



Cupernham
Junior School

PREMISES MANAGEMENT POLICY

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This policy was updated in May 2026 and has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty.

PREMISES MANAGEMENT POLICY

CUPERNHAM JUNIOR SCHOOL

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 School Premises \(England\) Regulations 2012](#)

2. GUIDANCE

This document is based on the Department for Education's guidance on [good estate management for schools](#).

3. ROLES AND RESPONSIBILITIES

Both the local authority and school have the shared responsibility for the repair and maintenance of premises, in line with statutory obligations and service level agreements.

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
Portable appliance testing (PAT)	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.	Dan Thomas (current trained 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.	Via SLA with the LA (4.4)
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Dan Thomas (Site Manager) & SLA with the LA (4.3)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	SLA with the LA (2.4 and 8.1) Managed by Catering Equipment Support Limited (CES Ltd) from the Hampshire framework – cyclical maintenance
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).	SLA with the LA (8.1)
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance, and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).	Pressure vessels are maintained through school's SLA with the LA via the insurance arrangement (inspections are included).
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.	Dan Thomas (Site Manager) and Site Assistant

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	SLA with the LA (16.4) Commissioned by the Site Manager or Project Lead
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.	Dan Thomas (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. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Dan Thomas (Site Manager) EMCOR SLA with the LA (4.4)
Fire doors	Regular checks by a competent person.	Dan Thomas (Site Manager) – carried out quarterly
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.	Dan Thomas (Site Manager) – pressure presence and condition checks Annual inspection and re-pressurisation carried out by Churches Fire Ltd.

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.	SLA with the LA (8.14) Catering Equipment Support Limited (CES Ltd) from the Hampshire framework
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).	Dan Thomas (Site Manger) Trained COSHH assessor
Hydrotherapy pools and swimming pools	In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems. Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	Dan Thomas (Site Manager) Qualified and registered pool plant operator – required for operation

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Dan Thomas (Site Manager) carries out weekly, monthly and termly checks. Annual checks carried out through Universal Services
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.	Dan Thomas (Site Manager) – checks carried out frequently but particularly when winds are above 40mph. Weekly checks and communication carried out with Science Lead (Claire Allen) Support from HCC via SLA (5.6 and 16.8)
Radon	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. Radon measurements will last for 3 months, using radon monitors, in line with Public Health England (now the UK Health Security Agency) radon guidance for schools. 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. 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.	HCC Responsibility as landlord.

5. RISK ASSESSMENTS AND OTHER CHECKS

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

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
- Traffic management
- Shared premises
- Vacant buildings
- Lettings

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 any specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or to 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. Paper based checks are made and archived as per regulations on an annual basis.

Copies of risk assessments and paperwork relating to any checks are kept on the school server.

7. LINKS WITH OTHER POLICIES

This premises management policy is linked to our:

- Health and Safety Policy
- HCC SLA agreement (last updated April 2020)