



# **St Nicholas Catholic High School**

## **Premises Management Policy**

Current version	Previous version	Summary of changes made
1.1	2016	
1.2	2017	Appendix created for schedule of tasks
1.3	2020	Reviewed and updated as per latest model policy guidelines
1.4	2021	No changes
1.5 / 2022	2021	No changes
1.6 / 2023	2022	No changes

Policy Impact Statement	
<b>Policy:</b> Premises Management Policy	
<b>This Policy has been implemented:</b>	
Fully	Yes
Partially	
Occasionally	
Not at all (give reasons why)	
<b>What revisions need to be made:</b>	
To the Policy?	See Version Control Above
To its implementation?	

# St Nicholas Catholic High School Premises Management Policy

The Department for Education's (DfE's) guidance on [statutory policies for schools](#) includes 'premises management documents'. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

## 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 1974
- Complies with the requirements of the School Premises (England) Regulations 2012

## 2. Guidance

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

## 3. Roles and responsibilities

The governing board, the headteacher and the 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.

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 in Appendix 1 sets out the issues to 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](#).

#### **5. Risk assessments and other checks**

In addition to the risk assessments the school is required to have in place (please refer to the health and safety policy for more information), we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Tree safety
- Lettings
- Hazardous substances/COSHH

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 in Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment.
- Property inspection by the Diocese.

#### **6. Monitoring arrangements**

The application of this policy is monitored by the site manager and the 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 Site Manager's office.

This policy will be reviewed by the Site Manager every 3 years. At every review, the policy will be shared with and approved by with the governing board.

## 7. Links with other policies

This premises management policy should be read in conjunction with

- Health and safety policy
- Lettings Policy

By order of the Governing Body of St Nicholas Catholic High School

Ratified by: Finance, Resource and Personnel Committee	Advent 2023
Review of Policy Due By	Advent 2024

Attachments: -  
Appendix 1 – Schedule of Tasks

**Schedule of Testing**

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>	Site Manager
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>	Site Manager
Electrical testing and inspection including Portable Appliance Testing (PAT)	<p>A PAT exercise takes place on a rolling programme in accordance with CWAC guidelines.</p> <p>All fixed wiring and all distribution boards are tested at least once every 5 years.</p>	Site Manager
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>	Site Manager

<p>Fire safety</p>	<p>An annual fire risk assessment including the maintenance of the fire detection and alarm systems is carried out and is updated when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. 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.</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Hose reels are inspected on an annual basis by a competent person.</p> <p>Facilities for the fire service, including 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>	<p>Site Manager</p>
<p>First aid equipment</p>	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	<p>Administration Officer (First Aid) Designated medical officer</p>
<p>Gas appliances and fittings</p>	<p>Gas safety inspections are completed, and certificates obtained as required by law (including annual test certificates for boilers). Gas</p>	<p>Site Manager</p>

	<p>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>	
Glazing	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that identify any replacements with safety glass are made as needed.</p>	Site Manager
Lifts and hoists	<p>Passenger lifts receive a thorough examination, full maintenance and inspection at least once every 3 months. All lifts are also tested and inspected after any significant changes have been made.</p>	Site Manager
Lighting systems	<p>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 inspected every 3 months and following every alteration.</p> <p>Emergency lighting systems are inspected and tested on a monthly basis by the site 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</p>	Site Manager

	<p>duration test takes place annually.</p> <p>External/security lighting</p>	
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	Site Manager
Legionella checks on water systems	<p>For cold water systems, 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>	Site Manager
Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	School Business Manager
Working at height	Equipment used for working at height is inspected and	Site Manager

	tested before use and every 6 months.	
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 surveys are undertaken every 3-5 years.	Site Manager/Grounds maintenance contractor
Chemical storage	<p>Inventories are kept up to date.</p> <p>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 <a href="#">HSE guidance on COSHH assessment</a>).</p>	Senior Science Technician