

Premises Management Policy

Thomas Johnson Lower School

Date – Autumn 2025

Responsible – FGB

Review – Autumn 2026

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

Guidance

This document is based on the Department for Education's guidance on good estate management for schools.

Roles and responsibilities

The governing board, Headteacher, and Office 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 and Business Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Business Manager is responsible for:

- Ensuring the inspecting and maintaining of the school premises is undertaken
- Ensuring repairs and maintenance take place in a timely manner
- 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 about what actions need to be taken to keep the school premises safe

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 upon 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.	Service contract
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.	Service contract
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Service contract
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks. All work carried out by a Gas Safe Registered engineer.	Service contract
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 different systems.	Service contract
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually.	Service contract
Equipment used for working at height	Inspected before use, and at suitable intervals. Additional inspections after any event affecting safety or stability.	School
Fire detection and alarm systems	Weekly alarm tests. Quarterly and annual inspections by a competent person.	Caretaker Service Contract
Fire doors	Regular checks by a competent person.	Caretaker Service Contract
Firefighting equipment	Annual inspections by a competent person.	Caretaker Service Contract
Extraction systems	Regular cleaning of filters and ductwork for kitchen extraction systems. Local exhaust ventilation systems tested at least every 14 months by a competent person.	Service contract

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Chemical storage	Inventories kept up-to-date. Risk assessments for COSHH reviewed regularly.	School
Playground and gymnasium equipment	Regular inspections – at least annually.	Caretaker Service Contract
Tree safety	Periodic visual checks. Detailed assessments if faults are found.	Caretaker Service contract

Keeping Children Safe in Out-of-School and Off-Site Settings

Purpose

While this policy primarily relates to the management and safety of the school premises, Thomas Johnson Lower School recognises its responsibility to ensure that children are kept safe when activities take place away from the school site, including in out-of-school settings.

This reflects our safeguarding duties under Keeping Children Safe in Education and wider health and safety legislation.

Scope

This section applies to:

- educational visits and school trips
- sporting events and competitions
- curriculum activities delivered off site
- use of community facilities (e.g. halls, places of worship, libraries)
- wraparound care or enrichment activities delivered by third-party providers

Expectations for Out-of-School Settings

When pupils attend activities away from the school premises, the school will ensure that:

- appropriate risk assessments are completed in advance and reviewed by the Headteacher or delegated leader
- venues are suitable for the age, needs, and number of pupils attending
- health and safety arrangements at the venue are proportionate and appropriate
- safeguarding arrangements are clear, including supervision, staff ratios, and emergency procedures
- reasonable checks are made to confirm that external providers have suitable safeguarding and health and safety arrangements in place

Risk Assessment and Premises Safety

For off-site activities, risk assessments will consider:

- the physical environment and any identified hazards
- access arrangements, security, and site supervision
- fire safety and emergency evacuation procedures
- accessibility and individual pupil needs, including SEND and medical needs
- travel arrangements to and from the setting

Where necessary, visits to off-site premises may be undertaken by school staff to support risk assessment and planning.

Roles and Responsibilities

The Headteacher has overall responsibility for ensuring that pupils are safeguarded during off-site activities.

The Educational Visits Leader (where applicable) or trip leader is responsible for completing and implementing risk assessments.

Staff supervising pupils off site remain responsible for applying the school's safeguarding and health and safety expectations at all times.

Risk assessments and other checks

Thomas Johnson Lower School has a wide range of risk assessments that are regularly updated. We also ensure additional checks 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 Office Manager and Headteacher through visual checks of the school site and equipment, and checks of risk assessments. Copies of risk assessments and paperwork relating to any checks are stored on a shared drive.

Links with other policies

This premises management policy is linked to our:

- Health and Safety Policy