Premises Management Policy

November 2025

Name of School	Froxfield CE School
Date of Policy Issue	November 2025
Name of Headteacher	Mrs Vickie Farrow
Signature of Headteacher	

Introduction	

1. Policy Statement and Aims

Froxfield CE School is committed to managing its premises in a way that:

- Ensures buildings, grounds and equipment are safe, well-maintained, and legally compliant.
- Protects the health, safety, and wellbeing of pupils, staff, visitors, and contractors.
- Meets statutory requirements under relevant legislation.
- Follows good practice guidance on estate management for schools.
- Ensures inspection, testing and maintenance schedules are adhered to and reviewed.

2. Scope

This policy applies to:

- All areas of the school premises, including buildings, grounds and fixed equipment.
- All staff, governors, contractors, visitors, pupils and hirers.
- All school-related and out-of-hours activities taking place on site.

3. Roles and Responsibilities

Governing Body

- Monitors the effectiveness of premises management.
- Ensures compliance systems are in place.
- Reviews the policy at least every three years.

Headteacher

- Provides overall leadership for premises management and health and safety.
- Ensures risk assessments are undertaken and acted upon.
- Reports key premises issues to governors.

Site Manager

- Manages day-to-day premises operations.
- Conducts routine inspections and coordinates repairs.

School Business Manager

- Maintains records of statutory testing and maintenance.
- Manages contractors and oversees their site activity.
- Maintain training records and ensure all relevant training is undertaken.

Contractors

- Must be competent and appropriately qualified.

All Staff and Visitors

- Must comply with premises procedures and risk assessments.
- Must report defects or hazards promptly.

4. Inspection, Testing and Maintenance Schedule

A programme of statutory and good-practice checks will be maintained. Records are stored securely and made available during audits.

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)	Annually	External contractor
Fixed electrical installation tests (incl. lightning conductors)	Annual checks by HCC	HCC contractor
Emergency lighting	Monthly flash test / Annual checks by HCC	Site Manager / HCC Contractor
Legionella checks	Weekly checks undertaken and reported to HCC	Admin Assistant
Asbestos	Regular inspections / Annual register review /	HCC Contractor

	Surveys before planned building work	
Working at height equipment	Annual training undertaken / Termly inspection of step stools	Site Manager
Fire detection and alarm systems	Weekly tests / Bi-annual inspections	SBM / HCC Contractor
Firefighting equipment	Monthly visual inspections / Annual service by competent contractor	Admin Assistant External Contractor
Chemical storage	Up-to-date inventories / COSHH assessments reviewed regularly	Admin Assistant
Playground & gym equipment	Regular inspections / Annual inspection of fixed play & gym equipment by competent contractor	Site Manager External Contractor
Tree safety	Periodic visual checks; detailed assessment if risks identified.	HCC Arboricultural Officer

5. Risk Assessments and Additional Checks

The school will maintain written risk assessments for:

- Premises-related hazards
- Playground and outdoor areas
- Use of contractors and construction work
- Lone working
- Site Security
- Glazing
- Doors and gates

Risk assessments should be reviewed at least every three years or sooner if incidents, changes or works require it.

6. Monitoring and Review

- The Headteacher and School Business Manager will work with the Site Manager and H&S Governor to monitor the implementation through regular inspections and record-keeping
- Significant defects or risks must be reported immediately to the Headteacher or School Business Manager
- The H&S Governor will review premises reports and ensure actions are completed

- The Headteacher and H&S governor will meet annually with the school's County Surveyor to review premises condition and any actions required
- This policy will be reviewed every three years or in response to major changes

7. Links to Other Policies

This policy should be read alongside:

- Health and Safety Policy
- Fire Safety / Emergency Evacuation Procedures
- Risk Assessments
- Asbestos Management Plan
- Maintenance and Repairs Schedules

8. Training and Competence

- Staff will be informed of relevant procedures and responsibilities
- Site staff should receive appropriate premises management and compliance training
- Records of training will be maintained

9. Emergency Planning and Security

- The school will maintain and annually share an emergency plan (fire, lockdown, etc.)
- Security arrangements will be risk-assessed and maintained

10. Communication

- This policy will be accessible to all staff, governors, and contractors
- Key procedures, schedules and risk assessments will be communicated to relevant staff
- Major works affecting the school will be communicated to the school community