



Policy: Premises Management Policy

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Person responsible for policy: Stephen Dean, Chief Executive Officer

Authorised by: Board of Trustees

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This Policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

Flourishing together through LIFE

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1. Aims

Our trust aims to ensure that it:

- › Manages its buildings, assets 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 Education \(Independent School Standards\) Regulations 2014](#)
- › Complies with the requirements of the [statutory framework for the EYFS](#)

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 trust board, CEO, trust business manager and headteachers will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteachers are responsible for ensuring relevant risk assessments are conducted and for reporting to the CEO, who reports to the trust board, as required.

The headteachers are responsible for:

- Inspecting and maintaining the school premises
- Liaising with the Trust maintenance team to conduct 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.

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.

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	RESPONSIBILITY
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 will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.</p>	Arranged by School
Fixed electrical installation tests (including lightning conductors)	<p>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>	Arranged by School
Emergency lighting	<p>Monthly flash test.</p> <p>6-monthly condition test (including 3-hour battery test) by a competent person.</p>	Arranged by School
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>	Arranged by School
Fuel oil storage	<p>Checks at least once a term, with more detailed annual inspections by qualified inspectors.</p>	Arranged by School
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	Arranged by School
Pressure systems	<p>No fixed maintenance requirement (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).</p>	Arranged by School
Legionella checks on all water systems	<p>Risk assessment of each site carried out and reviewed regularly by a competent person.</p> <p>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.</p>	Arranged by School

ISSUE TO INSPECT	FREQUENCY	RESPONSIBILITY
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos management plan annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Arranged by School
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Arranged by School
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	Arranged by School
Fire doors	Regular checks by a competent person.	Arranged by School
Firefighting equipment	<p>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.</p>	Arranged by School
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 24 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	Arranged by School

ISSUE TO INSPECT	FREQUENCY	RESPONSIBILITY
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, 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 HSE guidance on COSHH assessment).	Arranged by School
Hygiene Suite	Weekly checking of the facilities. Annual visit to inspect the hoist system.	Hartpury and Highnam
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.	Ann Cam and Redmarley Team
Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Arranged by School
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.	Arranged by School

5. Risk assessments and other checks

Please refer to school risk assessments.

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

- Car parking and vehicle/pedestrian segregation / traffic management
- Shared premises
- 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 headteachers 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 headteacher PC or in the school office.

This policy will be reviewed by the CEO every year. At every review, the policy will be shared with and approved by the GPAC committee on behalf of the trust board.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessments
- Estate Management Plan

8. Biblical Underpinning for Church of England schools

Jesus says

'Everyone who hears these words of mine and acts on them will be like a wise man who built his house on a rock' (Matthew 7.24).

Prudent inspection and reflection are at the heart of the wise man's premises management policy. He builds on solid ground. Any short termism – building on sand – that initially looks attractive as a cheaper quicker fix, are foregone. Premises management solutions which work for all our schools are encouraged. Solutions that are good for the environment, those with less carbon emissions, are reflected upon and acted upon.

Premises management involves teamwork.

Paul says

'We are God's servants, working together; you are God's building. According to the grace of God given to me, like a master builder I laid a foundation, and someone else is building on it. Each builder must choose with care how to build on it'. (1 Corinthians 3. 9,10).

The management of property has both central and local aspects. We are all serving the needs of our pupils. And we do so within God's grace.