



# Harrietsham Church of England Primary School

## Premises Management Policy

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# Harrietsham Church of England Primary School

## Premises Management Policy

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## **School Context:**

### **Harrietsham CEP Vision Statement**

*We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.*

### ***“Nurtured we flourish”***

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children's learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children's lives.

### **Our Values**

The roots of our vision are in the parable of the Mustard Seed.

*'The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches'.*  
**Matthew 13 31-32**

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

### ***Love, Fellowship and Forgiveness***

## **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 [statutory framework for the EYFS](#).

## **2. Guidance**

This document is based on the Department for Education's guidance on [good estate management for schools](#).

### 3. Roles and responsibilities

The Governing Board, Headteacher and Business Leader and Caretakers 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 Caretakers are responsible for ensuring that relevant risk assessments are conducted and for reporting to the Governing Board, as required.

The Caretaker is responsible for:

- Inspecting and maintaining the school premises.
- Conducting minor 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 & Business Leader 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

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 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 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)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Caretaker
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.	Caretaker  Annual: Southern Lightning
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Caretaker

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ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Platform Lift	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.	Caretaker
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.	Caretaker  Annual: Gas Safety Inspection – Kent Boiler Maintenance  Annual: Boiler Service – Munns  Annual: Hot Cupboard and Servery – Kent Boiler Maintenance
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 <a href="#">guidance for each type from the HSE</a> .	Caretaker  Monthly: Water Testing – Envirocure  <u>Quarterly:</u> Water Heater and Cold Water Dispenser – Kerry  Annual: Water Risk Assessment – IWS but arranged through KCC  Annual: UV Unit Service – Hydrotec
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.	Caretaker – No asbestos present within school
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Caretaker  Annual: Mansafe Annual Service (Safety Equipment on Roof) – PTSG
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Caretaker  Annual: Fire Alarm System – Griffin
Fire doors	Regular checks by a competent person.	Caretaker

## *'Nurtured We Flourish'*

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Firefighting equipment	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.	Caretaker  Annual: Fire Equipment Assessment (Extinguishers etc) – Inspection Services  Half-yearly: Pumping Station – ATAC
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.  Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.  More routine checks also set out in system logbooks.	Caretaker  Annual: Canopy Test (Kitchen) – Kent Boiler Maintenance  Half-yearly: Fat Traps (Kitchen) – Hydro cleansing
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 <a href="#">HSE guidance on COSHH assessment</a> ).	Caretaker
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.	Caretaker  Grounds and Field Maintenance – Landscape Services  Annual: Internal and External Gym Equipment – Kent Gym  Annual: Playground equipment - Pentagon
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.	Caretaker  Annual: Tree Audit – Gavin Jones arranged via KCC

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

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

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.

## **6. Monitoring arrangements**

The application of this policy is monitored by the Caretakers, Business Leader 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 Caretakers office.

This policy will be reviewed by the School Business Leader annually. At every review, the policy will be shared with and approved by the Finance and Resources Committee.

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

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy