



The Henslow School

Premises Management Policy



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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, 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 \(Independent School Standards\) Regulations 2014](#)

2. Guidance

This document is based on the Department for Education’s guidance on good estate management for schools.

3. Roles and responsibilities

The proprietorial board, head teacher, deputy head teacher and the school’s maintenance team will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The head teacher, deputy head teacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the proprietorial board, as required.

The head teacher and/or deputy head teacher, closely supported by the school’s maintenance team, are responsible for:

- › Inspecting and maintaining the school premises
- › Carrying out repairs and/or maintenance or when required coordinating specialised contractors to carry out 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 proprietorial board 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.

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.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE AND WHERE RECORDS ARE KEPT
Portable appliance testing (PAT)	Annually Regular visual inspections where PAT is not required.	School staff – responsible for constantly visually checking electrical items in use and bringing to the head or deputy head teachers' attention any concerns. Annual PAT testing carried out by a qualified member of the maintenance team during school holidays. (Feb half term) PAT testing records kept in the office in the Health and Safety folder.
Emergency lighting	Monthly testing alongside other fire checks. 6-monthly condition test (including 3-hour battery test) by a competent person.	Carried out by member of school staff designated as the fire officer. External company used for this testing, check sheets filed in office in Health and Safety folder.
Gas appliances and fittings	None on site.	
Portable Gas Cylinders (for Science lessons)	Visual checks in the science lab carried out by science teacher every time it is used. Visual checks carried out once a term in school and annually on system by a member of the school maintenance team.	Sheet filed in Health and Safety Folder.
Fuel oil storage	Checked monthly when reading taken monthly, with more detailed annual inspection alongside boiler maintenance by qualified inspectors.	Visual inspection sheet filed in Health and Safety Folder. Fred Perks – boiler inspection sheet filed in Health and Safety folder in office.
Air conditioning systems	None in place	
Pressure systems	None in place.	

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE AND WHERE RECORDS ARE KEPT
Legionella checks on all water systems	<p>Low risk system at the Henslow School, no stored hot water. Annual check by Fred Perks.</p> <p>Internal checks made by Head Teacher after holiday periods.</p> <p>guidance for each type from the HSE.</p>	<p>Sheet filed in Health and Safety Folder.</p> <p>Internal record sheets filed in Health and safety folder.</p>
Asbestos	Asbestos report for the Henslow School – which contains the register which is referred to before any major building works happen.	<p>Filed in Health and Safety folder.</p> <p>Contractors/maintenance responsible for being aware and reporting concerns.</p>
Equipment used for working at height	<p>School step ladder inspected before each use.</p> <p>Risk assessment must be read by any user before use.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. accidental damage.</p>	<p>Sheet filed in Health and Safety Folder, completed when used.</p> <p>Risk assessment saved in school admin, risk assessments file.</p>
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week. Carried out weekly by member of school staff designated as the fire officer.</p> <p>Termly fire drill.</p> <p>Annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Testing records in Health and Safety folder.</p> <p>Testing records in Health and Safety folder.</p> <p>Carried out by external company, certificates in Health and Safety folder.</p> <p>Saved in Admin, Health and Safety folder.</p>
Fire doors	Regular checks by a competent person.	Annual check by maintenance team.
Firefighting equipment	<p>School team expected to keep an eye on equipment in their own room in terms of it remaining where it should be.</p> <p>Equipment – extinguishers, fire blankets, (access for emergency vehicles) – inspected annually by external contractors</p>	External contractors, certificate in Health and Safety folder.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE AND WHERE RECORDS ARE KEPT
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.	Sheet filed in Health and Safety Folder.
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 records folder kept in COSHH cupboard. Updated with safety sheets every time something new is ordered. Science teacher accesses CLEAPPS for further guidance if required. Guidance for cleaners if new items ordered.
Playground equipment	Regular visual checks Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Sheet filed in Head's Health and Safety Folder. N/A
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.	Head teacher/deputy head/premises team

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE AND WHERE RECORDS ARE KEPT
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with Public Health England radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, radon levels will be re-measured at least every 10 years. If significant changes are made to the buildings or work processes, re-measurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and re-measurement frequency.</p>	No risk, no radon in the local area, see report.
Security	Daily visual checks when building is un-locked to ensure all gates and fences are in working order	Email records to maintenance team.
Waste	<p>Bins emptied daily by cleaner.</p> <p>Bins emptied bi-weekly by refuse company</p> <p>Recycling emptied bi-weekly by Shropshire Council</p> <p>Sanitary bins</p>	Pest Care file logs all visits.
Kitchen	<p>Activities as laid out in the Level 2 Food Hygiene training;</p> <ul style="list-style-type: none"> • Fridge/Freezer cleaning records/temperature check • Food labelling • Date opened labels 	Checks made by Food tech teacher who must hold Level 2 qualification.
Intimate Care	As required (unlikely at secondary school)	Sheet filed in Health and Safety Folder

5. Risk assessments and other checks

For all school visit and off site risk assessments please refer to our Educational Visits Policy. For onsite risk assessments please refer to our Health and Safety Policy.

The school takes the management of risk very seriously and aims to minimise risk to prevent injury. The school does not however believe that all risk should be avoided, but rather that students should be taught

about managing risk and learn healthy responses to risk management, as well as being taught to make good choices.

In addition to the school visits and trips risk assessments that we are required to have in place (please refer to our Educational Visits policy), we ensure we have risk assessments in place, regularly updated, to cover:

- The school site including; Car parking and vehicle/pedestrian segregation
- Lesson equipment that could pose risk
- A Kitchen risk assessment
- A Science Lab risk assessment
- Risk assessments for any activities which pose additional risk such as using the hot glue guns for projects

We also make sure further verbal 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 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 by the Head Teacher every 2 years. At every review, the policy will be shared with and approved by the Director with oversight of the school.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Educational Visits Policy

Last reviewed on:	August 2023
Next review due by:	August 2025