
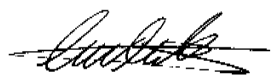


# SVPS Premises Management Policy 2023 – 2024



<b>Governor Committee Responsible:</b>	Premises	<b>Staff Lead</b>	Mr. G. Mills
<b>Status</b>	Statutory	<b>Review Cycle</b>	Annual
<b>Last Review</b>	November 2023	<b>Next Review Date</b>	November 2024

Designation	Name	Date	Signature
Chair of Premises	Mr. K. Wilson	21.11.23	
Head Teacher	Mr. G. Mills	21.11.23	

## 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 2018
- Complies with the requirements of the School Premises (England) Regulations 2012
- Complies with the requirements of the statutory framework for the EYFS

## 2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department for Education's guidance on [Good estate management for schools](#).

## 3. Roles and responsibilities

The Governing Body, the Headteacher and the Premises Team 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 School Business Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing body, as required.

The Site Staff (Caretaker, SLT, Office Team) under the direction of the School Business Manager are responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any maintenance issues with the premises
- Meeting on a regular basis as part of the Premises Team 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

- The school maintains accurate records and details of all statutory tests which are undertaken. 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, the school includes the dates when the works were undertaken and the details of the individual or company who completed them.

- The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency	Person responsible
Air conditioning system	Inspected annually. There is also an annual certificated inspection to ensure there is no leakage of refrigerant. All maintenance and certification is conducted by a qualified energy assessor.	Premises Team
Asbestos register	A visual inspection takes place monthly (signed and record kept) and when any changes to the building take place. The asbestos register and asbestos management plan are updated accordingly.	Premises Team
Electrical testing and inspection	A PAT exercise takes place every 1-2 years.	Premises Team
	Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years.  All electrical testing and inspection is carried out by a qualified contractor	Premises Team
Fire safety	Our fire risk assessment is reviewed annually and updated by a competent person every three years, and when any changes are made that might impact fire safety.	Premises Team
	Fire detection and alarm systems are tested internally, weekly. All call points are tested over a 20-week cycle.  The alarm system is serviced every 6 months by qualified contractors	Premises Team
	Fire doors are inspected weekly by a competent person.	Site Staff

	<p>Fire extinguishers are inspected and maintained on an annual basis by qualified contractors and replaced when required.</p> <p>The fire sprinkler system is inspected and tested annually by qualified contractors (with additional checks completed as needed to meet insurance requirements).</p> <p>Fire blankets are inspected annually by qualified contractors and replaced as required</p>	Premises Team
	<p>Lightning conductors are inspected and electrically tested on an annual basis by qualified contractors.</p>	Premises Team
First aid equipment	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	Lead TA
Gas safety	<p>Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded every 6 months.</p> <p>All gas appliances are serviced annually by qualified contractors.</p> <p>A visual condition inspection is conducted on gas pipework on an annual basis.</p> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p>	Premises Team
Glazing	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.</p>	Premises Team
Lighting systems	<p>Electrical stage lighting, portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected and tested annually by a qualified contractor.</p>	Premises Team
	<p>Emergency lighting systems are inspected and tested annually by a qualified contractor</p>	Premises Team
Playground and gymnasium equipment (fixed)	<p>Fixed playground, goal posts and gymnasium equipment are inspected and tested annually by a qualified contractor.</p>	Premises Team
Water hygiene and safety	<p>For hot water systems, a visual condition inspection is conducted on <b>bi-annual</b> basis.</p> <p>Water surface temperature checks, are completed at a frequency to be determined by our water safety risk</p>	Premises Team

	assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.	
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	Premises Team

## 5. Risk assessments and other checks

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

The school also ensures 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 on letting of a construction project
- 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 Premises Team 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 School Business Managers Office.

## 7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy