



Policy status	Statutory
Adopted	24th March 2025
Review date	March 2026

Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our students by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Contents

1. Aims.....	3
2. Guidance	3
3. Roles and responsibilities.....	3
4. Inspection and testing.....	3
5. Risk assessments and other checks.....	7
6. Monitoring arrangements.....	7
7. Links with other policies.....	8

Version	Date	Author	Description of change
October 2023	09.10.23	WH/PC	New Policy
March 2025	24.03.25	WH/PC	Revised. Compliant; no changes necessary.

1. Aims

Our school aims to ensure that it:

- Manages its premises, including buildings, equipment, playground and outdoor spaces, in an efficient and 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 [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](#). The school is also a member of the National Alliance of School Premises Managers, who provide premises leadership, collaboration and training for members, to ensure excellence in school premises management, ultimately ensuring that the school is safe for all users.

3. Roles and responsibilities

The Governing Body, 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 Body, 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

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 statutory areas 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](#).

Premises Management Policy

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.	Premises 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.	Premises Manager
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Premises Manager
Lifts	At least every 8 weeks – always by a competent person. 6 monthly lift inspections (by insurer)	Premises Manager
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). 6 monthly and annual safety checks All work carried out by a Gas Safe Registered engineer.	Premises Manager
Fuel oil storage	N/A	N/A
Air handling systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. 6 monthly checks and an annual maintenance schedule (in line with good practice).	Premises Manager
Pressure systems	6 monthly checks. 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).	Premises Manager

Premises Management Policy

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Legionella checks on all water systems	<p>Monthly water monitoring</p> <p>Legionella sample testing - 6 monthly</p> <p>Clean and disinfect water tanks – 6 monthly</p> <p>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.</p>	Premises Manager
Asbestos	N/A	N/A
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Premises Manager
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and 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>	Premises Manager
Fire doors	Regular checks by a competent person.	Premises Manager
Firefighting equipment	<p>Weekly and termly inspection</p> <p>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 every 6 months (by a competent person where required) unless manufacturers' guidelines suggest differently.</p>	Premises Manager
Extraction systems	Regular removal and cleaning of filters and cleaning of ductwork for kitchen extraction systems.	Premises Manager

Premises Management Policy

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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).	Premises Manager
Hydrotherapy pool	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 (monthly) and COSHH assessments.	Premises Manager
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.	Premises Manager
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.	Premises Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces <u>in radon-affected areas</u>, 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 (now the UK Health Security Agency) radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement 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 remeasurement frequency.</p>	Premises Manager

5. Risk assessments and other checks

In addition to the risk assessments we are required to have in place, we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management

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 Premise 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 Premises Office.

This policy will be reviewed by the Headteacher annually. At every review, the policy will be shared with and approved by the Governing Body.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment procedures
- Business Continuity Plan
- Critical Incident Plan
- Fire management Plan
- Hygiene Policy