



PREMISES MANAGEMENT POLICY

VISION

Our Vision is to develop literate, numerate, global citizens who ASPIRE, i.e., they are: Ambitious, Self-confident, Physically literate, Independent learners, Resilient, Emotionally literate.

AIMS

Our Academy 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 Education \(Independent Academy Standards\) Regulations 2014](#)

GUIDANCE

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

ROLES AND RESPONSIBILITIES

The Governing Body, Principal, Business Director; Finance, Facilities and IT (BDFFI) and Facilities Supervisor will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Principal and BDFFI are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Facilities Supervisor is responsible for:

- Inspecting and maintaining the Academy 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 Academy premises
- Liaising with the BDFFI about what actions need to be taken to keep the Academy premises safe

This list is not intended to be exhaustive.

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.

Full site inspections are carried out half termly by BDDFI and Facilities Supervisor to ensure all building and equipment is inspected frequently. Staff are able to report any issues via facilities help desk.

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 Academics](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Rolling schedule of testing carried out by appropriately trained in house staff in holiday periods. 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.	Facilities Supervisor
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 an external contractor. Electrical safety certificate kept up to date on rolling programme	BDDFI/Facilities Supervisor
Emergency lighting	Monthly flash test. 6-monthly condition test by external alarm systems contractor. 3 hour battery test carried out annually by external alarms contractor	Facilities Supervisor
Lifts	Bi-annual servicing by external lift contractors.	BDDFI/Facilities Supervisor
Gas appliances and fittings	Boilers serviced and checked annually. Canteen kitchen serviced annually. All work carried out by a Gas Safe Registered engineer. Gas taps in Science inspected as required by external contractor.	BDDFI/Facilities Supervisor

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	Inspections by an energy assessor at regular intervals as part of energy certification (done at least every 5 years) Annual service carried out by external contractor, this incorporates annual certification to ensure no refrigerant leakage.	BDFFI/Facilities Supervisor
Pressure systems	RPZ values in situ. Checked via Zurich as part of engineering inspection done annually.	BDFFI/Facilities Supervisor
Legionella checks on all water systems	Monthly monitoring carried out by external contractor. Risk assessment carried out every 2 years by external contractor.	BDFFI/Facilities Supervisor
Asbestos	Asbestos removed from site during building work in 2011-2013 and confirmed via contractors appointed by BCP. Surveys carried out prior to any refurbishment or demolition work.	BDFFI/Facilities Supervisor
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.	Facilities Supervisor
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week and recorded. Quarterly and annual inspections and tests by a external alarms contractor. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	BDFFI/Facilities Supervisor
Fire doors	Regular checks by a competent person, including review in annual fire risk assessment	Facilities Supervisor
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 and replaced as required.	BDFFI/Facilities Supervisor

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Kitchen staff carry out this work themselves at least fortnightly (but generally more regularly). Ventilation extraction inspection carried out annually in TED/Science by external contractors	BDFFI/Facilities Supervisor
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. Science chemicals monitored via CLERPSS regulations and annual radioactive inspections.	BDFFI/Facilities Supervisor
Playground and gymnasium equipment	Annual sports equipment inspections done by qualified external persons. Visual inspections carried out regularly. ODE playtrail – requires annual inspections – to commence summer 2023.	BDFFI/Facilities Supervisor
Roof and guttering	Visual inspections carried out on regular basis (minimal monthly)	Facilities Supervisor
Tree safety	Periodic visual checks and annual tree husbandry carried out.	Facilities Supervisor

GENERAL MAINTENANCE AND PREMISES MANAGEMENT

Alongside statutory inspections the Academy conducts regular inspections and maintenance on all other aspects of the premises and equipment therein. Staff and students can report any issues, including broken equipment or requests for general maintenance to the Facilities department via the Facilities help desk. The help desk is monitored daily, and issues prioritized and resolved.

Other areas monitored and inspected include:

- **Drainage** - The Facilities Supervisor will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste and surface water. External drainage specialists are called in where problems arise.
- **Lighting** – this will be appropriate for a learning environment, with natural light used wherever possible. Regular checks will be conducted to ensure:
 - Blinds are in rooms to avoid excessive glare/bright sunlight
 - External lighting is provided and functional to ensure safe pedestrian movement after dark
 - Car parks will be lit
 - The MUGA, which is the only external sports facility used after dark, will have functioning floodlights.
- **Security** – The BDFFI and Facilities Supervisor will make adequate security arrangements for the grounds and buildings, included, but not limited to ensuring:
 - each building is securely locked and alarmed each night
 - Security systems are maintained and serviced at least annually
 - The Academy’s perimeter is sufficiently secure

- **Lettings** – the Academy’s community lettings are outsourced to an external company, Schoolsplus Ltd. The Facilities Supervisor is responsible for ensuring that Schoolsplus staff are appropriately trained on the Academy’s fire systems and security procedures.
- **Weather** – the Facilities Supervisor is responsible for ensuring that the Academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks.
- **Evacuations** – the Facilities Supervisor will ensure that there is sufficient access so that emergency evacuations can be completed safely for all students, including those with additional needs. This will be done by ensuring that all entries and exits are kept clear and unobstructed through daily visual checks.
- **Catering** – The BDFFI, in consultation with the Catering Company, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.
- **Cleaning** – the BDFFI and Facilities Supervisor will liaise with externally appointed cleaning contractors to ensure that the Academy premises are maintained in a tidy, clean and hygienic state by monitoring standards through daily visual checks and monthly monitoring audits.

RISK ASSESSMENTS

Please refer to our risk assessment policy for information about the Academy’s approach to risk assessment.

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:

- Classroom safety
- Specific curriculum equipment

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

MONITORING ARRANGEMENTS

The application of this policy is monitored by the Principal, BDFFI and Facilities Supervisor through, among other things, visual checks of the Academy site and equipment, and checks of risk assessments. Copies of risk assessments and paperwork relating to any checks are kept in the Facilities office.

This policy will be reviewed and updated as required by the BDFFI in connection with the Principal and Facilities Supervisor. The Governing Body will approve the policy at each review.

LINKS WITH OTHER POLICIES

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy

Policy written in April 2023 by the Business Director Finance, Facilities & IT

Approved by the Governing Body in May 2023