St. Mary's Church of England Primary School Fownhope

PREMISES MANAGEMENT POLICY

"Walking together in the fruit of the Spirit"

SEPTEMBER 2026

A rich education is more than simply learning reading, writing and maths. It is about helping a child grow into their full potential as inquisitive, well balanced and cheerful adults. As a Church school we nurture children to display the 'fruit of the Spirit', which is "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Galatians 5:22-23). At St Mary's you will find children growing in mind, body and spirit as they form good relationships with each other, the staff and discover a faith which will sustain them in a rapidly changing world.

General Statement

This is a Statutory policy and applies to all staff of the school. The policy is available to all parents, prospective parents, school governors and authorised inspectors. This document is reviewed annually by the Governing Body. The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

Objectives of the Premises Management Policy

The school has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory, and corporate standards. The school needs to consider the building:

Condition – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.

Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards. 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 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

Roles and Responsibilities

The Governing Body, Headteacher and School Business Manager will ensure that 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 Body, as required.

The School Business Manager is responsible for:

- inspecting and maintaining the school premises
- ensuring that repairs and maintenance are undertaken
- 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 head of school about what actions need to be taken to keep the school premises safe.

This list is not intended to be exhaustive.

Legislation and Policies relevant to this policy

The School Premises Regulations 2012 - prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of its occupants.

The Health and Safety at Work Act 1974 (HSWA) -This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.

The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.

Management of Health and Safety at Work Regulations 1999 (MHSWR) - this requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance, documents and standards.

Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

These work in conjunction with the following advice:

- **DfE Advice on standards for school premises. March 2015**
- **Advice on standards for school premises (publishing.service.gov.uk)**
- **DfE Advice on Asbestos Management in Schools**
- **This document is based on the Department for Education's guidance on good estate management for schools.**
- **Managing asbestos in your school or college - Guidance - GOV.UK (www.gov.uk)**
- **Chartered Institute of Public finance and Accountancy July 2018**
- **https://www.cipfa.org/policy-and-guidance/reports/compliance_monitoring_for_school_premises**

The school will work with the following policies:

• **Health and Safety Policy**

The school premises are constantly monitored by the Headteacher, the School Business Manager and Health & Safety Link of the Governing Body and by a range of teams/individuals who report their observations/concerns to relevant staff and/or SLT. The school gives due regard to the regulations listed above. The school -

- develops an Asset Management Plan

- prepares a Long-Term Maintenance Plan which is prioritised within available budgets using the School Improvement and Development Plan
  manages repair or improvement projects
- prepares policies for security, fire safety, health and safety, including monitoring processes
- ensures that risk assessments are prepared and acted upon
- employs professional property advisers, as required, to ensure larger projects are managed and overseen appropriately.

The following is undertaken as prescribed by legislation:

Issue to inspect	Frequency	Person responsible
Portable appliance testing (PAT)	Annually	The record is kept in a central location as a live document that everyone can access. **Cardiff PAT Testing**
Fixed electrical installation tests	Fixed installations inspected periodically and tested every 5 years.	Inspection and testing is always carried out by a competent person. **CF Roberts**
Emergency lighting	Monthly flash test by site staff. Annually a condition test (including 3-hour battery test) by a competent person.	Inspection and testing is always carried out by a competent person. **HFAS**
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice).	All work carried out by a Gas Safe Registered engineer. **Spa Gas**
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person	Legionella Risk Assessment 11th November, 2025 **EMS** undertaken monthly Legionella checks. **Environmental Management Solutions Ltd.**
Asbestos	Regular monthly 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.	Latest Management Asbestos Survey 9th March, 2026 **Environmental Management Solutions Ltd.**

Equipment used for working at height	Inspected before use, and at termly intervals appropriate to the environment it is used in and how it is used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week. 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.	**HFAS**
Weekly alarm tests, with a different call point tested each week. 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.	All fire doors must remain in efficient working order and should be regularly checked and maintained by a competent person. Maintenance records to be kept on file. Doors are not propped open by staff or pupils	Fire doors checked by office staff – records maintained. **HFAS** undertake required inspections of alarms and detection equipment. Annual fire risk assessment undertaken by **Fire and Risk Management Ltd.**
Firefighting equipment	Inspected annually. Most equipment – extinguishers, fire blankets, and access for emergency vehicles)	Visually inspected termly by office staff. Annual checks by **Herefordshire Fire Protection Services.**
Tree safety	Inspected 3 yearly – all trees on site are numbered on a plan for ease of identification.	**Mackley Davies Associates**
Playground Equipment	Inspected annually	**Combined Playground Services Ltd.**
Pest Control	Periodically	The school has an SLA with **Herefordshire Council Pest Control.**

Water Supply (Legionella)

The school has a contract with EMS to conduct monthly legionella monitoring checks which include:

- Plate Heat Exchange
- Stored water temperatures
- Circulating systems
- All HWS systems
- Cold water services
- Pressurisation unit supply

Asbestos

The school maintains an asbestos register which contains a copy of the asbestos survey, which shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by everyday activities, then it is safer to leave it in place). Asbestos is managed in line with DfE guidelines in Managing Asbestos in School. Staff will be informed where asbestos is located in the school along with relevant restrictions. Staff are expected to report any damage immediately to the school office.

