A proud member of

Premises Management Policy

Date Written	12th October 2026	
Written By	Mr. N.Leese	
Date of review	October 2027	
Approved by:	(Head of Academy)	Date: October 2026
	(Trustees)	Date: October 2026

The academy is committed to safeguarding and promoting the wellbeing of all children and expects
our staff and volunteers to share this commitment.

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The Department for Education's (DfE's) guidance on statutory policies for academies includes 'premises management documents'. It says that many aspects of academy premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

This model policy is based on the DfE's guidance on good estate management. It's not intended to be exhaustive, and may not reflect the individual circumstances of your academy. **We employ Elite Safety in Education to ensure we are compliant with all regulations that may apply to our setting.**

1. Aims

Our 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, 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 Academy Premises (England) Regulations 2012
- Complies with the requirements of The Education (Independent Academy Standards) Regulations 2014
- 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

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

3. Roles and responsibilities

The trustees, Executive Headteacher, Assistant Head Teacher 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 Executive 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 academy 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 academy premises
- Liaising with the Executive Headteacher/Assistant Head about what actions need to be taken to keep the academy 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. We are supported by Elite Safety in Education who offer advice and guidance.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	This is carried out annually (Usually in November/December) We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Carried out by AGG. N Leese to ensure it is booked in.
Fixed electrical installation tests (including lightning conductors)	Every 5 years. Last completed 11.02.2025	Carried out by Andrews Electrical. N Leese to ensure it is carried out.
Emergency lighting	Annual inspection last carried out 27.01.2026. Site Manager completed monthly checks.	Andrews Group. Last carried out 27.01.2025 N Leese to book.
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.	Completed on 08.07.2026 by Brelmayne. N Leese to monitor.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Carried out by Andrews Electrical. Air conditioning systems commissioned in June 2026 so inspection is not due until June 2028. N Leese to monitor.
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 guidance for each type from the HSE.	Carried out by NANT on 10.01.2025. N Leese to monitor.
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.	Asbestos containing materials checked annually by N Leese. Last inspection was September 2025. A full asbestos survey of the site was carried out on 16.02.2023 by Bradleys Environmental. N Leese to monitor
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.	Ladder and safety step checks are carried out termly by the site manager. N Leese to monitor
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Weekly tests conducted by the site manager. 28.01.2026 annual inspection carried out by Andrews Electrical. N Leese to monitor.
Fire doors	Regular checks by a competent person.	
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.	Checked annually. Last check completed by 03.11.2025 by Initial Fire Systems. N Leese to monitor

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Cleaned 10.02.02026 by Brelmayne. This is the responsibility of Walsall Council. N Leese to monitor.
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 HSE guidance on COSHH assessment).	COSHH register maintained by N Leese with assistance from Elite Safety in Education.
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.	The Play inspection Company inspect the outdoor fixed play equipment. Last checked 09.03.26 Gym equipment is inspected by Gym Fix and was last checked on 21.11.2025 N Leese to monitor.
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.	Half termly tree checks are conducted by N Leese. These checks are also carried out after periods of stormy or bad weather. Walsall Council Clean and Green conduct the main tree survey

5. Risk assessments and other checks

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

In addition to the risk assessments we are required to have in place (please refer to our risk assessment policy and health and safety policy for more information*), we make sure we have risk assessments in place, regularly updated, to cover:

All statutory risk assessments are updated by Elite Safety in Education. Other risk assessments are produced by the academy as and when they are required.

6. Monitoring arrangements

The application of this policy is monitored by the site manager and Executive Head Teacher, Head of Academy and Assistant Head (N Leese) through, visual checks of the academy site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the academy office.

This policy will be reviewed by N Leese (Assistant Head Teacher with responsibility for Health and Safety) by October 2027.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy