



# PREMISES MANAGEMENT DOCUMENT

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## Contents

1. Aims .....	2
2. Guidance .....	3
3. Roles and responsibilities .....	3
4. Inspection and testing .....	3
5. Risk assessments and other checks .....	7
6. Monitoring arrangements .....	7
7. Links with other policies .....	8

### 1. Aims

The NCS 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 [Education \(Independent School Standards\) \(England\) Regulations 2014](#)

## 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 Department for Education's guidance on [Good estate management for schools](#).

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

## 3. Roles and responsibilities

The Governing Board, the Principal, the Head of Finance & Operations and the Buildings Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Principal, the Head of Finance & Operations and Buildings Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Board, as required.

The buildings manager and our FM provider 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 Principal and Head of Finance & Operations about what actions need to be taken to keep the premises safe
- This list is not intended to be exhaustive

## 4. Inspection and testing

The NCS maintains accurate records and details of all statutory tests in conjunction with our FM provider 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 NCS and FM provider 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
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Asbestos register (resources building)	<p>A risk assessment takes place annually to assess any changes.</p> <p>The asbestos register and asbestos management plan are updated accordingly.</p>	<p>FM Provider/Buildings Manager</p> <p>Buildings Manager/Head of Finance &amp; Operations</p>
Chemical Storage	<p>Inventory list maintained and updated.</p> <p>Risk assessments undertaken by Science Department in line with HSE COSHH (Control of Substances Hazardous to Health)</p>	<p>Senior Science Technician/ compliance monitored and reported by FM provider</p>
Electrical testing and inspection	<p>PAT testing takes place annually for mobile items and every three years for fixed items.</p> <p>Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every 5 years.</p> <p>All electrical testing and inspection is carried out by a competent person.</p>	<p>FM Provider – actioned in Summer 2021</p> <p>FM Provider – to review in spring 2022</p>
Extraction systems	<p>Dust extraction equipment is tested and inspected on an annual basis.</p>	<p>FM provider to inspect annually, buildings manager changing filters every six months (Filter changes by BM to be implemented in conjunction with FM).</p>

Fire safety	<p>Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested.</p> <p>Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected frequently by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>Fire blankets are inspected annually and replaced as required.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	<p>Head of Finance &amp; Operations/FM provider</p> <p>Undertaken by FM</p> <p>FM Provider</p> <p>FM Provider</p> <p>FM Provider</p> <p>FM Provider</p> <p>FM Provider</p> <p>FM Provider</p>
First aid equipment	<p>First aid equipment is inspected every month Any equipment which has passed its expiry date is replaced.</p>	<p>FM Provider – site officer</p>

Gas safety	<p>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.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p>	FM Provider - all
Legionella checks	<p>Risk assessment and review of levels in the Old Library buildings reported and carried out by FM provider Risk Assessment to include all NCS Buildings, i.e. Main Building and Hums Building.</p>	FM Provider
Lifts and hoists	<p>Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months. All lifts are also tested and inspected after any significant changes have been made.</p>	FM Provider – Lift supplier
Lighting systems	<p>Electrical lighting should be inspected and tested annually by a competent person.</p> <p>Emergency lighting systems are inspected and tested on a monthly basis by the buildings manager. There is a 3 hour battery test which is carried out by a competent person. A full duration test takes place annually.</p>	<p>FM Provider – Annually</p> <p>FM Provider/</p>

Water hygiene and safety	<p>For cold water systems, the plan of primary pipework and main isolation points is updated when there is a change to the layout. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis.</p> <p>Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed monthly. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</p>	<p>FM Provider</p> <p>FM Provider</p>
Snow	<p>Periods of extreme cold weather. Ensure sufficient storage of grit.</p>	FM Provider

## 5. Risk assessments and other checks

The NCS also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Contractors have the necessary qualifications to carry out the specified work – Managed by our FM provider who use qualified and suitable sub-contractors with appropriate right to work and necessary ID
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment
- Waste disposal/Recycling – FM provider responsible for the appropriate disposal for all waste and recycling managed daily

## 6. Monitoring arrangements

The application of this policy is monitored by the buildings manager, Head of Finance & Operations and the Principal through, among other things, visual checks of the site and equipment, and checks of risk assessments. This is all undertaken in conjunction with our FM provider as part of our managed contract which sets out the required and statutory tasks, compliance checks and schedule of works.

Copies of risk assessments and paperwork relating to any checks are kept in the main building with the buildings manager. Supporting documentation relating to maintenance checks undertaken by the FM provider are accessible to the Buildings Manager via the BYES portal service.

This policy will be reviewed by the Head of Finance & Operations **annually**. At every review, the policy will be shared with the governing board and approved by the finance committee.

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

This premises management policy is linked to:

- Health and safety policy
- Accessibility Plan
- First Aid Policy