

HORIZONS EDUCATION TRUST

Premises Management Policy September 2024

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1. 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](#)
- Academies, including free schools: Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- Early Years Foundation Stage (EYFS) setting: 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 trust, governing board, head teacher 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 head teacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the trust and the governing board, as required.

The site manager 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 head teacher and trust operations manager about what actions need to be taken to keep the academy 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 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.	Suitably qualified person to carry out inspection, testing or maintenance.
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.	Suitably qualified person to carry out inspection, testing or maintenance.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Manager Suitably qualified person to carry out inspection, testing or maintenance.
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.	Suitably qualified person to carry out inspection, testing or maintenance. Suitably qualified person to carry out inspection, testing or maintenance. Suitably qualified person to carry out inspection, testing or maintenance.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	<p>Suitably qualified person to carry out inspection, testing or maintenance.</p> <p>Suitably qualified person to carry out inspection, testing or maintenance.</p>
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance, 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>	<p>Suitably qualified person to carry out inspection, testing or maintenance.</p>
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 guidance for each type from the HSE.</p>	<p>Suitably qualified person to carry out inspection, testing or maintenance.</p> <p>Weekly flush out routines carried out by Site Manager</p>
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>	<p>Suitably qualified person to carry out inspection, testing or maintenance.</p> <p>Register maintained by Site Manager.</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Site Manager
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>	Site Manager
Fire doors	Regular checks by a competent person.	Site Manager
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>	<p>Suitably qualified person to carry out inspection, testing or maintenance.</p> <p>P50s are inspected by Site Manager and are replaced every 10 years.</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>	<p>Suitably qualified person to carry out inspection, testing or maintenance.</p> <p>Suitably qualified person to carry out inspection, testing or maintenance.</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>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).</p>	<p>Site Manager</p> <p>Cleaning company</p>
Hydrotherapy pools and swimming pools	<p>In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems.</p> <p>Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.</p>	<p>Site Manager</p> <p>Further maintenance and inspections carried out by suitably qualified person.</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>	<p>Site Manager</p> <p>Further maintenance and inspections carried out by suitably qualified person.</p>
Tree safety	<p>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.</p>	<p>Site Manager</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
CCTV	As part of policy responsibilities, periodic visual checks for safety are carried out, with more detailed assessments if required.	Site Manager

5. Risk assessments and other checks

In addition to the risk assessments we are required to have in place (please refer to our risk management policy and health and safety policy for more information), we make sure we have risk assessments in place, regularly updated, to cover:

- Traffic management
- Car parking and vehicle/pedestrian segregation
- Pool / hydro pool use
- Lettings (policy)
- Fire safety (policy)
- CCTV (policy)

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 teacher 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 academy office and on the academy intranet system 'Teams'.