



Premises Management Policy

'Educational Inclusion' is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils'

Developed by **Model policy from The Key**

In consultation with **Staff and Governors**

Responsible Committee **R&F (Resources and Finance)**

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The Department for Education's (DfE's) guidance on [statutory policies for schools](#) includes 'premises management documents'. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

There isn't a definitive list of the documents required by schools in relation to premises management, as this will vary depending on your particular circumstances. You may already incorporate relevant duties into your health and safety policies and/or risk assessments. However, you may decide to use a premises management policy to set out your approach.

This model policy is based on the DfE's guidance on good estate management. It's not intended to be exhaustive, and may not reflect the individual circumstances of your school. **You should always seek legal advice to make sure you're compliant with all regulations that may apply to your particular circumstances.**

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, Operations 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, Operations Manager and Premises Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Operations Manager and Premises Manager are 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 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 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 Operations Manager keeps a record of all checks and routines called, 'WSCC Toolkit'. It contains tables which detail checks, by whom and when. Where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance is also considered. 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](#).

To see this document, please make contact with the Operations Manager, Georgina Ritchie.

5. Risk assessments and other checks

Please refer to our risk assessments for information about the school's approaches.

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 environment

6. Monitoring arrangements

The application of this policy is monitored by the Operations Manager, 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 Headteacher annually. At every review, the policy will be shared with and approved by the Resources and Finance Committee.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessments

