Great Whelnetham C of E Primary School

Premises and Management Policy Document

Date	Spring term 2026
Approved by:	Great Whelnetham C of E Primary School Local Governing Body.
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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.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The governing board, Executive Headteacher and school staff will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Executive Headteacher is responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Executive Headteacher/Head of School along with the Office 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 governors 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 checks and testing sections of the DfE estates guidance.

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. As part of our package this takes place annually.	Nikki Tyler Angela Kimber
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection.	Nicky Tyler Angela Kimber

	Inspection and testing always carried out by a competent person annually.	
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Nicky Tyler Angela Kimber
Fuel oil storage	Checks at least monthly, with more detailed annual inspections by qualified inspectors.	Nicky Tyler Angela Kimber
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by our project manager. Monthly checks to be taken and recorded in our premise's logbook.	Nicky Tyler Angela Kimber
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.	Nicky Tyler Angela Kimber
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.	Nicky Tyler Angela Kimber
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable.	Nicky Tyler Angela Kimber

	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.	
Fire doors	Regular checks by Office Manager	Nicky Tyler Angela Kimber
Firefighting equipment	Most equipment – extinguishers, fire blankets, – inspected annually unless manufacturers' guidelines suggest differently.	Nicky Tyler Angela Kimber
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. More routine checks also set out in system logbooks.	Nicky Tyler Angela Kimber
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).	Nicky Tyler Angela Kimber

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 Sports Safe.	Nicky Tyler Angela Kimber
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. Vertas to review annually.	Nicky Tyler Angela Kimber

5. Risk assessments and other checks

In addition to the risk assessments, we are 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:

- Lettings

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
- 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 Head of School 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 office.

This policy will be reviewed by the Executive Headteacher every three years. At every review, the policy will be shared with and approved by governing body.

7. Links with other policies

This premises management policy is linked to:

- Health and Safety Policy

Marc Gilbert

Executive Headteacher.