



**Amber Valley
& Erewash
Support Centre**

Premises Management Policy

Written by:	Janine Dix	Date: 28/01/2021
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1. Aims

Our academy 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

2. Guidance

This policy complies with our funding agreement and articles of association. Whilst day to day management of Health and Safety can be delegated to the individual academy, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Esteem Multi Academy Trust (EMAT) Trust Board.

3. Roles and responsibilities

The Local Governing Body has ultimate responsibility for health and safety matters in the academy but will delegate day-to-day responsibility to the Headteacher.

The Governing Body, Headteacher and Site Leads will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Headteacher and Site Leads are responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Body, as required.

The Site Lead is responsible for:

- Inspecting and maintaining the sites
- 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 academy premises
- Liaising with the Headteacher about what actions need to be taken to keep the academy 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.

Activity	Undertaken By:	Contracting managed by:	Due every:
Asbestos			
Asbestos Survey	Contractor	Trust – Derbyshire Asbestos Team	3 years
Asbestos visual inspection	School		Year
Automated Equipment			
Automatic doors	Contractor	Trust - Entrust	Year
Automatic gates – inspection and service	Contractor	Trust - Entrust	Year
Lift service and inspection	Contractor	Trust - Entrust	Depends on manufacturer recommendation – at least 6 months
Lifting and handling equipment – service	Contractor	School	Year
Lifting and handling equipment – LOLER check	Contractor	School	6 months
Classroom			
Design & Technology Machinery Inspection & service	Contractor	School	6 months
Dust and Fume extraction equipment	Contractor	School	Year
PE/Gym Equipment Inspection	Contractor	School	Year
Electrical and Energy			
Display Energy Certificate	Contractor	School	1 year / 10 years
Electrical Periodic Fixed Wiring inspection	Contractor	Trust - Entrust	5 years
Portable Appliance Testing	Contractor	School	Year
External			
Playground equipment inspection	Contractor	School	Year
Tree Survey	Contractor	School	3 years
Lightning protection	Contractor	Trust - Entrust	Year
Fire Safety and Security			
CCTV Inspection	Contractor	School	Year
Emergency Lighting Flick Test	School		Month
Emergency Lighting Test	Contractor	Trust - Entrust	6 months
Fire Alarm Service / check	Contractor	Trust - Entrust	6 months
Fire Alarm weekly audible test	School		Week
Fire Safety Risk Assessment	School		Year

Fire Safety Risk Assessment (Technical)	Contractor	School	3 years
Firefighting Equipment Inspection	Contractor	School	Year
Intruder Alarm Service / check	Contractor	Trust - Entrust	6 months
Review of PEEPs	School		Year
Gas safety and plant			
Air Conditioning Service	Contractor	Trust - Entrust	Year – at least
Air conditioning TM44 certification	Contractor	School	5 years – at least
Gas Boiler Inspections, Gas Tightness (CP15) & Mechanical Plant Servicing	Contractor	Trust - Entrust	Year
Gas pipe pressure test	Contractor	Trust - Entrust	Year
Pressure vessels inspection	Contractor	Trust - Entrust	Year
Water Hygiene			
Legionella prevention & Water Temperature Check	Contractor	Trust - Entrust	Year
Legionella Risk Assessment / Safety check (in-house temp checks)	School		Monthly
Legionella Risk Assessment	Contractor	Trust - Entrust	3 years

5. Other checks

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 Site Leads and the Headteacher through, among other things, visual checks of the academy site and equipment.

Copies of risk assessments and paperwork relating to any checks are kept in the site offices.

This policy will be reviewed by Janine Dix every year. At every review, the policy will be shared with the Headteacher and approved by the Local Governing Body.

7. Links with other policies

This premises management policy is linked to:

- AVESC Health and safety policy
- AVESC Off-site visit policy
- AVESC Outdoor education policy
- EMAT Health and safety policy