



Biddick

Academy

Name of Policy	Premises Management
Aims of Policy	<p>Our Academy aims to ensure that it:</p> <ul style="list-style-type: none">• 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) (England) Regulations 2010, as amended
Date Valid	January 2024 To January 2025
Date of Approval	January 2024 - Headteacher January 2024 - Full Trustee Board
Next Review and Approval Date	January 2025
Responsibility for Review	Director of Business and Finance

1. Guidance

This document complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#), which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also 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.

2. Roles and responsibilities

The Board of Trustees, Headteacher, Director of Business and Finance and Network & Estates 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 Director of Business and Finance and Network and Estates Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Trustee Board, as required.

The Network and Estates 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 Headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive

3. Inspection and testing

The Academy maintains accurate records and details of all statutory tests which are undertaken. 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, the Academy includes 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 to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to inspect	Frequency	Person responsible
Air conditioning systems and duct hygiene	Both are inspected once every 6 months (the air conditioning system must be	Director of Business & Finance /

	<p>inspected by an energy assessor at least once every 5 years).</p> <p>There is also an annual certificated inspection to ensure there is no leakage of refrigerant.</p> <p>All maintenance and certification is conducted by a qualified energy assessor.</p>	Network and Estates Manager
Asbestos register	<p>A risk assessment takes place annually and when any changes to the building take place.</p> <p>The asbestos register and asbestos management plan are updated accordingly.</p> <p>There is currently no asbestos in the building. This has been confirmed by City of Sunderland and GENTOO</p>	Director of Business & Finance / Network and Estates Manager
Catering	<p>Let to private contract. The caterer is required to adhere to Health and Safety legislation, Environmental Healthy requirements and school food nutrition values as detailed in the contract. The contract is monitored by an independent consultant and reports made regularly to management.</p> <p>The equipment is maintained to the required level and the ventilation and extraction system cleaned and certified annually.</p>	Director of Business & Finance / Network and Estates Manager
Cleaning	<p>Let to private contract. The cleaning regime is agreed in the contract and is reasonable and sufficient for health purposes and to maintain appearances.</p>	Director of Business & Finance / Network and Estates Manager
Drainage	<p>Internal and external drainage is inspected annually to ensure good operation in order to reduce the risk of flood. Gutters and drainage grates should be free from debris. Evidence of ponding should be investigated when reported.</p>	Director of Business & Finance / Network and Estates Manager

<p>Electrical testing and inspection</p>	<p>A PAT exercise takes place annually.</p> <p>The schematic of the supply route and primary distribution is updated annually.</p> <p>Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years.</p> <p>Testing of all distribution boards in mobile accommodation is conducted on an annual basis.</p> <p>All electrical testing and inspection is carried out by a competent person.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>
<p>Evacuations</p>	<p>The Emergency Evacuation Plan is shared with staff upon induction and annually. The plans are tested once a term to ensure the quick and safe egress of all. Personal Evacuation Plans (PEP's) are made where necessary and issued to those concerned</p>	<p>Director of Business & Finance / Network and Estates Manager</p>
<p>Extraction systems</p>	<p>Dust extraction equipment is tested and inspected on an annual basis.</p> <p>Local exhaust ventilation is inspected every 14 months.</p> <p>For extraction equipment in catering facilities, grease filters are removed and cleaned at least each term, and ductwork is also cleaned at least each term.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>
<p>Fire safety</p>	<p>Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>

	<p>Fire blankets are inspected annually and replaced as required.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Director of Business & Finance / Network and Estates Manager
Gas safety	<p>Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p>	Director of Business & Finance / Network and Estates Manager
Glazing	An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.	Director of Business & Finance / Network and Estates Manager
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.	Director of Business & Finance / Network and Estates Manager

	<p>Training has been provided to ensure staff are appropriate to perform manual exit from lift if any electrical failure occurs</p>	
Lighting systems	<p>Electrical stage lighting is inspected and tested annually by a competent person.</p> <p>Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>
Playground and gymnasium equipment (fixed)	<p>Fixed playground and gymnasium equipment is inspected and tested annually.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>
Security	<p>The buildings are alarmed and monitored by IDS for fire detection and intruders.</p> <p>Buildings are locked and secured by caretaking staff. Keys are controlled and certain level of access granted to staff.</p> <p>The site is secured during the day with access through Main Reception to safeguard students. The site is supervised by staff during the working day.</p> <p>Cash is kept securely in safes within insurance limits and collected securely by Cash in Transit contractor for delivery to the bank.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>
Waste Disposal	<p>Rubbish is removed from the building on a daily basis by cleaning and caretaking staff.</p> <p>It is taken to the Refuse Compound adjacent to the Tennis Courts and Sports Hall and deposited in the large bins.</p> <p>The compound is kept locked and is cleared on a weekly basis through the Waste Disposal Contract.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>

<p>Water hygiene and safety</p>	<p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>
<p>Workstation assessments</p>	<p>Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>
<p>Working at height</p>	<p>Equipment used for working at height is inspected and tested on an annual basis.</p>	<p>Director of Business & Finance / Network and Estates Manager</p>

4. Risk assessments and other checks

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

In addition to the risk assessments the school is required to have in place (please refer to our risk assessment policy and health and safety policy for more information), we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Radon
- Tree safety
- Lettings

The Academy also ensures 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 on letting of a construction project
- 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

5. Monitoring arrangements

The application of this policy is monitored by the Network and Estates Manager and the Director of Business and Finance 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 electronically.

This policy will be reviewed by the Director of Business and Finance annually. At every review, the policy will be shared with the Trustee Board and approved by the Headteacher.

6. Links with other policies

This premises management policy is linked to:

- Health and Safety policy
- Risk Assessment policy