school premises regulations.
- This policy complies with 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](#). It also reflects statutory requirements under the School Premises (England) Regulations 2012, the Health and Safety at Work etc. Act 1974, and the relevant HSE Approved Codes of Practice.

3. Roles and Responsibilities

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 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 contractors follow the school's safeguarding and health and safety procedures, including signing in, providing Risk assessments and Method Statements (RAMS), and being supervised where appropriate.
- Maintaining the asbestos register and ensuring contractors read and sign it before starting work.
- Ensuring water hygiene checks (including flushing, temperature monitoring and recording) are completed in line with the Legionella risk assessment.
- 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 Department for Education's [guidance on good estate management for schools](#).

We maintain records of all statutory tests and inspections. The table below outlines responsibilities:

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 HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site 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.	Competent contractor
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Manager/Contractor
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.	Gas Safe Registered Engineer
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant	Competent person

	leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	
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.	Competent person
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.	Competent person
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.	Competent person
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
Fire doors	Monthly visual checks by the Site Manager and annual inspection by a competent person.	Site Manager
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'	Competent contractor

	guidelines suggest differently.	
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.	Competent 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).	Site Manager
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.	Competent 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.	Site Manager

5. Risk Assessments and Other Checks

We conduct regular risk assessments for:

- **Car parking and pedestrian safety** – Ensuring safe drop-off and pick-up procedures, designated crossing areas and supervision.
- **Traffic management** – Managing vehicle access, deliveries, and staff parking to prevent congestion or hazards.
- **Security and emergency evacuation procedures** – Reviewing lockdown procedures, fire drills and site access control.
- **Lockdown and invacuation procedures** – ensuring doors, communication systems and internal movement routes are safe and functional.
- **Compliance with the Equality Act 2010** – Ensuring all modifications to the building are inclusive and accessible.
- **Playground safety** – Checking equipment, surfacing and supervision levels.

- **First aid and medical needs** – Ensuring procedures are in place for administering medication, dealing with allergies, and handling injuries.
- **PE and sports activities** – Assessing equipment, playing fields and supervision during physical activities.
- **Educational visits and off-site activities** – Ensuring risk assessments are completed for trips, including transport and medical considerations.
- **Manual handling** – Training staff to lift and move heavy objects safely.
- **Legionella and water hygiene** – Conducting regular checks to prevent bacterial growth in water systems.
- **Fire safety** – Reviewing fire exits, alarms, and extinguisher maintenance.
- **COSHH (Control of Substances Hazardous to Health)** – Managing cleaning chemicals and other hazardous substances.
- **ICT and online safety** – Ensuring internet filters, cyber safety measures and staff training on online risks.
- **ICT hardware and server room safety** – ensuring ventilation, electrical safety and secure access to network equipment.

6. Monitoring Arrangements

This policy is monitored by the site manager and headteacher. Formal site audits are completed termly and logged by the site manager. Records of inspections and risk assessments are kept in the school office. This policy is reviewed annually by the headteacher, with a full governing board review on the published review cycle.

7. Links with Other Policies

- Health and Safety Policy
- Risk Assessment Policy
- Security and Emergency Procedures Policy
- Lettings Policy
- Equality Policy