



Woolmore  
Primary School

# **PREMISES MANAGEMENT POLICY**

**October 2025**

<b>Approved by:</b>	Full Governing Body	<b>Date:</b>
<b>Last reviewed on:</b>	October 2025	
<b>Next review due by:</b>	October 2026	

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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](#)
- › Maintained schools: 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 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 school business 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

The school business manager is responsible for:

- › Conducting and keeping a record of risk assessments and incident logs related to the school premises
- › Reviewing statutory inspection dates and ensuring these are met

- Keeping records of all statutory inspection reports and ensuring they are stored in a central location for easy access by H&S inspectors
- 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

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 Department for Education's [guidance on good estate management for schools](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Annual  We will refer to <a href="#"><u>HSE guidance</u></a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Premises Manager Qualified Inspector
Fixed electrical installation tests (including lightning conductors)	Fixed Wire Test – every 5 years. Lightning Protection test – every 11 months	Premises Manager Qualified Inspector
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Premises Manager Qualified Inspector
Lifts	Quarterly Plus 6-monthly check for insurance	Qualified Inspector

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>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.</p>	<p>Premises Manager</p> <p>Qualified Inspector</p>
Air conditioning systems	<p>Quarterly maintenance checks</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p>	Qualified Inspector
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a>, 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>	Qualified Inspector
Legionella checks on all water systems	<p>Monthly – water temperature monitoring</p> <p>Annual – tank cleaning</p> <p>Annual – TNV service</p> <p>6 monthly – shower / spray descale</p> <p>2 yearly – water risk assessment</p> <p>Seasonal – low usage outlets flushing regime</p> <p>Specific details can be found in <a href="#">guidance for each type from the HSE</a>.</p> <p>6 monthly - drinking water coolers</p>	<p>Qualified Inspector</p> <p>Premises Manager</p> <p>Qualified Inspector</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Asbestos	No asbestos present in building	
Equipment used for working at height	Monthly visual checks and before each use In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Premises 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.	Premises Manager Qualified Inspector Qualified Inspector
Fire doors	Monthly visual checks Annual inspection	Premises Manager Qualified Inspector
Firefighting equipment	Annual – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) Annual - Evac chairs Monthly visual checks.	Qualified Inspector Qualified Inspector Premises Manager
Kitchen Extraction systems	Annual deep clean	Qualified Inspector

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Chemical storage	<p>Inventories are kept up-to-date and reflective of current chemicals used in school.</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 <a href="#">HSE guidance on COSHH assessment</a>).</p>	Premises Manager/SBM
Playground and gymnasium equipment	<p>Quarterly inspections of all external play equipment</p> <p>6 monthly inspections of all internal gym and play equipment</p> <p>Monthly visual inspections of all external play equipment</p> <p>.</p>	<p>Qualified Inspector</p> <p>Qualified Inspector</p> <p>Premises Manager</p>
Tree safety	<p>Annual</p> <p>Periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.</p>	<p>Qualified Inspector</p> <p>Premises Manager</p>

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 <a href="#">Public Health England (now the UK Health Security Agency) radon guidance for schools</a>.</p> <p>Where measurements show radon levels below 300Bq/m<sup>3</sup>, 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/m<sup>3</sup> we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	Premises Manager/SBM
Kitchen safety <ul style="list-style-type: none"> <li>• Air Con</li> <li>• Extraction</li> <li>• Fire Safety</li> <li>• Gas</li> <li>• PAT</li> <li>• High Clean</li> <li>• Refrigeration</li> </ul>	6 monthly Annual Annual Annual Annual Annual Annual	Qualified Inspector
Moveable Wall	Annual	Qualified Inspector
Solar PV	Annual	Qualified Inspector

## 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 make sure we have risk assessments in place, regularly updated, to cover:

- Pregnant mothers
- Snow and Ice plan

- Waste management
- Security and CCTV/intruder alarms

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 school 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 business manager's office.

This policy will be reviewed by the school business manager annually. At every review, the policy will be shared with and approved by the governing body.

## 7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy



H&S and  
Emergency Plan 25-2

- Fire Emergency Plan



Fire Emergency Plan  
2025.pdf