



Education Trust

Inspiring the individuals of today, for a better society tomorrow,
"Aspire, Belong, Collaborate"

PREMISES POLICY

Review Frequency	Annual
Reviewed	04.04.25
Next Review	April 2026
Agreed by Trustees	4 th April 2025



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1. Aims

Our trust 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 [statutory framework for the EYFS](#) for relevant schools

2. Guidance

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.



3. Roles and Responsibilities

The trustees and CEO are accountable for general monitoring of this policy and the CFO, Head of School, Local Standards Board and link Governor will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Head of School and CEO are responsible for ensuring relevant risk assessments are conducted and for reporting to the board of trustees/local governing body, as required.

The CEO, CFO and Heads of School 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

This list is not intended to be exhaustive

4. 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 which are saved on the Google Drive.

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 keep the details of the individual or company who completed them, along with contractor checked 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 engaging a suitably qualified person to carry out inspection, testing or maintenance where appropriate. 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)	<p>Variable, according to risk and how the equipment is constructed.</p> <p>Regular visual inspections where PAT is not required.</p> <p>We refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection and keep recorded logs.</p>	Site supervisors and caretakers
Fixed electrical installation tests (including lightning conductors)	<p>Annually, 5 yearly and variable, according to the number and severity of faults found at last inspection.</p> <p>Inspection and testing always carried out by a competent person.</p>	<p>BVEC for electrical tests</p> <p>GS Steeplejacks for lightning conductors</p>
Emergency lighting	<p>Monthly flash test.</p> <p>6-monthly condition test (including 3-hour battery test) by a competent person.</p>	Torbay Council service contract
Lifts	<p>At least every 6 months for passenger lifts and lift accessories always by a competent person.</p>	<p>Hanover lifts</p> <p>British Engineering Services for Marsh Insurance LOLER</p>
Gas appliances and fittings	<p>Annually and routinely checked, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>All work carried out by a Gas Safe Registered engineers.</p>	<p>Wemco for OPS and RPS</p> <p>BP Buswells for SLA</p>



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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	Annual DEC inspection report by an energy assessor Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Torbay Council for DEC Wemco for OPS and RPS BP Buswells/McWhirters for SLA
Pressure systems	Annually (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).	British Engineering Services
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 . Checks are recorded and monitored on Wemco L8MS or Buswell's shared documents	Wemco for OPS and RPS Buswells for SLA



ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Asbestos	Regular monitoring sight inspections as part of the asbestos register and management plan. Annual survey for the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Torbay Council using Environtech Site Supervisors, Caretakers, Heads of School
Equipment used for working at height	6 monthly documented checks also 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.	Site Supervisors and Caretakers
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person – Torbay Council. Also includes the maintenance of fire detection and alarm systems. Annual fire risk assessment by a competent person Devon H&S	Torbay Council Site Supervisors and Caretakers Devon H&S
Fire doors	Regular checks by a competent person.	Devon Health & Safety Fire Risk assessor annually Site Supervisors and Caretakers



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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Firefighting equipment	Extinguishers, fire blankets inspected and serviced annually by a competent person - Chubb. Monthly sight check by premises staff.	Torbay Council
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined, serviced and tested annually by a competent person.	Fresha (Catering provider in schools) for filter cleaning Torbay Council (GS Engineering) for kitchen servicing and equipment
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis with list of products and Safety Data Sheets in line with HSE guidance on COSHH assessment).	Heads of School Site Supervisors and Caretaker
Hydrotherapy pools and swimming pools	In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems . Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	OPS Site Supervisor and Pool Teacher



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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	Site Supervisors, CFO, Torbay Council
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>	Site Supervisors, Caretakers, CFO, Arbocure



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.</p> <p>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 remeasured 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>	Torbay Council

5. 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 we are required to have in place (please refer to our health and safety policy for more information), we make sure we have risk assessments in place, regularly updated, to cover lettings.

The trust also makes 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

6. Monitoring arrangements

The application of this policy is monitored by the CEO 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 on the Google Drive.

This policy will be reviewed by the CEO every year. At every review, the policy will be shared with and approved by the board of trustees.

7. Links with other policies

This premises management policy is linked to the Health & Safety policy

DETAILS OF AMENDMENTS

May 2024

- New policy adopted

April 2025

- Roles re-specified

