



Premises Management Policy

TPAT Policy Management

Document history

Review date	Version	Reviewer / owner	Executive approval	Approving body	Meeting date of policy approval
03/2025	1	CFO	22/04/2025	FRAC	12/05/2025

Material changes since last publication

Section	Changes
	New Trust wide policy, will supersede local policies.

This policy is reviewed every two years. The next review is due by May 2027.

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1. Introduction

The Trust intends and expects that all decisions, policies and procedures will be underpinned at all times by its vision and values.

Our aim:

TPAT - Inspiring futures, empowering people.

We aim to benefit our communities by nurturing well-educated, aspirational and creative young people. We exist to inspire futures and empower all our people. We achieve this by enriching and fulfilling our employees with the investment to become masters of their craft, all working together to realise exceptional outcomes for young people.

To achieve this our schools will:

- Create an aspirational, driven, and highly engaging educational environment where every pupil can succeed.
- Commit to knowing each pupil individually and empowering them to excel.
- Deliver the highest quality learning opportunities facilitated by excellent teachers.
- Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society.

The Trust will support our schools by:

- Providing the resources and stability schools need to work efficiently and effectively, overcoming challenges and prioritising education every day.
- Provide a platform for collaboration, sharing excellence and experience, and fostering unity and shared purpose.
- Nurturing our Trust's 'culture of improvement' where staff thrive in a safe, supportive network, embracing feedback and professional dialogue to drive sustainable improvement.

The 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 is not a definitive list of the documents required by schools or trusts in relation to premises management, and schools will have incorporated relevant duties into health and safety policies and / or risk assessments. However, the Trust uses the Premises Management Policy to set out the approach.

This policy is based on the DfE's guidance on good estate management. It is a Trust wide policy, and schools adapt section 4 to explain who will carry out the different inspections.

1.1 Aims and Scope

Our Trust 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 for relevant schools

1.2 Other Linked Policies

Health and Safety Policy Statement

Health and Safety Roles and Responsibilities

School Health and Safety Policies

2. Guidance

This document is 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.

3. Roles and Responsibilities

The headteacher and local site manager will ensure this policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher and local site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the local governance as required.

The local 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
- 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 table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and engaging a suitably qualified person to carry out inspection, testing or maintenance where appropriate.

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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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).	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance , 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).	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 .	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it is used in and how it is used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
Fire doors	Regular checks by a competent person.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.

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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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 is 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).	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.
Radon	Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces. Radon measurements will last for 3 months, using radon monitors, in line with Public Health England (now the UK Health Security Agency) radon guidance for schools . Where measurements show radon levels below 300Bq/m ³ , radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered. For any sites with radon levels above 300Bq/m ³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.	Operations Manager, Business Manager or equivalent. If PFI school, then assurance from provider.

Priority contact for each school

Abbey Park School	Nicola Pursey
Bridlewood Primary School	Helen Dunmall
Lydiard Park Academy	Michelle Newman
Orchid Vale Primary School	Nicola Pursey
Red Oaks Primary School	Nicola Pursey
Highworth Warneford School	Lorraine Hayward
The Deanery CE Academy	Michelle Bishop
Kingfisher CE Academy	Michelle Bishop

5. Risk Assessments and Other Checks

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
- Shared premises
- Vacant buildings
- Lettings

The Trust also makes 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 headteacher / local site manager 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 relevant school office.