



**IMPACT PUPIL REFERRAL UNIT**

**PREMISE MANAGEMENT POLICY**

**APPROVED BY GOVERNORS: September 2022**  
**POLICY TO BE REVIEWED: September 2023**

## 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 [The School Premises \(England\) Regulations 2012](#)

## Guidance

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

## Roles and responsibilities

The governing board, headteacher and 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.

- 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.

## Inspection and testing

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 <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Premise Manager (Terence Grant)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	
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.	
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 <a href="#">guidance for each type from the HSE</a> .	
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.	
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.	

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	
Fire doors	Regular checks by a competent person.	
Firefighting equipment	<p>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.</p>	
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	
Playground and gymnasium equipment	<p>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).</p> <p>Outdoor fixed play equipment . periodic and annual inspections by a competent person.</p>	
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.	

## **Risk assessments and other checks**

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- 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

Please refer to our risk assessment policy for information on the school's risk assessments.

## **Monitoring arrangements**

The application of this policy is monitored by the site manager and headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

## **Links with other policies**

- Health and safety policy
- Risk assessment policy