



WIGSTON ACADEMIES TRUST

PREMISES MANAGEMENT POLICY

DATE APPROVED:	17 th January 2022
APPROVED BY:	Chair of Trustees
REVIEW FREQUENCY:	Every 3 years
DATE FOR REVIEW:	January 2025

A handwritten signature in black ink, appearing to be 'P. M. M.', is positioned above the signature line.

Signed by Chair of Trustees:

Date: 17th January 2022

Contents

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

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, 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students
- Complies with the requirements of the [statutory framework for the EYFS](#) (Tiger Tots Nursery Only)

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 Education and Skills Funding Agency's [Essential School Maintenance guidance](#) for schools.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The Board of Trustees, the Executive Headteacher and the Estates Manager will ensure this Premises Management Policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Executive Headteacher and Estates Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Estates 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 Executive 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

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, along with their qualifications/certifications and/or experience.

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 systems and duct hygiene	<p>Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years).</p> <p>There is also an annual certificated inspection to ensure there is no leakage of refrigerant.</p>	Estates Manager and Senior Premises Officers
Asbestos register	<p>A risk assessment takes place annually and when any changes to the building take place.</p> <p>The asbestos register is updated accordingly.</p>	Estates Manager and Senior Premises Officers
Electrical testing and inspection	<p>A PAT exercise takes place annually.</p> <p>The schematic of the supply route and primary distribution is updated annually.</p> <p>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.</p> <p>Testing of all distribution boards in mobile</p>	Estates Manager and Senior Premises Officers

	accommodation is conducted on an annual basis.	
Extraction systems	<p>Dust extraction equipment is tested and inspected on an annual basis.</p> <p>Local exhaust ventilation is inspected every 14 months.</p>	Estates Manager and Senior Premises Officers
Fire safety	<p>Our fire risk assessment is updated when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly.</p> <p>Fire extinguishers are inspected and maintained on an annual basis. The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	Estates Manager and Senior Premises Officers

First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	First Aid Manager
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 on an annual basis.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p>	Estates Manager and Senior Premises Officers
Glazing	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.	Estates Manager and Senior Premises Officers
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.	Estates Manager and Senior Premises Officers
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are	Estates Manager and Senior Premises Officers

	<p>inspected every 3 months and following every alteration.</p> <p>Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.</p>	
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	Estates Manager and Senior Premises Officers
Water hygiene and safety	<p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment.</p>	Estates Manager and Senior Premises Officers
Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a	Network Manager

	new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	Estates Manager and Senior Premises Officers

5. Risk assessments and other checks

In addition to the risk assessments the school is required to have in place, we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Lettings

The school also ensures 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
- 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 Estates Manager and the Executive 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 school office.

This policy will be reviewed by the Estates Manager every three year. At every review, the policy will be shared with the Board of Trustees and approved by them and the Executive Headteacher.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy
- First aid policy
- Supporting pupils with medical conditions policy
- Accessibility plan