

Premises Management Policy



Meadowfield

To inspire and motivate all pupils and staff who learn and work together to aspire to endless possibilities.

Contents

1. Aims	2
2. Guidance.....	2
3. Roles and responsibilities	2
4. Inspection and testing	2
5. Risk assessments and other checks	6
6. Monitoring and review	6
7. Links to other policies	6

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 statutory requirements and best practice recommendations into account.
- 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 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 Body, Principal, Director of Finance and Business Services and Facilities Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Principal and Facilities Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Body, as required.

The Facilities 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 Principal and Director of Finance and Business Services, 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 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.	Facilities Manager Atman for Annual Testing Dave Sattin (appointed site staff) for onsite testing for: -Swanstree Avenue -Ufton Lane -Sunny Bank/ Meadowfield School classes and future satellite classes.
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.	Facilities Manager KCC Skanska Quantec Bostock Electrical (Electrical) Southern Lightning Ltd
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Facilities Manager Quantec Ltd
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	Facilities Manager KCC Skanska Jackson Lifts
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.	Facilities Manager Homegen KCS
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	N/A

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Facilities Manager Homegen
Pressure systems	No fixed maintenance requirement (our program takes account of the list on page 44 of the <u>HSE's Safety of Pressure Systems guidance</u> , 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).	Facilities Manager Homegen
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 <u>guidance for each type from the HSE</u> .	Facilities Manager Aquarius Water (Regular checks) Ashford FM annual report for KCC Site team for monthly temperature checks hot and cold supplies
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.	Facilities Manager KCC carry out full report every 3 years. Facilities manager reviews annually for any changes.
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.	Facilities Manager and Facilities Supervisor
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.	Facilities Manager and Facilities Supervisor KCC Skanska Trustee Fire and security (Ufton Lane) Turnkey (Swanstreet Avenue)
Fire doors	Regular checks by a competent person.	Facilities Manager London Fire Door Company

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 a competent person where required) unless manufacturers' guidelines suggest differently.	Facilities Manager Churches Fire and Security
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.	Facilities Manager Kent Boiler Maintenance
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 HSE guidance on COSHH assessment).	Facilities Manager Site team store in accordance with the product COSHH requirements.
Hydrotherapy pools and swimming pools	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 . Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	Facilities Manager Topline Ltd
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.	Facilities Manager Kent Gym and Sports Services Ltd
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.	Facilities Manager KCC Skanska

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Sewage Pumps	Service every 6 months to ensure the smooth removal of waste from site. All 3 pumps are done each time.	Facilities Manager AES Ltd
Access Control	Annual service and repairs as needed to ensure the security and daily needs of the school and staff.	Facilities Manager Patron Ltd
TMV testing	Regular testing and maintenance of the system to ensure the school remains efficient and at the correct temperature.	Facilities Manager Moss Plumbing and Electrical

5. Risk assessments and other checks

Please refer to our Health and 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 as mentioned in the Health and Safety Policy, we ensure we have risk assessments in place, regularly updated, to cover:

- Hydro pool
- Car park and vehicle / traffic management
- Lettings

We also ensure 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 and review

The policy will be monitored annually by the Senior Leadership Team through rigorous monitoring, ie visual checks of the school site and equipment, and checks of documentation. Copies of risk assessments and paperwork relating to any checks are kept in the school Site office.

This policy will be reviewed by the Director of Finance and Business Services and Facilities Manager annually.

7. Links to other policies

- Health and Safety Policy
- Lettings Policy
- Hydrotherapy Pool

 Statutory Policy Approved by Governing Body	
Policy Adopted	September 2026
Policy Approved	Awaiting Approval
Next Review	Academic Year 2027/28