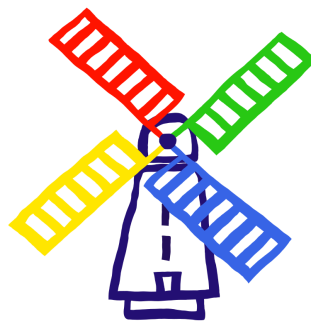


# Premises Management Document

Unity  
Trust  
Courage  
Curiosity  
Respect  
Kindness

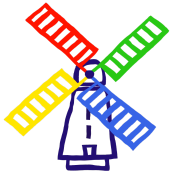


A community for learning. Raising expectations. Fulfilling high standards.

Policy Revised: **October 2024**

The document is to be reviewed by: **October 2025**

Headteacher: **Mrs Gemma Hillier**



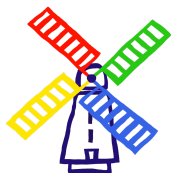
# Widmer End Community Combined School & Pre-School

## Premises Management Document

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### Contents

1. Aims
2. Guidance
3. Roles & Responsibilities
4. Inspection & Testing
5. Risk Assessments & Other Checks
6. Monitoring Arrangements
7. Links With Other Policies



# Widmer End Community Combined School & Pre-School

## Premises Management Document

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### 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](#)
- 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](#).

### 3. Roles and responsibilities

The governing board, headteacher, bursar & office 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, bursar and office manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

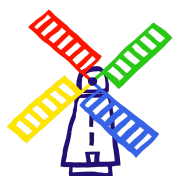
The bursar & office manager are responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance or advising the headteacher to seek professional advice
- 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

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This



# Widmer End Community Combined School & Pre-School

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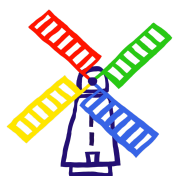
includes relevant paperwork and certificates.

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](#).

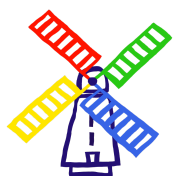
issue to inspect	frequency	person responsible
Portable appliance testing (PAT)	Annually Regular visual inspections where PAT is not required. We will refer to <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Bursar / Office Manager
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.	Bursar
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Bursar
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). All work carried out by a Gas Safe Registered engineer.	Bursar / LA



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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> .	Bursar
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.	Bursar
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.	Office 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.	Bursar  Headteacher  Headteacher / Bursar
Fire doors	Regular checks by a competent person.	Bursar
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 an external provider)	Bursar / Office Manager
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.	Bursar



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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 <a href="#">HSE guidance on COSHH assessment</a> ).	Bursar / Cleaning Company
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.	PE Lead / Bursar / Office Manager
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.	Headteacher

### 5. Risk assessments and other checks

Please refer to our health & safety policy for information about the school'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
- Traffic management
- 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



# Widmer End Community Combined School & Pre-School

## Premises Management Document

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environment

### **6. Monitoring arrangements**

The application of this policy is monitored by the bursar, office manager and 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 on the school cloud, 'google drive'.

This policy will be reviewed by the office manager every year. At every review, the policy will be shared with and approved by the headteacher.

### **7. Links with other policies**

This premises management policy is linked to our:  
Health and safety policy