



# **Chalkwell Hall Infant School**

## **Premises Management Policy**

**Approved by Governing Body: Autumn 2025**

**Review Autumn 2028**

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## 1. 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](#)

## 2. Guidance

This document is based on the Building Condition Survey report completed by the Local Authority, which establishes the physical condition of school premises as well as identifying repairs and maintenance works that are necessary. It is also based on the Department for Education's guidance on [Good estate management for schools](#).

## 3. Roles and responsibilities

The governing board, the headteacher and the 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 office manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The office 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
- This list is not intended to be exhaustive

#### 4. Inspection and testing

The school maintains 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, the school includes 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 to inspect, the inspection frequency and the person responsible for checking each issue.

| Issue to inspect                          | Frequency                                                                                                                                                                                                                                                                                                                            | Person responsible         |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Air conditioning systems and duct hygiene | Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years).<br><br>There is also an annual certificated inspection to ensure there is no leakage of refrigerant.<br><br>All maintenance and certification is conducted by a qualified energy assessor. | Headteacher/Office Manager |
| Asbestos register                         | A risk assessment takes place annually and when any changes to the building take place.<br><br>The asbestos register and asbestos management plan are updated accordingly.                                                                                                                                                           | Headteacher/Office Manager |
| Electrical testing and inspection         | A <a href="#">PAT</a> exercise test takes place every 2 years.                                                                                                                                                                                                                                                                       | Headteacher/Office Manager |

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|                                     | <p>All fixed wiring and all distribution boards are tested at least once every 5 years.</p> <p>All electrical testing and inspection is carried out by a competent person.</p>                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| Grease Extraction systems (kitchen) | Grease extraction equipment is tested and inspected on an bi-annual basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Headteacher/Office Manager |
| Fire safety                         | <p>Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>Fire blankets are inspected annually and replaced as required.</p> | Headteacher/Office Manager |

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|                     | <p>Hose reels are inspected on an annual basis by a competent person.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p>                                                                                                                                                                                                                                                                                                    |                            |
| First aid equipment | First aid equipment is inspected monthly. Any equipment which has passed its expiry date is replaced.                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Headteacher/Office Manager |
| Gas safety          | <p>Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p> | Headteacher/Office Manager |

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| Pressurized Systems<br>(RPZ Valve)   | RPZ commissioning and testing completed on an annual basis and certificates obtained in accordance with Supply (Water Fittings) Regulations 1999 in England and Wales                            | Headteacher/Office Manager |
| Security Systems<br>(Intruder alarm) | Intruder Alarm servicing is completed annually                                                                                                                                                   | Headteacher/Office Manager |
| Security Systems<br>(CCTV)           | CCTV servicing is completed annually                                                                                                                                                             | Headteacher/Office Manager |
| Manual Shutters                      | Shutters are tested and serviced biannually in accordance with <i>Regulation 5 of the Workplace (Health, Safety and Welfare) Regulations 1992</i>                                                | Headteacher/Office Manager |
| Glazing                              | An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed. | Headteacher/Office Manager |
| Lighting systems                     | Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour                                                                                | Headteacher/Office Manager |

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|                                                   | <p>duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
| <p>Playground and gymnasium equipment (fixed)</p> | <p>Fixed playground and gymnasium equipment is inspected and tested biannually.</p> <p>Weekly inspections for children's outdoor play areas and equipment are also completed weekly by the Caretaker</p>                                                                                                                                                                                                                                                                                                                                                                | <p>Headteacher/Office Manager</p> |
| <p>Water hygiene and safety</p>                   | <p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk</p> | <p>Headteacher/Office Manager</p> |

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|                         | assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.                                                                                                               |                            |
| Workstation assessments | Staff workstations are analysed yearly to assess any health and safety risks or whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made. | Headteacher/Office Manager |
| Working at height       | Ladders used for working at height is inspected and tested on a monthly basis.                                                                                                                                               | Headteacher/Office Manager |

## 5. Risk assessments and other checks

Please refer to our Health & Safety policy for information about the school's approach to risk assessment.

The school also ensures 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 on letting of a construction project
- 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 office manager and the 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 on the p:drive.

This policy will be reviewed by the Office Manager every 3 years. At every review, the policy will be submitted to the governing board for ratification.

## **7. Links with other policies**

This premises management policy is linked to:

- Health and safety policy