



De La Salle School

Premises Management Policy

Last Update: October 2025

Ratified by Governors: 22 October 2025

Next Review: July 2026

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The Department for Education’s (DfE’s) guidance on statutory policies for schools includes ‘premises management documents’. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

There isn’t a definitive list of the documents required by schools in relation to premises management, as this will vary depending on our particular circumstances. We already incorporate relevant duties into our health and safety policies and/or risk assessments.

This model policy is based on the DfE’s guidance on good estate management. It’s not intended to be exhaustive, and may not reflect the individual circumstances of our school. **We would always seek legal advice to make sure we’re compliant with all regulations that may apply to our particular circumstances.**

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

2. Guidance

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

3. Roles and responsibilities

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

The site 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 and Business Manager 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

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.

| 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 <u>HSE guidance</u> on maintaining portable electric equipment for suggested intervals and types of testing/inspection. | Site Manager & Business Manager |
| 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. | Site Manager & Business Manager |
| Emergency lighting | Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person. | Site Manager & Business Manager |
| Lifts | At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person. | Site Manager & Business Manager |
| Gas appliances and fittings | Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer. | Site Manager & Business Manager |
| Fuel oil storage | Checks at least weekly, with more detailed annual inspections by qualified inspectors. | N/A None on site |

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| ISSUE TO INSPECT | FREQUENCY | PERSON RESPONSIBLE |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Air conditioning systems | <p>Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p> | <p>Site Manager & Business Manager</p> |
| Pressure systems | <p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the <u>HSE's Safety of Pressure Systems guidance</u>, 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).</p> | <p>Site Manager & Business Manager</p> |
| Legionella checks on all water systems | <p>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 <u>guidance for each type from the HSE</u>.</p> | <p>Site Manager & Business Manager</p> |
| Asbestos | <p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p> | <p>Site Manager & Business Manager</p> |

| ISSUE TO INSPECT | FREQUENCY | PERSON RESPONSIBLE |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 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. | Site Manager & Business Manager |
| 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. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems. | Site Manager & Business Manager |
| Fire doors | Regular checks by a competent person. | Site Manager & Business Manager |
| Firefighting equipment | Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently. | Site Manager & Business Manager |

| ISSUE TO INSPECT | FREQUENCY | PERSON RESPONSIBLE |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Extraction systems | <p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p> | <p>Site Manager & Business Manager</p> |
| Chemical storage | <p>Inventories are kept up-to-date.</p> <p>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 <u>HSE guidance on COSHH assessment</u>).</p> | <p>Science Technician, Site Manager & Business Manager</p> |
| 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> | <p>Site Manager & Business Manager</p> |

| ISSUE TO INSPECT | FREQUENCY | PERSON RESPONSIBLE |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Tree safety | 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. | Site Manager & Business Manager |
| 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. Radon measurements will last for 3 months, using radon monitors, in line with <u>Public Health England radon guidance for schools</u>.</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> | Site Manager & Business Manager |

5. Risk assessments and other checks

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

In addition to the risk assessments we are required to have in place (please refer to our risk assessment policy and health and safety policy for more information), we ensure we have risk assessments in place, regularly updated, to cover:

➤ Lettings

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

6. Monitoring arrangements

The application of this policy is monitored by the site manager, business 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 Chair of Governors every year. At every review, the policy will be shared with and approved by [the governing board/committee name/governor role/the headteacher].

