

Premises Management Policy

Aspire Federation


'Let your light shine!'



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Ratified by Governors: 21st January 2026

Next review: January 2027

Signed: ... 

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(Executive Headteacher)

Signed: 

Name: Peter Hilton
(Chair of Governors)

Date: ...21.1.26.....

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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 School Premises (England) Regulations 2012
- 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 and has due regard to all relevant legislation and guidance including but not limited to:

- School Standards and Framework Act 1998
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- DfE 'Advice on standards for school premises'
- DfE 'Site security guidance'
- DfE 'Managing asbestos in your school'
- DfE 'First aid in schools, early years and further education'
- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Keeping children safe in education 2025'
- DfE 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE 'Protective security and preparedness for education settings'
- DfE 'Estate management: competency framework and relevant training'

3. Roles and responsibilities

As Voluntary Aided schools, The Diocese of Lincoln Board of Education and our schools have responsibilities for the repair and maintenance of premises. We work with LCC and the DBE for any procedures or policies required.

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

The governing board is responsible for:

- Approving and reviewing the procedures outlined in this policy.
- Holding the school's leadership to account for its management of the school premises.
- Ensuring the school's policies and procedures help to manage the estate effectively and efficiently.
- Understanding the legal interests, limitations, and responsibilities for the school estate.
- Using the knowledge of the school estate to inform strategic planning and decision-making.
- Delivering effective governance across the estate.
- Ensuring that the condition of the school estate and supporting policies fully comply with relevant legislation and regulatory standards.
- Ensuring all estate-related projects are clearly defined, follow approved processes, and use resources to best effect.
- Ensuring all estate-related projects deliver the desired outcomes.
- Ensuring asbestos is managed in line with the Asbestos Management Plan
- Ensuring the school is accessible and suitable for pupils, staff and visitors with disabilities.

The Executive Headteacher and Head of School are responsible for:

- The overall implementation of this policy.
- Ensuring that any Personal Emergency Evacuation Plans (PEEPS) that are in place are understood and implemented when needed.
- Reporting any issues with the premises to the site manager, SBM and governing board as appropriate.
- Reviewing this policy in liaison with the site manager.
- Ensuring any potential risks are identified, formally recorded, assessed and managed – this should include taking appropriate preventative and protective measures.
- Promoting the safety and wellbeing of pupils and staff.
- Ensuring maintenance is effectively planned and prioritised, informed by accurate and up-to-date condition data and the needs of the school's users.
- Having the right plans and documents in place to help create an environment that supports good teaching and learning.
- Taking a strategic approach to the management of the school's land and buildings, in line with business planning objectives.
- Possessing a good understanding of the condition, suitability and sufficiency of the land and buildings on the school estate.
- Ensuring the school estate is safe for all users.
- Ensuring responsible individuals have the functions, skills and knowledge required to effectively manage the school estate in accordance with the DfE's 'Estate management competency framework'.

The SBM is responsible for:

- Supervising the delivery of activities identified in the estate strategy and asset management plan.
- Identifying and addressing training needs of operative staff.
- Ensuring operational working practices are actively and consistently applied across the estate that reflect the school's strategic approach.
- Monitoring, collecting and assisting in producing information for reporting to senior leadership and governing body.
- Escalating staff and wider stakeholder complaints to senior leadership.
- Ensuring operative staff carry out their activities in accordance with organisational estate-related policies and procedures.
- Acts promptly to deal with estate issues and condition risks.
- Making sure work is approved and signed off in line with set processes and procedures as necessary.
- Helping to keep track of spending across the estate in line with available budgets.
- Challenging others appropriately where they see wastage and raising with team or manager as appropriate.
- Ensuring recognised financial procedures and practices are being followed.
- Supervising and supporting external contractors on-site to ensure procurement requirements are met.
- Supporting the implementation of business continuity and emergency planning processes.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. the site manager.

The School Site Manger 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
- Carrying out, recording and reporting premises walk-arounds and physical inspections on a regular basis.
- Following and ensuring adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches occur.
- Liaising with the Executive Headteacher and Head of School 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
Portable appliance testing (PAT)	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
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.
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.
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.
Fuel oil storage (WH)	Checks at least weekly, with more detailed annual inspections by qualified inspectors
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).
Legionella checks on all water systems	Risks relating to legionella bacteria will be managed by the school in the following ways: A competent person will be appointed to take day-to-day responsibility for controlling any identified risks Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8 The Legionella Health and Safety Policy will be adhered to at all times

	<p>A Legionella Control Scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored</p> <p>Records will be kept of checks conducted to ensure measures in place are effective.</p> <p>A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services</p>
Water management	<p>The site manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:</p> <p>The school has a clean supply of water for domestic purposes, including a supply of drinking water.</p> <p>Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.</p> <p>An external company is appointed to conduct temperature checks so that hot water at the point of use does not pose a scalding risk.</p>
Asbestos	<p>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.</p>
Equipment used for working at height	<p>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.</p>
Fire detection and alarm systems	<p>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.</p>
Fire doors	<p>Regular checks by a competent person.</p>
Firefighting equipment	<p>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.</p>
Extraction systems	<p>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.</p>

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)
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.
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. A tree survey is completed every 3 years.

5. Risk assessments and other checks

Please refer to our Health and Safety Policy for information about the school's approach to risk assessment.

In addition to the risk assessments we are required to have in place, we ensure we have risk assessments in place, regularly updated, to cover risks associated with premises management.

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. Estate Management training and competency

All individuals who are responsible for any element of the school's estate management will be fully equipped with the competency, skills and knowledge to fulfil their role.

The school will use the DfE's 'Estate management competency framework to:

- Ensure that those conducting estate management roles possess the skills and knowledge required.
- Benchmark existing skills and experience against the framework and identify gaps to help estate management staff with their professional development.

The school will ensure that all staff members and contractors responsible for specific elements of estate management have undertaken relevant training in relation to the following:

- Asbestos Awareness
- Construction (Design and Management) Regulations 2015 (CDM)
- Control of Substances Hazardous to Health (COSHH)

- Environmental Awareness
- Fire Safety and Personal Protective Equipment (PPE)
- Health and Safety Awareness
- Institution of Occupational Safety and Health (IOSH) Working Safely
- Use of ladders
- Legionella Awareness
- Lone Working
- Managing contractors
- Manual handling
- Portable appliance testing (PAT)
- Working at Height

7. Monitoring arrangements

The application of this policy is monitored by the Executive Headteacher, Head of School, Caretaker/Site manager and the health and safety governor 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 every year. At every review, the policy will be shared with and approved by the governing board.

8. Links with other policies

This Premises Management Policy is linked to:

Accessibility Plan/Policy

Health and Safety Policy

Guidance and risk assessments for:

Accident reporting and RIDDOR

Asbestos Management Plan

Conflict and Violence at Work

Display Screen Equipment

Fire Safety

Lone Working

Manual Handling

Working at Height

Workplace transport safety