

THE **D**IOCESE OF **S**HEFFIELD **A**CADEMIES **T**RUST

PREMISES MANAGEMENT POLICY 2023-24



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST

Approved by: DSAT Trust Board

Last reviewed on: October 2023

Next review due by: October 2024

Premises Management Policy

Contents

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

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 and Legislative 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 which covers Academy Schools
- Complies with the requirements of the statutory framework for the EYFS where the school has an early year provision

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 Head Teacher / Head of School, their delegated officer (i.e. Business Manager/ Admin staff) and the Caretaker/Site Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Head Teacher / Head of School is responsible for ensuring relevant risk assessments are conducted.

The Caretaker / Site Supervisor is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Along with the Business Manager / Admin Officer being the point of contact for any issues within the premises
- Carrying out legislative checks at the required intervals
- Liaising with the Head Teacher 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

- Accurate records and details of all Legislative and Statutory Inspections are kept on site and checked on a regular basis by the Trust's Buildings Manager. This includes relevant paperwork and certificates.
- All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.
- All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted upon as necessary. Advice is provided where required from the Trust's Building Manager.
- A schedule of all legislative and Statutory inspections / Servicing has been formulated and these are checked on a regular basis by the Trust's Building Manager.

The following table shows what is inspected / serviced / tested, 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. Some schools within the Trust may not have all the items listed.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air Conditioning units	Annual Service	Approved Contractor
Asbestos Containing Materials	Monthly visual checks to ensure no damages R&D Surveys carried out prior to major works	Caretaker / Site Supervisor Licenced Contractor
Automatic Gates / Barriers	Annual Service	Approved Contractor
Display Energy Certificate	Annually	Approved Energy Consultant
Emergency lighting	Weekly visual checks Monthly testing Annual Servicing / Test	Caretaker / Site Supervisor Caretaker / Site Supervisor Approved Contractor
Fire Alarm	Weekly tests of call points Termly Fire Evacuation Drill Annual Service	Caretaker / Site Supervisor Head Teacher / Head of School Approved Contractor
Fire Doors	Monthly checks	Caretaker / Site Supervisor
Fire Fighting Equipment	Monthly visual checks Annual Service	Caretaker / Site Supervisor Approved Contractor
Fire Risk Assessment	Annually	Trust's Buildings Manager
Fixed electrical installation tests	Every 5 years	Approved Contractor
Gas appliances and fittings	Annual Service	Gas Safe Registered Engineer
Gym and Fixed Play equipment	Annual Inspection	Approved Contractor
Legionella	Monthly water monitoring Annual Service Risk Assessment – renewed when significant changes have taken place End of school holidays -flushing of all water outlets	Caretaker / Site Supervisor Approved Contractor Approved Contractor Caretaker / Site Supervisor
Lifts	Service every 6 Months Statutory Inspection every 6 Months	Approved Contractor Approved Inspectors (Insurance Company)
Lightning Conductors	Annual Service	Approved Contractor
PAT Testing	Annually	Caretaker / Site Supervisor with training and certification
Pressure Systems	Annual Inspection	Approved Inspectors (Insurance Company)
Roller Shutters - Automated	Annual Inspection	Approved Contractor
Sprinkler Systems	Annual Service	Approved Contractor

5. Risk assessments and other checks

The required risk assessments are in place and reviewed on a regular basis

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 as advised by the Trust's Building Manager
- Contractors have the necessary qualifications to carry out the specified work in our approved contractor list
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

6. Monitoring arrangements

- Monthly Premises and site checks carried out and recorded by Caretaker / Site Supervisor and given to the School Business Manager / Admin Officer to arrange for any required action. Advice can be sought through the Trust's Building Manager.
- Copies of risk assessment and paperwork relating to any checks are kept in the school office

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Business Continuity Plan
- Asbestos Management Plan
- Fire Plan
- Risk assessments