



Premises Management Policy

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1. Aims

The Cherry Tree Trust (CTT) 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 [statutory framework for the EYFS](#)

2. Guidance

This document is based on the Department for Education’s guidance on [good estate management for schools](#). This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

- › Academies have sole responsibility for the safe management of premises The Audit, Risk & Finance Committee, Trust Board and Executive Head Teacher will ensure that the Premises Management Policy is fully implemented.
- › The Business Manager and Site Manager will ensure that tests and inspections are carried out in accordance with this policy.

The Business Manager, Assistant Head Teachers and Site Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Trust 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 relevant risk assessments and incident logs related to the school premises

- › Liaising with the Business Manager, Executive Headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

The Business Manager is responsible for:

- › Organising the certificates for the annual inspections of the security gates, electronic doors and kitchen shutters.
- › Organising and overseeing the implementation of the 5 year electrical inspection.
- › Verifying that the contractors are suitable to undertake the jobs required by monitoring the companies risk assessment and method statements, and checking the insurance details and DBS certificates.
- › Understand and implement the Trust Health and Safety policies.
- › Organise the Premises Health and Safety Team for weekly meetings and annual Health and Safety reviews, keeping minutes of these meetings.
- › Ensuring that all of the Premises Health and Safety Team have and are up to date with all associated training needed.

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](#).

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.	Bradbell Ltd
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.	Reading Electrical LTD

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Reading Electrical LTD
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.	A Venning LTD
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 .	Cleartech
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.	Site Manager Executive Head Teacher
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.	Site Manager
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.	Total Fire Group LTD

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire doors	Regular checks by a competent person.	Total Fire Group LTD
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' guidelines suggest differently.	Total Fire Group LTD
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.	A Venning
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 / United Cleaning Services Ltd
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.	Continental
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.	Cheshire Tree Surveys

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Electric Front Gates Pedestrian & Car gate		South Manchester Gate & Barrier LTD
Whitehouse Centre Electric Door		Holdfast Security Systems
Boilers		High Efficiency Heating
CTTV		Keyways security
Intruder alarm		Protec

5. Risk assessments and other checks

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

In addition to the risk assessments we are required to have in place we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Lettings

We also make sure 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 during construction projects
- 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 Site Manager and Head of School & Business Manager 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 Office Site Risk Assessment File.

This policy will be reviewed by Executive Head Teacher / Business Manager Annually. After every annual review, the policy updates will be shared with the Audit, Risk & Finance Committee.

7. Links with other policies

This premises management policy is linked to our:

- Health and Safety policy
- Risk Assessment policy
- Operational Procedures Manual