



## PREMISES MANAGEMENT POLICY

Responsibility of ( <i>see policy tracking sheet</i> ):	CEO & CFOO
Approved by:	Trust Board and Audit & Risk
Date Approved ( <i>by above</i> ):	23rd May 2024
Next Review due by:	May 2026

## **Contents**

1. Purpose	3
2. Roles and Responsibilities	3
3. Inspection and Testing	3
4. Risk Assessments and Other Checks	6
5. Monitoring Arrangements	7
6. Links with Other Policies	7

## 1. Purpose

Saracens Multi-Academy Trust (SMAT) aims to ensure that it:

- manages its buildings and equipment in an efficient, sustainable and 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/carers 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 [statutory framework for the EYFS](#).

This document is based on the Department for Education's guidance on [good estate management for schools](#).

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

## 2. Roles and Responsibilities

The Chief Financial Operating Officer (CFOO) and the Estates Teams will ensure this Premises Management Policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The CFOO is responsible for ensuring relevant risk assessments are conducted and for reporting to the Trust Board and Audit and Risk Committee, as required.

The Estates Teams are 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 CFOO about what actions need to be taken to keep the school premises safe
- this list is not intended to be exhaustive.

## 3. Inspection and Testing

The Trust's schools maintain 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, schools 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 areas schools inspect and the inspection frequency. It covers statutory checks as well as recommended good practice checks from relevant guidance based on the Department for Education's [guidance on good estate management for schools](#) (the list is not exhaustive - all activities are recorded on the Trust's premises management system). The CFOO has overall responsibility for these inspections, individual inspection responsibilities are detailed for each school on the Trust's premises management system. Where appropriate, suitably qualified contractors are engaged to carry out inspection, testing or maintenance.

AREA TO INSPECT	FREQUENCY
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>
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>
Automatic Gates	Annual.
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>
DT Equipment	Annual.
Emergency lighting	<p>Monthly flash test.</p> <p>Annual condition test (including 3-hour battery test) by a competent person.</p>
Energy certificate	Annual.
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>
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>

AREA TO INSPECT	FREQUENCY
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>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>
Fire doors	Regular checks by a competent person.
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.
Fire Risk Assessment / Review	Annual.
Fixed electrical installation tests  (including lightning conductors)	<p>Variable, according to the number and severity of faults found at last inspection.</p> <p>Minimum 5 Yearly</p> <p>Inspection and testing always carried out by a competent person.</p> <p>Annual.</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).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>
Intruder Alarm System maintenance and monitoring	Annual.
Kilns	Annual.
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 are found in guidance for each type from the HSE.
Lifts	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.
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>

AREA TO INSPECT	FREQUENCY
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 <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a> , 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).
Incl. Science - Autoclaves/ steam engines	Annual.
Engineering inspection reports for pressure systems and lifting equipment	Annual.
Roller shutters	Annual.
Sewing machines	Annual.
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.

#### 4. Risk Assessments and Other Checks

Please refer to our Risk Assessment Policy for information about the Trust's approach to risk assessment.

In addition to the risk assessments schools are required to have in place (please refer to our Risk Assessment Policy and Health & Safety Policy for more information), schools make sure there are risk assessments in place, regularly updated, to cover:

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

The Trust's schools 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.

## **5. Monitoring Arrangements**

This policy will be reviewed by the CFOO every 2 years. If there is any significant change, the policy will be shared with and approved by the Audit & Risk Committee and the Trust Board.

## **6. Links with Other Policies**

This Premises Management Policy is linked to our:

- Critical Incident Plan
- Fire Risk Assessment
- Health and Safety Policy
- Risk Assessment Policy
- Risk Management Policy
- Security Policy.