Contractors signing in to the electronic sign-in system to access the school are required to sign an electronic declaration that they have read and understood health and safety information, including asbestos. Contractors are required to sign the Asbestos Register before starting any work

Accommodation and Building:

- The school ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year.
- The school ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The school ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual adaptation and summer programme of works.
- The school ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of a team of cleaners and monitoring standards of cleaning.
- The school ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and a WC.
- The school ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs.

- The school ensures that, in terms of the design and structure of the accommodation, no areas of the school compromise health or safety.
- The school ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by carefully monitoring the number, age and needs of pupils who will be using the classrooms and making any necessary adjustments in provision and arrangements.
- The school ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- The school ensures there is sufficient access so that emergency evacuations can be accomplished safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.
- The school ensures that access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users, if required.
- The school ensures that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.
- The school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- The school ensures that each load bearing structure is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals.
- The school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

Contractors

The school ensures that adequate arrangements are in place to select, appoint and monitor anyone undertaking works, by ensuring that the contractor:

- Has full competence (competence can be judged from past experience, recommendation, preselection evaluation or a combination that takes into consideration the nature and scale of the works required).
- where necessary, has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- has a current health and safety policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site-specific conditions.
- has read the health and safety leaflet for contractors in school.

Commissioning a large project:

The school seeks a property professional to work with the school when undertaking large building projects. The property professional would be commissioned to carry out the following steps:

Feasibility study – checking the feasibility of the project and providing an early cost estimate

Specification – with the school to produce a technical specification for the work

Tender – going out to tender to a number of appropriate contractors

Evaluation of Tenders – checking the validity and accuracy of the tenders

Site Management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with Health & Safety requirements and relevant legislation and regulations

Handover – accepting the finished project. Carrying out snagging and testing.

Invoice check – checking the validity and accuracy of invoices.

Waste

The school is committed to reducing its waste and recycling as much as possible; this includes cardboard, paper, electrical equipment, ICT equipment. All staff can help to support this commitment. The school follows any legal waste obligations to ensure the correct licensing of their waste and maintains records and safe storage as appropriate.

Vehicle Segregation

The school takes steps to ensure that appropriate traffic management systems are in place to ensure pedestrians and vehicles on site can circulate in a safe manner.

Trees

Managing the risk from trees is the responsibility of the owners and managers of the land on which they grow. The school should act as a reasonable and prudent landowner; The school will commission a tree survey every three years for which a report with priority is produced. School will implement any recommendations from the tree survey within the recommended timescales. Further visual inspections will be carried out of the site, including any trees of concern, on a regular basis. All arboricultural work will be undertaken by a competent contractor.

Security

The school ensures that daily duties with regards to the opening and locking up of the school are managed by members of the SLT. These staff are considered 'keyholders'. Daily duties include:

- the opening and unlocking of the school buildings
- the deactivation of the alarm system
- the opening and unlocking of the school grounds

- a daily inspection of the site
- the locking of the grounds during school hours as required
- the closing and locking of the school site
- the activation of the alarm system
- the closing and locking of the school buildings, including windows

The school ensures that:

- alarm access codes and keys are only known to 'Keyholders'
- the alarm system is tested and inspected bi-annually
- keys for internal doors and storage are kept locked in a cupboard within the school
- staff/those hiring the premises are aware of access codes, where appropriate.
- all members of staff and visitors are signed in and out of the buildings and the grounds
- staff and visitors wear identification whilst in the school buildings and grounds.

The Governing Body

The school's premises are subject to scheduled health and safety checks by the health and safety link governor. The health and safety governor with the School Business Manager and the Headteacher will carry out a termly inspection of the site.

Any matters of concern are discussed at suitable intervals at governor meetings.

The health and safety link governor will report matters of concern to the Full Governing Body (FGB).

St. Mary's Primary School employs the following advisors via service level agreements:

Health and Safety – Nick O'Sullivan All Safety Matters Ltd.

Fire Safety – Fire and Risk Management Ltd.

Property Consultants – Education Property Partnership Ltd.

The School Business Manager uses **DfE Good Estate Management for Schools (GEM)** software to maintain a tracker record of health and safety and maintenance checks which includes all contractor details and dates of inspections.

This policy will be reviewed every 2 years or sooner if legislation changes.

This policy was approved by the Governing Body on:	22nd September 2026
Signature of Headteacher:	T. Milne
Signature of Chair of Governors:	A. Gunn
Review Date:	September 2027

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