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## Premises Management Policy

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<b>Status</b>	Current Policy
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<b>Published</b>	January 2023
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<b>Review Cycle</b>	Every four years
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<b>Next Review</b>	January 2027
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<b>Lead Staff</b>	Business Manager
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<b>Chair of Governing Board</b>	Alex Krutnik
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<b>Headteacher</b>	Jane Hatwell
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**Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every student”***.

Version Control		
Date	Change Details	Approver

**Rights Respecting Schools**

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay is a Bronze Rights Respecting School

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

The Business Manager will oversee the premises management of the school including Asbestos and Legionella and is responsible for:

- Health & Safety
- Risk Assessments (Residential, School & General)

The asbestos register will be stored in reception and shared with all who need access to it. All other documents will be stored in the office of the Site Manager.

The Site Manager is responsible for:

- Maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Liaising with the Business Manager about what actions need to be taken to keep the school premises safe.
- Reporting to the Business Manager.

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 [checks and testing sections of the DfE estates guidance](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Visual inspections of Portable appliance before use. Annual inspection by a competent and trained person.	Site Manager
Fixed electrical installation tests (including lightning conductors)	Five yearly Inspection by KCC. Following this inspection, a report is provided to the school. Any C1 or C2 issues are the responsibility of KCC. C3 issues are the responsibility of the School. Inspection and testing always carried out by a competent person.	Site Manager
Emergency lighting	Three-hour Duration Test on an annual basis. Monthly flick test.	Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Dumbwaiter Lift	Three monthly Inspection completed by KCC by a competent person. Six monthly Insurance inspection completed by KCC.	Site Manager
Gas appliances and fittings	Annual safety checks undertaken by KCC. All work carried out by a Gas Safe Registered engineer.	Site Manager
Air conditioning systems	Inspections every five years completed by HM Government. An annual inspection by a competent person.	Site Manager
Legionella checks on all water systems	A Water Risk assessment is undertaken every two years by KCC. Monthly sampling by a competent person. Legionella testing completed monthly by the School.	Business Manager / Site Manager
Asbestos	Six-monthly inspections as part of the asbestos register and management plan undertaken by Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Business Manager / Site Manager
Equipment used for working at height	Visual inspection before use. Three monthly ladder inspection by Maintenance Team.	Site Manager

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 by the Premises Team.</p> <p>Six monthly Inspection by KCC including smoke heads and call points.</p> <p>Annual inspection of Fire curtain and Disable Refuge system by a competent person.</p> <p>Emergency lights are flick tested monthly.</p> <p>Three-hourly duration test completed annually by KCC.</p> <p>Annual fire risk assessment by a competent person (SAMS).</p>	Site Manager
Fire doors	Regular checks by a competent person.	Site Manager
Firefighting equipment	<p>Monthly visual inspections of Fire extinguishers by Maintenance Team.</p> <p>Annual inspection by KCC.</p>	Site Manager
Extraction systems	<p>KCS on behalf of KCC.</p> <p>Annual Gas I</p>	Site Manager
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 <a href="#">HSE guidance on COSHH assessment</a>).</p>	Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Playground	Annual inspection arranged by the School. Weekly checks by the Maintenance Team. Visual check by classes.	Site Manager
Radon	A Radon risk assessment will be carried out by KCC every ten years. We are in a low risk area.	Site Manager

## 5. Risk assessments and other checks

Please refer to our Risk Assessment policy for information about the school's approach to risk assessment and the areas that require risk assessments.

In addition to the risk assessments we are required to have in place, we ensure we have risk assessments in place, regularly updated, to cover:

- Traffic management of Park Road for pupils and visitors
- Volunteers at the school
- Lone Working (if required)

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 Business Manager and Headteacher through, delegated responsibilities to the Site Manager, 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 Business Managers office and Site Managers office.

This policy will be reviewed by the Business Manager every three years. 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:

- Health and Safety policy
- Risk Assessment policy