

Lower Halstow and Newington CEP Federations Federation



Premises management policy

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This policy should be read in conjunction with the health and safety policy (KCC model policy).

1. Aims

Our federation 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 Federation 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 federations](#).

3. Roles and responsibilities

The governing board, executive headteacher, business manager 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 federation 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 federation premises
- › Liaising with the executive headteacher about what actions need to be taken to keep the federation 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 federations](#).

The **business manager** is responsible for booking inspections that require external agencies where these have been delegated by Kent County Council.

Inspections that are the responsibility of KCC as the 'owner' have been identified.

Inspections that are covered by the KCC 'Total Facilities Management' package 'Classcare' have also been identified.

The **site manager** is responsible for all internal inspections and for any follow up required from external statutory inspections.

ISSUE TO INSPECT	FREQUENCY
Portable appliance testing (PAT) External Contractor	Variable, according to risk and how the equipment is constructed. 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.
Fixed electrical installation tests (including lightning conductors) KCC	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.
Emergency lighting KCC	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.
Gas appliances and fittings (Newington only) Classcare	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks. All work carried out by a Gas Safe Registered engineer.
Fuel oil storage (Lower Halstow only) Classcare	Checks at least weekly (site manager), Annual inspections by qualified inspectors (Classcare)
Air conditioning systems External Contractor	Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).

ISSUE TO INSPECT	FREQUENCY
Legionella checks on all water systems KCC	Risk assessment of each site carried out annually and reviewed regularly by a competent person. Weekly checks completed in line with water hygiene management schedule.
Asbestos KCC	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.
Equipment used for working at height Site Manager	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. Site Manager trained in working at height and how to inspect equipment.
Fire detection and alarm systems External Contractor	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.
Fire doors Site Manager	Regular checks
Firefighting equipment External Contractor	Most equipment – extinguishers, fire blankets and fire service facilities (such as access for emergency vehicles) – inspected annually.
Extraction systems External Contractor	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.
Chemical storage	Inventories are kept up-to-date. COSHH data sheets are kept for all chemicals. 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).
Playground and gymnasium equipment External Contractor (annual)	Annual inspection by specialist contractor. Weekly checks of outdoor fixed play equipment by Site Manager.
Tree safety KCC	As part of risk assessment responsibilities, periodic visual checks for stability are carried out (always before each Forest School session), with more detailed assessments if suspected structural faults or other risks are found. Annual Tree survey conducted by KCC

ISSUE TO INSPECT	FREQUENCY
Radon	<p>Radon measurements for both schools are below 1% on the UK map, which means there is no need for on-site monitoring.</p> <p>The national data set is checked annually and has not changed for 5 years so the risk of a sudden change is low and requires no risk assessment.</p> <p>We follow the guidelines and use the monitoring information in Public Health England (now the UK Health Security Agency) radon guidance for federations.</p>

5. Risk assessments and other checks

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

- › Car parking and vehicle/pedestrian segregation
- › Lettings (linked to our safeguarding policy)
- › Forest School (particularly the use of fire)

Each head of school oversees risk assessments for all school activities. For trips out of school this includes managing evolve or in school activities this includes ensuring staff have completed a risk assessment if required and that this is stored on TEAMS. Standard curriculum risk assessments (PE, DT, cooking, outdoor equipment etc.) are also stored on TEAMS for everyone to access and form part of the induction for new staff.

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 executive headteacher through, among other things, visual checks of the federation site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the relevant school office and on TEAMS.

This policy will be reviewed by the executive headteacher 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
- › Lettings policy