



Theale C of E Primary School

Premises Management Policy

At Theale CE Primary School the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

“And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.’ This *is* the first commandment. And the second, like *it, is* this: ‘You shall love your neighbour as yourself.’ There is no other commandment greater than these.” *Mark 12: v 30-31*

“I have come that they may have life and that they may have it more abundantly.”
John 10:10

Published on public website	Yes
Links to related policies and procedures	Health and Safety
Author	School Business Manager
Approved by	Headteacher
Date approved	July 2026
Date of next review	July 2028
Responsibility for next review	School Business Manager

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 [School Premises \(England\) Regulations 2012](#),
- complies with the requirements of the [statutory framework for the EYFS](#).

2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Education and Skills Funding Agency's [Essential School Maintenance guidance](#) for schools.

3. Roles and responsibilities

The governing board, the Headteacher, the SBM and the 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 Headteacher, SBM and the site 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, ensuring statutory requirements are met
- 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 and SBM about what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive

4. 4. Inspection and testing

The school 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 school 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	Responsibility
Natural ventilation units/Air conditioning systems and duct hygiene	Both are inspected annually (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an inspection to ensure there is no leakage of refrigerant.	SBM/Caretaker
Electrical testing and inspection	A PAT exercise takes place every 18 months. All fixed wiring and all distribution boards are tested at least once every 5 years.	SBM/Caretaker
Extraction systems-where applicable	Dust extraction equipment is tested and inspected on an annual basis. Local exhaust ventilation is inspected every 14 months.	SBM/Caretaker
Powered pedestrian doors	Doors to be inspected weekly and serviced annually	SBM/Caretaker

Fire safety	Our fire risk assessment is updated when any changes are made that might impact fire safety. A weekly check to ensure that firefighting equipment is in the correct location and in good order. Escape routes are inspected weekly by a competent person to ensure they are not compromised, free from obstruction, fire door and mechanics are in good working order. Smoke detectors and heat detectors are routinely serviced on an annual basis Fire detection and alarm systems are tested weekly on a rotational basis, covering all call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person. Daily visual inspection of panel to ensure correct operation and no faults indicated Fire doors are visually inspected weekly. Fire extinguishers, blankets, fire panel, sounders and random call points are inspected and maintained annually. The misting system/sprinklers in hall is inspected and tested annually (with additional checks completed as needed to meet insurance requirements). N/A Fire blankets are inspected annually and replaced as required. Hose reels are inspected on an annual basis by a competent person. Lightning conductors are inspected and electrically tested on an annual basis by a competent person.	SBM/Caretaker
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	HPA/First Aid administrator
	All tanks, bunds and pipework are checked on a weekly basis, looking at potential leaks and cleanliness of external bund (where applicable) A detailed inspection and service is carried out by qualified inspectors on an annual basis.	SBM/Caretaker

Gas boilers	Six monthly check by a contractor and annual service and maintenance carried out	SBM/Caretaker
Gas safety	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. All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis – as part of the annual gas safety inspection.	SBM/Caretaker
Lighting systems	If applicable: electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration. Emergency lighting systems are inspected and tested on a monthly basis by the SBM/Caretaker. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full discharge duration test takes place annually.	SBM/Caretaker
BMS	System health check for all related equipment – advised by IDC and inspected and serviced annually/as required	SBM/Caretaker
Playground and gymnasium equipment (fixed)	Daily checks of equipment and surrounding area to ensure it is all in good condition and the area is free from hazardous objects. Fixed playground and gymnasium equipment is inspected annually.	SBM/Caretaker
Water hygiene and safety	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. For hot water systems, a visual condition inspection is conducted on an annual basis. Full drain, descale and disinfection annually completed by contractor including descale	SBM/Caretaker

	and disinfect any spray taps or showers. Maintenance checks are also carried out on all pipework devices annually. Water quality checks (bacteria), and water and surface temperature checks should be completed monthly, are completed at a frequency to be determined by our water safety risk assessment. Weekly flushing of little used outlets and during school holidays. Weekly visual checks for condition and cleanliness	
Workstation assessments	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. Forms should be completed as part of the assessment.	SBM
Surface and rainwater gullies	Cleaned and inspected annually	SBM/Caretaker
Working at height	Equipment used for working at height is inspected and tested on a monthly basis.	SBM/Caretaker

5. Monitoring arrangements

The application of this policy is monitored by the School Business Manager and the SBM/Caretaker 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 should be kept in the school office.

This policy will be reviewed by the School Business Manager every year. At every review, the policy will be shared and approved by the governing body.

6. Links with other policies

This premises management policy is linked to:

- Health and safety policy