



King's Group Academies

PREMISES MANAGEMENT POLICY

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Aims

This policy applies to all King's Group Academies and sets out Trust-wide expectations for the safe management of premises.

KGA 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](#)

Academies: Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#). Local arrangements may vary by site, phase or provision, but must align with this policy and relevant statutory requirements.

Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#). Academies: This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

The Trust Board has overall responsibility for ensuring that this premises management policy is implemented effectively and that statutory compliance is maintained across the Trust.

Operational responsibility is delegated to the Director of Estates and the Head of Estates.

The Site Manager/Assistant is responsible for the day-to-day inspection, maintenance and recording of premises checks in line with this policy.

The Local Governing Body monitors implementation at academy level through its delegated oversight responsibilities.

The Trust Head of Estates will be the point of contact for the Site Manager/Site Assistant at KABP, KABH, KAGo, KARo, KALW, KANP, KACP and the Director of Estates will be the point of contact for KAP, KAB, KAO, KAMV, KAEP and KAR.

The Head of Estates and Director of Estates and site manager/assistant are responsible for ensuring relevant risk assessments are conducted with oversight by the Trust Health & Safety Manager and for reporting to the governing board, as required.

The Site Manager/Site Assistant is responsible for:

- Inspecting and maintaining the academy's 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 Headteacher (For the purpose of this policy, any reference to the Headteacher shall be deemed to include the Executive Headteacher/Executive Principal/Headteacher/Principal), about what actions need to be taken to keep the academy premises safe

This list is not intended to be exhaustive.



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. Any actions identified through inspections, testing or reports are tracked, prioritised and completed within appropriate timescales.

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. Records of statutory inspections, certificates, risk assessments and completed actions are maintained centrally on the Safesmart platform to ensure accessibility, auditability and compliance.

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 schools. 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)	Every 12 months, 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.	See Appendix A
Fixed electrical installation tests (including lightning conductors)	Every 5 years, according to the number and severity of faults found at last inspection. Inspection and testing is always carried out by a competent person.	Details to be stored on Safesmart platform
Emergency lighting	Monthly flash test. (including 3-hour battery test) by a competent person[1] [2] on an annual basis	



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>Secondary inspection by insurance approved inspector required every 6 months</p>	
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>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>Reg 35 of the Gas Safety (Installation and Use) Regulations 1998 places duties on employers to ensure that any gas appliance, installation pipework or flue installed is maintained in a safe condition so as to prevent risk of injury to any person.</p>
Fuel oil storage	<p>Checks at least weekly, with more detailed annual inspections by qualified inspectors.</p>	
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	
Pressure systems	<p>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).</p>	



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 .	
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>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.</p> <p>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.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Fire risk assessment conducted every 3 years based on risk but reviewed annually or more frequently if significant changes of a fire occurs.</p> <p>fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire doors	<p>Regular checks by a competent person.</p> <p>Monthly recorded check of fire doors on means of escape to ensure that:</p> <p>a) heat-activated seals and smoke seals are undamaged;</p> <p>b) door leaves are not structurally damaged or excessively bowed or deformed;</p> <p>c) gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing;</p> <p>d) hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.</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) – are 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.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) are examined and tested at least every 14 months by a competent person.</p> <p>More routine checks are also set out in system logbooks.</p>	



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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, 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>	
Playground and gymnasium equipment	<p>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).</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>	



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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. 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, radon levels will be measured 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>	Lead Science Technician
Stage lighting, fixed lighting bars, curtain tracks or other rigging equipment	<p>Overhead static equipment such as fixed lighting bars, curtain tracks or other equipment must be inspected annually under the Provision and Use of Work Equipment Regulations 1998 (PUWER). Whilst winched systems such as scenery bars and pulleys need to be tested annually under the Lifting Operations and Lifting Equipment Regulations 1998.</p>	

Risk Assessments and Other Checks

Risk assessments are recorded on the Safesmart Platform and all staff have access to this. Risk assessments are reviewed at least annually and sooner where there are significant changes to buildings, use, staffing or risk profile.

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:



- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Vacant buildings
- 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

Monitoring Arrangements

The application of this policy is monitored by the site manager/assistant and Head of Estates/ Director of Estates through, among other things, visual checks of the academy site and equipment, and checks of risk assessments. The Trust has oversight through the Health & Safety Manager.

Copies of risk assessments and paperwork relating to any checks are kept on Safesmart.

The Trust Health & Safety Manager provides oversight and assurance through periodic review of Safesmart records, inspection outcomes and compliance data, reporting to senior leaders and governors as appropriate.

Links with Other Policies

This premises management policy is linked to our:

- Health and Safety policy
- Asbestos Management Plan
- Lettings Policy