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy
- Lettings policy

| Service | Statutory Recommendation | Contractor | Telephone | Visits per annum | Previous Service | Date Book | Next Due | Certificate received | Notes |
|-------------------------------------------------|--------------------------|-------------------------|---------------|------------------|------------------|-----------|----------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------|
| Fire Door Survey | R | Blakes | 1702 613 641 | 1 | 10/01/2023 | | Jan-24 | | |
| Powered Vehicle Gates | S | Harling | | 4 | 01/05/2023 | | Aug-23 | | Gates 2022 |
| De-scale / Service of Hydroboil | R | Caretaker | | Monthly | | | | | |
| Shower Maintenance | S | Caretaker | | Monthly | | | | | |
| Water Temps (taps and calorifiers) | S | Caretaker | | Monthly | | | | | |
| Grounds Maintenance | R | Countrywide | 0161 485 6666 | 12 | | | | | More going |
| Air Handling Units | R | Atlas Maintenance | 020 7837 4707 | 2 | 16/06/2022 | | Jun-23 | | Looking to change contract |
| Extractor Fans | R | Atlas Maintenance | 020 7837 4707 | 2 | 16/06/2022 | | Jun-23 | | |
| Air Conditioning | R | Atlas Maintenance | 020 7837 4707 | 1 | 16/06/2022 | | Jun-23 | | |
| Air Conditioning - Energy Assessment | S | Atlas Maintenance | 020 7837 4707 | Every 5 years | 01/02/2021 | | 26 | | |
| Asbestos Management Report | S | NRG Environmental | 01923 66 144 | Every 2 years | 08/08/2022 | | | | Quoted to be obtained |
| Lift (External x 2) | S | Essex Lift Services | 01268 411 42 | 2 | 01/01/2018 | | Apr-23 | | No contract in place lifts not used |
| Lift (Hub) | S | Essex Lift Services | 01268 411 42 | 2 | 01/01/2018 | | Apr-23 | | No contract in place lifts not used |
| Lift (Passenger - Reprographos) | S | Orona | 0193 2784 1 | | 17/12/2022 | | Mar/Jun/Sep t/Dec | | |
| Lift (Reprographos - Platform lift) | S | Essex Lift Services | 01268 411 42 | | | | | | Lift broken, new platform lift required. Looking to replace with a chair lift, currently located on ground floor. New |
| Fire Extinguishers | S | Fire Line | 0190 096678 | 1 | 25/02/2023 | | Feb-22 | | |
| Roof Safety Rails & Ladder Ties | S | Stable Fall Safe | 0190 46 641 | 1 | 18/01/2023 | | Feb-22 | | Coming back to service ladders ties |
| Fire Shutters | S | Indian Industrial Doors | 0800 000 000 | 1 | 28/02/2023 | | Feb-21 | | |
| Legionella Risk Assessment | S | Protech | 01962 7 | Every 2 years | 01/09/2021 | | Sep-23 | | |
| Window & Door Servicing | R | John | | Responsive | | | Responsive | | |
| Lightning Conductors | R | J W Gra | 01376 503330 | 1 | 01/02/2023 | | Feb-24 | | |
| Health & Safety Advisory | S | LEA | | Every 2 years | | | | | |
| Display Energy Certificate | S | M Frost | 01702 511320 | 1 | Dec-22 | | Dec-23 | | |
| Display Energy Advisory Report | S | M Frost | 01702 511320 | Every 7 years | 2016 | | 2023 | | |
| Display Energy Advisory Report | S | M Frost | 01702 511320 | Every 10 years | 05/07/1905 | | 2023 | | |
| Furniture Repairs & LEV's | S | Monmouth | 01278 458090 | 1 | 27/04/2023 | | Feb-24 | | |
| Pest Control | R | Pro Pest | 01375 670 777 | 4 | | | | | |
| Sliding Doors Reception Canteen | R | Record 24/7 | 01698 377 444 | 2 | 25/05/2023 | | Nov-23 | | |
| Kitchen Appliances Service | S | Shaun Matthews | 07889127107 | 1 | 01/08/2022 | | Aug-23 | | |
| Kitchen - Deep Clean | S | Room to Clean | | 2 | 04/04/2023 | | Aug-23 | | Internal cleaners |
| Kitchen Extra Deep Clean | S | Room to Clean | | 1 | 16/08/2022 | | Aug-23 | | Internal cleaners |
| Shade Sails - Annual Inspection | R | Mantaray | 01225 448167 | 1 | 02/06/2023 | | Jun-24 | | |
| P E Equipment | S | Universal | 01621 868 700 | 1 | 01/02/2023 | | Feb-24 | | |
| Window Cleaning | R | Internal Cleaners | | | 01/04/2022 | | Aug-23 | | |
| Fan/Convactor Housings | R | West Electrical | 07771966405 | Responsive | 01/11/2021 | | Nov-23 | | Suggest yearly |
| Electrical Installation Condition Report (EICR) | S | Thornton Electrical | 01707 664 581 | Every 5 years | 01/07/2019 | | Jul-24 | | |

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