



FOUNTAINS

PRIMARY SCHOOL

Always achieving our potential

Premises Management Policy

Written: September 2025

To be reviewed: September 2027

Policy Owner: Mr Ian Spencer (Site Officer)

Ratified: Mrs Nicola Price (Executive Headteacher) September 2025

Mr David Symons (Health and Safety Link Governor) September 2025

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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
- Complies with the requirements of the School Premises (England) Regulations 2012
- Complies with the requirements of The Education (Independent School Standards) Regulations 2014
- Complies with the requirements of the statutory framework for the EYFS

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 governing board and Executive Headteacher will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Executive Headteacher and Site Supervisor are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Executive Headteacher/Site Manager are responsible for:

- Inspecting and maintaining the school premises
- Conducting 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
- Liaising with the Executive Headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

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, other relevant details and the person responsible. 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)	Annual testing of all portable appliances Larger Portable Appliances such as washing Machines, Dishwashers and other static Appliances like Stage lighting Tested every 2 years	Ian Spencer and Dave Beard Both are appropriately trained and qualified to carry out Testing
Fixed electrical installation tests	Whole Site - 5 Years Swimming Pool - Annual	Ian Spencer delegates Entrust via a Service Level Agreement (SLA)
Emergency lighting	Monthly flick test. 6-monthly condition test (including 1-hour battery test) by a competent person.	Ian Spencer delegates Entrust via a Service Level Agreement (SLA)
Lifts Hoists Slings	Annual safety inspection 6 Monthly loller inspection 6 Monthly Sling inspection	Ian Spencer delegates Entrust via a Service Level Agreement (SLA)
Gas appliances and fittings	Annual service of all Gas fired Boilers. Gas soundness test every 6 years	Ian Spencer delegates to Entrust via a Service Level Agreement (SLA)
Fuel oil storage	Not Applicable	Not applicable

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Solar Panels	Annual Safety Inspection and clean	Ina Spencer Delegates to appropriate contractor
Air conditioning systems	Serviced every 6 months by others	Ian Spencer delegates Entrust via a Service Level Agreement (SLA)
Pressure systems	No applicable	Not applicable
Legionella checks on all water systems	Weekly Temperature check of little used outlets. Temperature checks carried out Monthly of every outlet and Calorifier Calorifier blow down annually Service and inspection every 6 months Annual Risk assessment	Ian Spencer undertakes monthly water hygiene checks and then delegates Entrust to undergo the 6 monthly checks and annual risk assessments via a Service Level Agreement (SLA)
Asbestos	Annual review of Management plan and risk assessment. Annual inspection of uninspected areas. R&D surveys carried out as necessary	Ian Spencer
Equipment used for working at height	All equipment is inspected every 3 months. Asset register and ladder tags in use.	Ian Spencer/David Beard
Fire detection and alarm systems	Weekly test, call points tested rotationally Quarterly service and inspection by others. Nicola Price (EHT)/ Ian Spencer meet annually (or as and when required) to review the fire risk assessment. Termly Fire practices in place and recorded alongside half yearly lockdown practices, which too are recorded	Ian Spencer/David Beard responsible for weekly tests Ian Spencer delegates Quarterly service to Entrust via SLA agreement

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire doors	Inspected Monthly To include Door condition, closing devices, Intumescent strips, Finger Guards and Mag locks if fitted.	Ian Spencer/David Beard
Firefighting equipment	Monthly inspection of Extinguishers, Fir blankets and signage. Annual service and Inspection by others.	Ian Spencer/David Beard carry out monthly inspections. Chubb Fire and security carry out annual inspection
Extraction systems	Kitchen and Pool Extraction systems are serviced annually by others. Other small extractor fans cleaned and inspected every 6 months	Ian Spencer delegates service to appropriate contractors. Kitchen – Ingot Pool- Yee Group 6 monthly cleaning and inspections carried out by Ian Spencer/David Beard
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 <u>HSE guidance on COSHH assessment</u>).	Ian Spencer/David Beard responsible for the safe storage of products when delivered to site. All Staff responsible for safe storage after use All staff have COSHH training. Ian Spencer ensures thar records and all Risk Assessments and Safety Data Sheets are in place and reviewed Annually or when required.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Hydrotherapy pools and swimming pools	Daily water testing (3 times a day) Monthly water sampling by others. Plant service every 6 months by others. Pool Plant is maintained daily by Pool Plant operators Ian Spencer/ Jo Howard	Ian Spencer/Jo Howard carry out daily water testing and plant management. Ian Spencer delegates 6 monthly service to Entrust via SLA Ian Spencer Delegates Monthly Sampling to appropriate contractor.
Playground and gymnasium equipment	Weekly and monthly inspection of Playground and equipment. Annual inspection of PE/Sports equipment by others. Annual Inspection and risk assessment of Outdoor Play equipment by others. All equipment should be checked by staff before every use.	Ian Spencer/David Beard carry out weekly and monthly inspections. PE equipment- Sport Safe Outdoor Play Equipment- The Play inspection Company
Tree safety	A monthly check of trees is incorporated into a ground's inspection. Detailed Tree survey every three years by others.	Ian Spencer/David Beard carry out monthly inspection Tree Survey- R B Landscaping
Radon	Not Applicable	Not applicable
Interactive screens	A Monthly check is carried out to inspect condition, operation and safe mounting on stand.	Ian Spencer/David Beard
Mini Busses	A monthly check is carried out including Lights, Tyers, Fluids and cleanliness	David Beard

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fridge Temperature	Monthly Temperature check	David Beard

Risk assessments/Other Checks

All Risk Assessments are shared as appropriate via online platform. Updates are carried Annually or as required by suitably qualified person.

We also make sure further checks are made to confirm the following:

- HSF46 Hazard Exchange forms in use along with Intrusive works Permit
- 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

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

Monitoring arrangements

The application of this policy is monitored by the Executive 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 and online.

This policy will be reviewed by Nicola Price (Executive Headteacher) and Ian Spencer (Site Officer) annually. At every review, the policy will be shared with and approved by the Link Governor for Health and Safety and the full governing body.

Links with other policies

This premises management policy is linked to:

- Health and safety policy