



Premises Management policy 2026/27

Approved by:	Headteacher	Date: 1/9/26
Review by:	1/10/27	

Contents

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

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 Education (Independent School Standards) Regulations 2014, including Part 5 relating to premises and accommodation

2. Guidance

This policy is informed by the Department for Education's Good estate management for schools guidance, updated in July 2026, the School estate management standards, and the Department for Education's Independent School Standards guidance (April 2026). It should be read alongside relevant health and safety legislation and guidance, including the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005, the Equality Act 2010 and the Construction (Design and Management) Regulations 2015.

ReFocus will maintain its premises, accommodation and facilities so that they are safe, secure and suitable for pupils, staff and visitors. Where guidance or professional advice identifies a required improvement, this will be recorded, prioritised and acted upon within an appropriate timescale.

3. Roles and responsibilities

The governing board, headteacher and site manager will ensure this premises management policy is properly implemented and that statutory and recommended inspections, tests and maintenance are planned, completed and recorded. The governing board provides oversight and assurance that premises responsibilities are being discharged effectively.

The headteacher and site manager are responsible for ensuring relevant risk assessments are conducted and reviewed, competent contractors are used where required, significant premises risks are escalated promptly, and appropriate information is reported to the governing board.

3.1 The site manager is responsible for:

- Inspecting and maintaining the school premises, including routine condition and security checks
- Planning and coordinating repairs, servicing and maintenance, including prioritising urgent health and safety works
- Being the first point of contact for premises issues and ensuring urgent defects are made safe or isolated where necessary
- Maintaining appropriate premises records, including inspection and test certificates, risk assessments, maintenance records and relevant incident logs
- Liaising with the headteacher about actions required to keep the premises safe, secure, accessible and suitable, and checking that contractors engaged for specialist work are appropriately competent
- 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 defects, actions and recommendations identified through inspections, testing or professional reports are reviewed, risk-assessed where appropriate, allocated for action and followed through to completion. Urgent health and safety issues will be addressed immediately.

Records of completed work include the date, the work undertaken, the individual or company completing it and, where relevant, evidence of competence, qualifications or certification. Records are retained in the premises folder or relevant electronic system.

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)	Risk-based. User checks and regular visual inspections are carried out, with combined inspection and testing (PAT) where this is necessary to maintain equipment safely. Frequencies are determined by risk, equipment type, use and previous findings, with	Liam Kerr

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
	reference to current HSE guidance.	
Fixed electrical installation tests (including lightning conductors)	Periodic inspection and testing by a competent person at intervals determined by the installation, previous findings and current electrical safety requirements. Remedial actions are recorded and completed.	Liam Kerr
Emergency lighting	Monthly functional test, with an annual full-duration test by a competent person, or at the frequency required by the system specification and current fire safety standards. Results and defects are recorded.	Liam Kerr
Lifts	N/A.	N/A

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings	Servicing and safety checks in accordance with manufacturer instructions and applicable legal requirements. Where gas appliances are present, work is carried out by a suitably qualified Gas Safe registered engineer and certificates are retained.	Liam Kerr
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	N/A

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	Inspection, servicing and maintenance are completed in accordance with system requirements and applicable energy and refrigerant-gas legislation. Where an air-conditioning energy inspection is required, it is completed by an accredited energy assessor at intervals not exceeding 5 years.	Liam Kerr
Legionella checks on all water systems	A suitable and sufficient Legionella risk assessment is completed and reviewed by a competent person. A written control scheme is implemented where required. Monitoring, flushing, temperature checks, cleaning and any sampling are undertaken at frequencies determined by the risk assessment and current HSE guidance. Routine microbiological sampling of hot and cold water is not used as a substitute for an effective control regime.	Liam Kerr, supported by a competent external water hygiene contractor where required
Asbestos	Current ReFocus site records identify no asbestos. Evidence confirming asbestos status is retained. Before intrusive, refurbishment or demolition work, the asbestos status of the affected area will be checked and any survey required by the Control of Asbestos Regulations 2012 will be completed before work starts.	Liam Kerr

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Liam Kerr
Fire detection and alarm systems	Weekly user test of the fire alarm system, with different call points used where applicable. Inspection, servicing and maintenance are carried out by a competent person at the intervals required by the system, current fire safety standards and the fire risk assessment. Defects are recorded and acted upon promptly.	Liam Kerr
Fire doors	Regular visual and functional checks, with more detailed inspection by a competent person at intervals determined by the fire risk assessment, door type and current fire safety guidance. Defects affecting compartmentation or safe escape are prioritised.	Liam Kerr
Firefighting equipment	Firefighting equipment is visually checked as part of routine premises monitoring and serviced by a competent person at least annually, or more frequently where required by manufacturer instructions, the fire risk assessment or applicable standards.	Liam Kerr

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.	Liam Kerr

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Chemical storage	Inventories are kept up to date. COSHH assessments are reviewed regularly and whenever there is reason to believe an assessment is no longer valid or there is a significant change to the work, substance, exposure or control measures. Hazardous substances are stored securely and in accordance with the assessment and manufacturer guidance.	Liam Kerr
Playground and gymnasium equipment	N/A	
Tree safety	Periodic visual checks are undertaken as part of site risk assessment and maintenance arrangements. Where structural defects, disease, damage or other concerns are identified, advice is sought from a suitably competent specialist and action is recorded.	Liam Kerr

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	Radon risk is considered using current UK Health Security Agency mapping and guidance. Where measurement is indicated, monitoring is undertaken for an appropriate period and results are assessed against current action levels. Further advice, mitigation and remeasurement are arranged where required, including following significant building alterations or changes in use.	SLiam Kerr

Inspection, servicing, testing and remedial-action records are retained separately in the premises folder or relevant electronic system.

5. Risk assessments and other checks

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

5.2 In addition to the risk assessments required, premises risks are assessed and reviewed according to the activity, site, change or identified hazard. This includes, where relevant:

- Car parking, traffic management and vehicle/pedestrian segregation
- Site security, access control and visitor arrangements
- Shared premises and any areas used jointly with other organisations
- Vacant or temporarily unused buildings/areas
- Lettings and community use, where applicable

We also make sure further checks are made to confirm the following:

- Required health, safety and emergency information and notices are current and appropriately displayed
- Compliance with the Construction (Design and Management) Regulations 2015 during construction, refurbishment and relevant maintenance projects
- Contractors are selected and managed with appropriate checks of competence, qualifications, insurance and safe systems of work
- The Equality Act 2010 and the school Accessibility Plan are considered when changes are made to buildings, facilities or the external environment
- The general condition of roofs, walls, floors, glazing, drainage, boundaries and external areas is monitored, with specialist advice obtained where structural concerns arise, including known construction risks such as RAAC where applicable
- Premises standards relating to toilets and washing facilities, drinking water, lighting, ventilation, acoustics, medical accommodation and suitable outdoor space are kept under review in line with Part 5 of the Independent School Standards

6. Monitoring arrangements

The application of this policy is monitored by the site managers, overseen by senior staff through routine visual checks, review of inspection and maintenance records, risk assessments, reported defects and completion of remedial actions. Significant or recurring premises issues are escalated to the headteacher and governing board as appropriate. Records are kept on site in premises folder and/or relevant electronic system.

This policy will be reviewed annually and checked against current legislation, Department for Education guidance and the Independent School Standards.