Torridon
Primary School

Premises Management Policy

Adopted and signed on behalf of the school by the Governing Body Representative at the meeting on:	6th September 2025
Name of the Governing Body Representative:	Levin Wheller
Signature of the Governing Body Representative:	
Date signed:	6th September 2025
Last reviewed:	Full Governing Body Meeting – Autumn Term 2024
Next review due by:	September 2026

TORRIDON PRIMARY SCHOOL

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1. 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) (England) Regulations 2010, as amended
- Complies with the requirements of the statutory framework for the EYFS

2. Guidance

This document is based on the Compliance Monitoring in Council Buildings report from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Education and Skills Funding Agency's Essential School Maintenance guidance for schools.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

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

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

The Facilities Manager is 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 Headteacher about what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive

4. Inspection and testing

The school maintains accurate records and details of all statutory tests which are undertaken. 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, the school includes the dates when the works were 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 to inspect, the inspection frequency and the person responsible for checking each issue. This table is not exhaustive.

Issue to inspect	Frequency	Person responsible
Air conditioning systems and duct hygiene	Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant.	Facilities Manager (FM) FM
Asbestos register	A risk assessment takes place annually and when any changes to the building take place. The asbestos register is updated accordingly.	FM FM
Electrical testing and inspection	A PAT exercise takes place annually. The schematic of the supply route and primary distribution is updated annually. Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years.	FM FM FM
Extraction systems	Dust extraction equipment is tested and inspected on an annual basis.	FM

	Local exhaust ventilation is inspected every 14 months.	FM
Fire safety	Our fire risk assessment is updated when any changes are made that might impact fire safety. Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person. Fire doors are inspected weekly. Fire extinguishers are inspected and maintained on an annual basis. The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements). Fire blankets are inspected annually and replaced as required. Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually. Lightning conductors are inspected and electrically tested on an annual basis by a competent person.	FM FM FM FM FM FM
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Lead First Aider
Gas safety	Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis. All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.	FM FM FM

Glazing	An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.	FM
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.	FM
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration. Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.	FM FM
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	FM
Water hygiene and safety	For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection. For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also carried out on all pipework devices annually. Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment.	FM FM FM FM

Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	FM
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	FM

5. Risk assessments and other checks

The school has a fire risk assessment carried out annually. All recommendations are actioned promptly to ensure the safety of the building users. This risk assessment is reviewed regularly and amended whenever significant changes to the building, plant or circumstances take place, including changes to the school leadership team.

The school also carries out a water hygiene risk assessment annually. Again all recommendations are actioned promptly. The risk assessment takes into account the systems in place to test temperatures, sample water and tank chlorination periodically.

In addition to the risk assessments above, the school ensures that we have risk assessments in place, regularly reviewed, to cover:

- COSHH
- Site safety (manual handling, working at height, etc)
- School trips
- PE and sports
- Medical
- This list is not exhaustive

The school also ensures 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 on letting of a construction project
- 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 Facilities Manager and the 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 held by the Facilities Manager.

This policy will be reviewed by the Facilities Manager every two years, or whenever there is any change in circumstances that would warrant a review. At every review, the policy will be shared with the governing board and approved by them.