

Premises Management Policy

Ellesmere Port Catholic High School



Approved by:	PP Mrs L. Henderson Deputy Headteacher Mrs C Vile Headteacher <i>L. Henderson</i>
Lead of Review:	Mr C Jones, Strategic Business & HR Manager
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Catholic Social Teaching



Common Good

Status

School

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, students, parents, and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work etc. Act 1974
- Comply with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)

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.

Roles and responsibilities

The **Headteacher** will ensure that:

- the School Business Manager and the Site Manager are fully aware of their responsibilities in managing the school premises and any refurbishment/building work that needs to be carried out
- that the buildings comply with appropriate statutory, regulatory and corporate standard.

The **School Business Manager** and the **Site Manager** will:

- be aware of what legislation applies to the school (appendix 1)
- ensure that the Site Team, Health and Safety representatives and teams/individuals are aware that observations/concerns must be reported to the premises staff/senior managers.

The **School Business Manager** will:

- Ensure regular health and safety checks are carried out by the H&S Governor, the School Business Manager and the Site Manager.
- Ensure that any matters of concern are acted upon and brought to the attention of the Headteacher and the Governors Leadership and Management Committee.

The **Site Manager** will:

- Develop an Asset Management Plan
- Prepare a long-term maintenance plan which is prioritised within available budgets using the School Development Plan, with guidance from the School Business Manager.
- Manage repair or improvement projects.
- Review and update policies for security, health and safety including a monitoring process.
- Ensure risk assessments are prepared and acted upon
- Liaise with the Diocese regarding premises management and ensuring larger projects are undertaken to an acceptable standard and are compliant with relevant legislation and regulations.
- To ensure that the school undertakes activities outlined in Appendix 2 as prescribed by legislation.

The **Health and Safety Governor** will:

- Visit school to carry out spot checks on buildings and premises and bring any issues to the attention of the Site Manager/School Business Manager.

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 work was 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 HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site 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
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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
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
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Site Manager
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Site Manager
Pressure systems	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).	Site Manager
Legionella checks on all water systems	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 guidance for each type from the HSE .	Site Manager
Asbestos	Regular 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.	Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	Site Manager
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and 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>	Site Manager
Fire doors	Regular checks by a competent person.	Site Manager
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>	Site Manager
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>	Site Manager
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 HSE guidance on COSHH assessment).</p>	Site Manager, Curriculum Leader for Science (supported by Science Technician(s))

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Playground and gymnasium equipment	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). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Site Manager
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

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

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Vacant buildings
- 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

Arrangements for monitoring and evaluation

The policy will be reviewed annually in August and brought to the first Leadership and Management Committee meeting in a new academic year.

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.

Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy

LEGISLATION THAT APPLIES TO THE SCHOOL

- The School Premises Regulations 2012 - which 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 the occupants.
- The Health and Safety at Work etc. 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.
- Managements of Health and Safety at Work Regulations 1999 (MHSWR).
- 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'.

The school undertakes the following as prescribed by legislation;**1. The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following;**

- Air Conditioning systems
- Boiler maintenance
- Electrical appliances checks
- Equipment used for working at height
- Fixed electrical installation testing (including lightning conductors)
- Emergency lighting testing
- Extraction systems
- Fire risk assessments
- Fire alarm testing
- Fire door checks
- Firefighting equipment checks
- Fuel oil storage
- Gym equipment safety checks
- Gas appliances safety checks
- Gas pipe soundness checks
- Kiln and ceramic electrical equipment checks
- Kitchen deep cleaning
- Lift safety checks
- Machinery tooling checks
- Playground and gymnasium equipment
- Portable appliance testing (PAT)
- Pressure systems
- Radon
- Roller Shutters checks
- Storage of Hazardous substances
- Tree safety
- Lightning protection checks

2. Water Supply (Legionella);

The school arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20 and 45°C) for all premises is arranged to ensure that:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water

- the temperature of hot water supplies to showers shall not exceed 43°C.
- the school has a programme for installing TMV at hand basins.

3. Asbestos

The school maintains an asbestos register which contains a copy of the asbestos survey, this 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).

Other premises details;

1. Drainage;

The school ensures that there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

2. Glazing

The school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

3. Accommodation;

- 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 Site Team and 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 examinations and contains a washbasin and is reasonably near 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. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level handrails on stairs above an open stair well.
- 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 safely and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
- The school ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- The school ensures that the lighting, heating and ventilation in classrooms and other parts of the school are suitable for room usage. This is done through a programme of monitoring and through feedback from staff.

4. Building

- 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.

5. Contractors

The school ensures;

- that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- the competence of contractors (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 the contractor has the appropriate qualifications, for example GAS SAFE or NICEIC registered for work in connection with gas and electrical installations respectively
- that the contractor has a current health and safety policy, has suitable current insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

6. Commissioning a large project

The school seeks advice from the Diocese/property professional, when undertaking large building projects. The Diocese/property professional would be commissioned to carry out the following steps:

- (i) Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- (ii) Specification – with the school to producing a technical specification for the work
- (iii) Tender – going out to tender to a number of appropriate contractors
- (iv) Evaluation of Tenders – checking the validity and accuracy of the tenders
- (v) 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
- (vi) Handover – accepting the finished project. Carrying out snagging and testing.
- (vii) Invoice check – checking the validity and accuracy of invoices.

7. Waste

- The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this.

- The school follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

8. Vehicle Segregation

The school ensures that appropriate traffic management systems are in place on site where pedestrians and vehicles can circulate in a safe manner.

9. Lettings

The school ensures that the premises which are used for a purpose other than conducting the school curriculum (the Hall, Gym or other area) are organised to ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by other users.

10. Trees

The school ensures that a year tree survey takes place each year for which a report with priority is produced. All arboriculture work is carried out by a competent arboriculturist.