



**HIGH WELL SCHOOL**  
Preparing for Positive Futures

# Premises Management

<b>Policy Lead:</b>	Business Manager
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<b>Signed by Chair of Governors:</b>	<i>Margaret Turner</i>
<b>Date:</b>	31.01.2022

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## 1. Introduction

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

High Well School is a maintained school of Wakefield Council and therefore they (through Engie) carry out legally required inspections and testing regularly. The school currently contracts Frealex to undertake its premises management which includes repairs and cleaning.

With the following in place, the 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. Roles and Responsibilities

As High Well School is a maintained school, both Wakefield Council and the school have responsibilities for the repair and maintenance of the premises.

The Governing Board, Headteacher, School Business Manager and Premises 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 Business Manager (in conjunction with the premises manager) are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Premises 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 Business Manager and headteacher about what actions need to be taken to keep the school premises safe.

### 3. Inspection and Testing

High Well School maintains accurate records and details of all statutory tests which are undertaken at school. 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, dates are included of 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 [checks and testing sections of the DfE estates guidance](#).

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.	Premises Manager (Frealex)
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.	Wakefield Council / Engie
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Wakefield Council / Engie

issue to inspect	frequency	person responsible
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>Annual safety checks (in line with good practice / required if the premises are used for residential accommodation).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>	Wakefield Council / Engie
Air conditioning systems	2 per year annual maintenance, service and refrigerant F gas checks.	Raycool Refrigeration Ltd
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a>, and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).</p>	Wakefield Council / Engie
Legionella checks on all water systems	<p>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>.</p>	Wakefield Council / Engie
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Wakefield Council / Engie

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>	Wakefield Council / Engie Protec
Fire doors	Regular checks by a competent person.	Wakefield Council
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>	Wakefield Council / Engie (Chubb)
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>	Wakefield Council / Engie

issue to inspect	frequency	person responsible
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> ).	Premises Manager (Frealex) School Business Manager School Business Officer
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.	Wakefield Council / Engie Premises Manager (Frealex)
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.	Wakefield Council

#### 4. Risk Assessments and other checks

High Well School ensures relevant risk assessments in place and are regularly updated, to cover:

- Lettings
- Lone workers
- Evolve (trips and visits)
- Off-site teaching venues (eg Cherry Tree for Year 6 pupils and St Mary's Community Centre)
- Covid-19 procedures

The School will also make sure that 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

### 5. Links with other policies

This premises management policy is linked to the:

- Health and safety policy

### 6. Monitoring and Review

The application of this policy is monitored by the School Business Manager and Premises 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 in the school office.

This policy will be reviewed by the School Business Manager annually. At every review, the policy will be shared with and approved by the Governing body.