



# Premises

## Management Policy

### St. John Paul II Multi Academy

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Company House Registered No. 08706247

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## 1. Aims

St John Paul II Multi Academy 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

Complies with the requirements of the School Premises (England) Regulations 2012

## 2. Guidance

This document is based on the Education and Skills Funding Agency's Good Estate Management for Schools report, which provides an overview of the legislation and compliance requirements related to premises management in schools.

## 3. Roles and responsibilities

The Board of Directors, and the Managers will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy. They will ensure that the Academy has an agreed Vision, Strategy and Plan of its estates.

The Head teacher and The Academy Facilities Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Local Governing Board and Board of Directors, as required.

## 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.*

Issue to inspect	Frequency	Person responsible
Air conditioning systems and duct hygiene	Both are inspected once every 12 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.	Annually TSS/ Premises team
Asbestos register	A risk assessment takes place annually and when any changes to the building take place.  The asbestos register is updated accordingly.	As Required by Site Team  Site Team
Electrical testing and inspection	A PAT exercise takes place annually.  The schematic of the supply route and primary distribution is updated annually.	Annual visual testing PAT Testing on extension leads and regularly moved items  On Display

	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.	Contractor
Extraction systems	Dust extraction equipment is tested and inspected on an annual basis.  Local exhaust ventilation is inspected every 14 months.	Annually tester by Contractor  Contractor
Fire safety	The 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 Alarm and Emergency lighting tested  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. Hose reels are inspected on an annual basis by competent person.  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.	Premises team  Premises Team  ½ Annually and Annually  Annually  Annually  Contractor  Contractor  Contractor
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Office Staff/ Co-ordinator
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.	Annually / Contractor  Annually / Contractor  Yes

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.	Site Staff/ Contractor
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.	Contractor
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 12 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.	Annually  Premises and contractor
Mobile accommodation	A structural inspection of any mobile accommodation is conducted on an annual basis.	Yes
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually.	Annually contractor
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.  Little used outlets run off	Annually Contractor  Premises Team  Premises Team  Monthly Contractor  Premises
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.	Line Managers
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	Premises Team

## **5. Risk assessments and other checks**

In addition to the risk assessments the school is required to have in place; we ensure we have risk assessments in place, regularly updated, to cover:

- Lettings
- Finance
- Marketing
- IT
- HR
- Curriculum
- Outdoor learning
- Premises
- School Trips

*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 Premises Manager and the Operations Manager 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 by the Facilities Manager and Head Teachers.

This policy will be reviewed by the Academy Facilities Manager every 2 years. At every review, the policy will be shared with the Health & Safety Committee and approved by the CSEL.

## **7. Links with other policies**

This premises management policy is linked to:

- Health and safety policy
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