

All Saints Inter-Church Academy



Premises Management Policy

November 2025

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 Education \(Independent School Standards\) Regulations 2014](#)
- 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 health and safety 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 health and safety manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site 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
- Liaising with the health and safety manager about what actions need to be taken to keep the school premises safe

The health and safety manager is responsible for:

- Managing statutory and recommended Risk assessments
- Booking qualified persons to carry out maintenance and repairs

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.

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)	We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Health and safety manger to book qualified persons.
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.	Health and safety manger to book qualified persons.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site manager Site manger to book qualified persons.
Gas appliances and fittings	Annual safety checks All work carried out by a Gas Safe Registered engineer.	Health and safety manger to book qualified persons.
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 guidance for each type from the HSE .	Site manager
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.	Site manager Health and safety manager Health and safety manger to book qualified persons.

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>	<p>Site manager</p> <p>Health and safety manger to book qualified persons.</p> <p>Health and safety manger to book qualified persons.</p>
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>	Health and safety manger to book qualified persons.
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.	Sitye manager

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>	Health and safety manager
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>	Health and safety manager to book qualified persons.

6. Monitoring arrangements

The application of this policy is monitored by the health and safety manager, site 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 business Manager office.

This policy will be reviewed by the school business manager every Year. At every review, the policy will be shared with and approved by board of trustees.