



Portway Junior School

Premises Management Policy

'This policy has been reviewed on ... and has been impact assessed in the light of all other school policies and the Equality Act 2010.'

Headteacher: Emma Wilkinson

Chair of Governors: Jeremy Gibson

Reviewed: July 2025



Policy Review Sheet

Portway Junior School

	Version	Date	Minute No.
Approved by Governors	1	Jan 23	01/23/12
Reviewed by Governors	2	Apr 24	6
Reviewed by Governors	3	July 25	14
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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 Education \(Independent School Standards\) Regulations 2014](#)

2. 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.

3. Roles and responsibilities

The governing board, headteacher and site 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 site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site 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

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
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Site Manager
AV Screens & Equipment	Monthly AV checks on Screens and Equipment	Site Manager / IT Technician
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>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 HSE guidance on COSHH assessment).</p>	Site Manager
Defibrillator	Weekly check of defibrillator for batteries and pads	Site Manager
Emergency lighting	<p>Monthly flash test.</p> <p>6-monthly condition test (including 3-hour battery test) by a competent person.</p>	Site Manager Qualified Contractor
Emergency Pull Cord Test	Monthly inspection of emergency pull cord	Site Manager
Equipment used for working at height	<p>Inspected before use, and termly.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Site Manager
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	Site Manager Qualified Contractor

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Finger Guards	Monthly inspection of finger guards Annual risk assessment	Site Manager
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. Fire risk assessment reviewed annually and updated bi-annually by a competent person Six monthly maintenance of fire detection and alarm systems.	Site Manager
Fire Doors, Exits and Entrance and Exit Doors	Weekly checks by a competent person.	Site Manager
Firefighting Equipment & Drills	Equipment visually checked weekly by Site Manager. All 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. Fire Drills – undertaken termly	Site Manager Qualified Contractor Site Manager
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.	Site Manager & Qualified Contractor
Folding Tables	Termly inspection of folding tables	Site Manager
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice). All work carried out by a Gas Safe Registered engineer.	Qualified Contractor
General Health and Safety Check	Daily checklist for Entrances, Paths, Gates, Field, Playgrounds, Corridors	Site Manager
Glazing Survey	Survey carried out every 10 years	Qualified Contractor
Kickstool Inspection	Carried out Termly	Site Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Legionella checks on all water systems including flushing of little used outlets	Risk assessment of each site carried out and reviewed annually 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 guidance for each type from the HSE .	Site Manager & Qualified Contractor
Playground and gymnasium equipment	Gym Equipment weekly visual inspections. Gym Equipment inspected annually, Outdoor fixed play equipment – weekly and annual inspections by a competent person.	Site Manager Qualified Contractor Site Manager & Qualified Contractor
Portable appliance testing (PAT)	Bi annual testing by a qualified contractor. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Qualified Contractor Site Manager
Stage Lighting	Annually inspected	Qualified Contractor
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. Bi annual tree survey carried out	Site Manager Qualified Contractor

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 site manager 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 school office.

This policy will be reviewed every year. At every review, the policy will be shared with and approved by the governing board.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.