



25. Premises Management Policy

Executive Principal	
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Aims

Our school aims to ensure that it:

- Promotes a safe, attractive and effective environment that is conducive to learning and supports well-being.
- Makes the best use of all the school facilities and grounds to support the aims of the school.
- 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](#), [The School Premises \(England\) Regulations 2012](#) and [Statutory Framework for the EYFS](#)

Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

Roles and Responsibilities

Both Britus Education and BIST have responsibility for the repair and maintenance of our premises.

The Executive Principal and the Property Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy. They are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Property Manager is responsible for:

- Inspecting and maintaining the school premises.
- Overseeing repairs and maintenance.
- Being the first point of contact for any issues.
- Overseeing risk assessments as requested by the EP.

Inspection and Testing

BIST maintains accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates. We work closely with the Civil Protection to ensure that there is a reliable schedule of work.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as required.

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](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where Civil Protection is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Brandon Civil Protection Testing
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing is always carried out by a competent person.	Civil Protection or external contractor as per appliance.
Emergency/security lighting	Monthly test. 6-monthly condition test (including 3-hour battery test) by a competent person.	External company
Secondary Lift	Monthly	Prolift

Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations. Annual safety checks. All work carried out by a Gas Safe Registered engineer.	External company/Civil Protection
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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fuel oil storage	Weekly by maintenance team, with more detailed annual inspections by qualified inspectors.	Maintenance/external provider as required.
Air conditioning systems	Annual certificated inspection. Bi-annual checks (Summer & Winter) and an annual maintenance schedule.	Maintenance/external provider as required.
Pressure systems	Our programme aligns to 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).	External provider as required.
Legionella checks on all water systems	Reviewed every 3 years by a competent person.	Water Company

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Asbestos	Risk assessment of each site carried out and reviewed every 3 years by a competent person.	External company/Civil Protection
Equipment used for working at height.	Weekly	Maintenance Team

Fire detection, fire doors, resources and equipment, including 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 Civil Protection.	Head of Security Civil Protection
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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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, (in line with HSE guidance on COSHH assessment).	Secondary Lab Technician and Property Manager.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Primary swimming pool.	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. The swimming pool is subject to risk assessments and included in legionella checks and COSHH assessments.	Maintenance team
Playground and PE equipment.	Weekly inspections and more regularly where any equipment is used more frequently than normal (e.g. where community use increases). Outdoor fixed play equipment – weekly	Maintenance team
Tree safety	As part of risk assessment responsibilities, weekly visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Groundsman

Risk assessments and Other Checks

Please refer to our risk assessments policy for specific information.

In addition to the risk assessments we are required to have in place (please refer to our risk assessment policy and health and safety policy for more information), we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management

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 specified work

Monitoring Arrangements

The application of this policy is monitored by the Property Manager and Executive Principal through, among other things, weekly 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 relevant front office.

This policy will be reviewed by the Premises Manager and Executive Principal every year.

Links with Other Policies

This premises management policy is linked to:

- School Improvement Plan
- H&S Policy
- Risk Assessments
- Fire Policy
- Lockdown Policy
- Critical Incident Policy

