

**EAST
BARNET
SCHOOL**



"I want to learn"

Premises Management Policy

Version 1.2

Review by Resources Committee:

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Adopted by Governing Body:

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Reviewer:

H. Chamberlain

Governor Link:

Chair of Resources

PREMISES MANAGEMENT POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

A. Statement of Principle

At East Barnet School, we aim to ensure that the school building and equipment is managed in an efficient, safe and legally compliant way. In order to do that we ensure that:

- Buildings and equipment regularly are inspected regularly, taking into account statutory requirements and best practice recommendations
- The safety and wellbeing of our staff, pupils, parents and visitors is promoted through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- The School complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)

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

B. Roles and Responsibilities

The Governing Body, Headteacher, School Business Leader and Premises 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, School Business Leader and Premises Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Premises 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 School Business Leader and Headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

C. Inspection and Testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises via the Every Compliance System. 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 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.	Premises Manager This is done in house by 2 members of the site team, a Science Technician and a Senior D&T Technician
Fixed electrical installation tests (including lightning conductors)	Fixed electrical testing required every 5 years. On a rolling programme with Contractor.	Premises Manager JT EDWARDS

	<p>Inspection and testing always carried out by a competent person.</p>	
Emergency lighting	<p>Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.</p>	<p>Premises Manager JT EDWARDS</p>
Lifts	<p>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.</p>	<p>Premises Manager SCHINDLER</p>
Gas appliances and fittings	<p>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.</p>	<p>Premises Manager JT EDWARDS</p>
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage.</p>	<p>Premises Manager JT EDWARDS</p>

	Bi-annual checks and an annual maintenance schedule (in line with good practice).	
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).	Premises Manager JT EDWARDS
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 .	Premises Manager 4i
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.	Premises Manager

	In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	
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.	Premises Manager A J FIRE
Fire doors	Regular checks by a competent person. At least monthly for regularly used doors	Premises Manager
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.	Premises Manager A J FIRE

Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	<p>Premises Manager JT EDWARDS</p>
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis,(at least annually) 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).</p>	<p>Premises Manager/Lead Science and D&T Technicians/Chef Manager</p>
Playground and gymnasium equipment	<p>Regular inspections – at least annually, and more regularly</p>	<p>Premises Manager/Head of PE</p>

	<p>where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	
Tree safety	<p>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.</p>	Premises Manager
Radon	<p>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.</p> <p>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.</p> <p>Where measurements show radon levels below 300Bq/m3,</p>	Head of Science.

	<p>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.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	
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D. Risk Assessments and Other Checks

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

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 make sure we have risk assessments in place, regularly updated, to cover:

- Playground use
- General classroom
- Electric gates
- Pond use
- Common areas
- Food Tech room
- Textiles room
- Mobile Elevating Work Platforms
- Power tools
- Working at Height

- Lone working on the School Premises
- Manual handling
- Specialist Departments (D&T, Science)
- ICT classroom
- Car park

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.

E. Compliance and Reporting Procedures

The School currently uses the “Every” System to manage contracts, issues and activities. Staff can raise issues directly via the system.

All compliance activities are logged on the system in order to ensure they are carried out within the required timescales.

F. Monitoring Arrangements

The application of this policy is monitored by the School Business Leader and Premises Manager, 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 Premises Office and on the admin shared drive.

G. Risk Assessments and Other Checks

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy