

Premises Management Policy

Designation	Name	Date	Signature
CEO:	Mrs Lyn Dance		
Chair of Trust Board:	Mrs Kerry Brimfield		

SAND Academies Trust

Lyn Dance CEO & Executive Headteacher

Registered in England: Company Number 11968610

Registered Office: The Milestone School, Longford Lane, Gloucester, GL2 9EU - Telephone: 01452 874000 – www.sandmat.uk

Monitoring and Evaluation	
Original implementation date:	October 2022
Review frequency:	3 years
Date of next Review:	October 2025
Review delegated to:	F&R committee

Document Version control

Version	Changes made	Date
1.0	Initial set up of Trust-wide policy	October 2022

Responsibility: CEO, Operations Manager, Lynn Campbell - Davis, Estates Manager Rob Stevens and Headteachers

We have carefully considered and analysed the impact of this policy on equality and the possible implications for staff or pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations. By shading this box green, I, the policyholder, am confirming that I have read the MAT Equality Policy and the Equality Act 2010

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1. Aims

- 1.1. SAND Academies Trust aims to ensure that it:
 - 1.1.1. Manages its buildings and equipment in an efficient, legally compliant way
 - 1.1.2. Inspects and tests buildings and equipment regularly, considering statutory requirements and best practice recommendations
 - 1.1.3. Promotes the safety well-being 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
 - 1.1.4. Complies with the requirements of The Education (Independent School Standards) Regulations 2014 and Complies with the requirements of the statutory framework for the EYFS

2. Roles and Responsibilities

- 2.1. The Board of Trustees, Operations Manager, Estates Manager and Headteachers will ensure this Premises Management Policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.
- 2.2. The Estates Manager is responsible for ensuring relevant risk assessments are conducted and for reporting to the Board of Trustees as required.
- 2.3. The Estates Manager is responsible for:
 - 2.3.1. Inspecting and maintaining the school premises
 - 2.3.2. Conducting / organising repairs and maintenance
 - 2.3.3. Being the first point of contact for any issues with the premises
 - 2.3.4. Conducting and keeping record of risk assessments and incident logs related to the school premises
 - 2.3.5. Liaising with the Headteachers about what actions need to be taken to keep the school premises safe.
- 2.4. This list is not intended to be exhaustive.

3. Inspection and testing

- 3.1. We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.
- 3.2. All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.
- 3.3. 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.
- 3.4. 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 Good Estates Management (GEMs) guidance.

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to the risk and how the equipment is constructed (no longer than annually). 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	Estates Manager, Site Managers, Site Assistants
Fixed electrical installation tests (including lightning conductors)	Fixed electrical test every 5 years, lightning conductors annually. Inspection and testing are always carried out by a qualified and competent person.	Estates Manager, Site Managers, Site Assistants
Emergency lighting	Monthly “flick” tests 6 monthly condition tests (including a 3-hour battery test) by a qualified and competent person	Estates Manager, Site Managers, Site Assistants
Lifts & Hoists	LOLER, lift & lift accessories inspection every 6 months. By a qualified and competent person.	Estates Manager, Site Managers, Site Assistants

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Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks. All work is carried out by a Gas Safe Registered engineer.	Estates Manager, Site Managers, Site Assistants
Air Handling Units & Air Conditioning Systems	Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule. By a qualified and competent person.	Estates Manager, Site Managers, Site Assistants
Pressure systems	No fixed maintenance requirement (our program 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).	Estates Manager, Site Managers, Site Assistants
Legionella checks on all water systems	Risk assessments of the sites are 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.	Estates Manager, Site Managers, Site Assistants
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Estates Manager, Site Managers, Site Assistants

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Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g., adverse weather or accidental damage. No longer than quarterly.	Estates Manager, Site Managers, Site Assistants
Fire detection and alarm systems	Weekly alarm tests, with a different call point, are tested each week where applicable. Quarterly and annual inspections and tests by a competent person. An annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Estates Manager, Site Managers, Site Assistants
Fire doors	Regular checks by a competent person. No longer than quarterly.	Estates Manager, Site Managers, Site Assistants
Fire Shutters (Kitchens)	Bi-annual checks and maintenance.	Estates Manager, Site Managers, Site Assistants
Automatic Doors	Bi-annual checks and maintenance.	Estates Manager, Site Managers, Site Assistants
Electrical Stage Lightings	3 years.	Estates Manager, Site Managers, Site Assistants
Firefighting equipment	Extinguishers and fire blankets are inspected monthly, and by a qualified competent person annually.	Estates Manager, Site Managers, Site Assistants

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Extraction systems	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).	Estates Manager, Site Managers, Site Assistants
Chemical storage (Cleaning Supplies)	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).	Estates Manager, Site Managers, Site Assistants
Playground and Gymnasium equipment	Inspections are carried out annually. Outdoor fixed play equipment – periodic inspection by the Site Manager, Site Assistant and annual inspections by a competent person.	Estates Manager, Site Managers, Site Assistants
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out.	Estates Manager, Site Managers, Site Assistants

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4. Risk assessments and other checks

- 4.1. We ensure we have risk assessments in place, regularly updated, to cover:
 - 4.1.1. Car parking and vehicle/pedestrian segregation
 - 4.1.2. Traffic management
 - 4.1.3. Shared premises
 - 4.1.4. Lettings
- 4.2. We also make sure further checks are made to confirm the following:
 - 4.2.1. Correct and up-to-date information is displayed in all notices
 - 4.2.2. Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
 - 4.2.3. Contractors have the necessary qualifications to carry out the specified work
 - 4.2.4. Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

5. Monitoring arrangements

- 5.1. The application of this policy is monitored by the Estates Manager, Site Managers, Site Assistants and Headteachers among other things, visual checks of the school site and equipment, and checks of risk assessments.
- 5.2. Copies of risk assessments and paperwork relating to any checks are kept on Outlook 365 Share-Point and Parago Compliance Tracker software.
- 5.3. This policy will be reviewed by the Estates Manager every 3 years. At every review, the policy will be shared with and approved by the Board of Trustees.

6. Links with other policies

- 6.1. This premises management policy is linked to:
 - 6.1.1. Health and Safety policy
 - 6.1.2. Risk Assessment policy

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