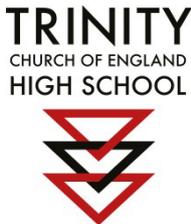


## Premises Management Policy

 <p><b>TRINITY</b> CHURCH OF ENGLAND HIGH SCHOOL</p>	<b>Reviewed by:</b>	Governors' Premises Committee
	<b>Approved by:</b>	Full Governing Body
	<b>Date approved:</b>	19 <sup>th</sup> July, 2021
	<b>Date adopted from:</b>	1 <sup>st</sup> September, 2021
	<b>Next review due by:</b>	End of 2021/22 academic year

### AIM/PURPOSE

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 Education \(Independent School Standards\) Regulations 2014](#)

### GENERAL PRINCIPLES

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

### PREMISES MANAGEMENT AT TRINITY CE HIGH SCHOOL

#### **1. Roles and responsibilities**

The governing body via the premises committee, headteacher and facilities 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 facilities manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing body, as required.

The facilities 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 headteacher about what actions need to be taken to keep the school premises safe

## 2. 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](#).

Inspection	Contractor / Person responsible	Frequency
Air conditioning systems & Air source heat pumps	K2 Heating and Cooling	Bi-annually
TM44 Air conditioning energy assessment	TM44 Services	Every 5 Years
Asbestos register	F.M	Reviewed annually
Electrical testing: Fixed wiring test	Finic	Every 5 years
PAT test	Bexan	Annually
Emergency Lighting	Trinity Site team	Monthly
3 hour test	Finic Electrical	Annually
Fire safety: Inspection certificates	Protec	Bi-Annual
Extinguishers	Protec	Annually

Testing of alarm	Site Team	Weekly
Inspection of final fire exits and signage	Site Team	Weekly
Full evacuation drill	Site Team	Bi-annually
Lightning conductors	Best Services	Annually
Fire / smoke dampers	Safeflow	Annually
Fire Risk Assessments	Safe I.S	Annually
Gas safety	Longworth's	Annually
Passenger lift service	Kone	Quarterly
Passenger lift LOLER inspection	Aon / Allianz	Bi-annually
Playground Equipment	Site Team The play inspection Co	Quarterly Annually
PE equipment	Continental	Annually
Gym equipment	Gym-Fit	Bi-annually
Pressure Systems		
Autoclaves	Aon / Allianz	Every 14 months
Plant pressurisation units	Aon / Allianz	Every 5 years
Mechanical plant insurance	Aon / Allianz	Annually
Scissor lift LOLER inspection	Work platforms	Bi-annually
Radon	M. Johnson CLEAPS	Annually
Tree Safety	F.M and FTS	Annually

Water hygiene & safety: Legionella R.A Flushing of little used outlets Water temp checks	Safewater Site Team Safewater	Bi-annually Weekly Monthly
Disinfection of showers Service of TMV's Hot & cold water tank inspections	Safewater Safewater Safewater	Quarterly Annually Annually
Inspection of ladders and step ladders	Site Team	Bi-annually
LEV testing Science fume cupboards DT equipment	Safelabs OHEC UK Ltd	Every 14 months Every 14 months

### 3. Risk assessments and other checks

Detailed risk assessments completed by the facilities manager are kept in the site health and safety file in the F.M's office and are also uploaded to the Ellis Whittam portal.

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 AND EVALUATION

The application of this policy is monitored by the facilities manager and headteacher through, 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 school office.

This policy will be reviewed by the facilities manager and headteacher annually. At every review, the policy will be shared with and approved by the governors' premises committee.