


The Aylesbury Vale Academy Trust



Premises Management Policy

Policy Reference:	AVA.045
Description:	This document provides a framework to show how the academy manages its buildings in an efficient and legally compliant way.
Status:	Non Statutory Policy
Policy Audience:	Staff, Governors, Contractors
Academy Trust Contact:	Academy Principal/School Business Manager
Other Related Policies and Procedures:	Annual Health & Safety Report, Various risk assessments
Governor Committees:	Governing Board
Approved by the Governing Board on:	10.05.2023
Latest Date for Next Review:	10.05.2024
Version + Schedule of Amendments:	
Signed:	
Date of Signature:	10.05.2023

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

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1. Aims

Our academy 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](#)
- 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 schools](#).

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

The Governing Board, Academy Principal, Business Manager and Facilities Manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Business Manager and Facilities Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Facilities 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 Business Manager about what actions need to be taken to keep the school premises safe

This list is not 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 [checks and testing sections of the DfE estates guidance](#).

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.	Site Team (AEFM) are responsible for PAT testing of the whole site and is carried out annually by either a trained team member or an external company

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Last completed August 2018 – report stated installation was satisfactory. This is now on a 20% test per year programme so that within 5 years the whole system is tested then this will be repeated Lightning conductor system is serviced annually by an external contractor (Omega) arranged by AEFM
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Carried out by Site Team (Head Caretaker) (AEFM) External contractor completes annual testing – arranged by AEFM
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	External Contractor appointed by FM Contractor (AEFM)
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.	External Contractor appointed by FM Contractor (AEFM)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	<p>External Contractor appointed by FM Contractor (AEFM)</p> <p>TM44 carried out and certified by ACE Services</p> <p>There are a couple of separate units that are serviced and maintained by ACE Services</p>
Legionella checks on all water systems	<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>	<p>Carried out by Site Team (AEFM)</p> <p>Annual water risk assessment carried out by external contractor appointed by FM Contractor (AEFM)</p>
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it is used in and how it is 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>	<p>Carried out by Site Team (AEFM)</p> <p>Site team are also PASMA trained</p>
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>	<p>External Contractor appointed by FM Contractor (AEFM)</p> <p>Weekly tests carried out by Site Team (AEFM)</p> <p>Annual FRA reviewed annually by Facilities Manager then reviewed by external contractor (Zeta) every 3 years as per BCC guidelines</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire doors	Regular checks by a competent person.	Usual day to day checks carried out by Site Team (AEFM) Annual inspections carried out by external contractor Ellis Building Services
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.	External Contractor appointed by FM Contractor (AEFM) Evac chairs checked and serviced annually by Evac Chair International
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.	External Contractor appointed by FM Contractor (AEFM) Checks carried out by Science/DT Technicians

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Chemical storage	<p>Inventories are kept up to date.</p> <p>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).</p>	Science/DT Technicians
Playground and gymnasium equipment	<p>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).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	<p>Playground equipment inspected weekly/quarterly by on site Head Caretaker</p> <p>Annual checks completed by external contractors (Universal Services/Playdale)</p> <p>Fitness Suite serviced annually by Precision Gym Services</p>
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.	Visual checks are completed by our Grounds Maintenance staff and by our Grounds Maintenance Company, Buckland. Both will inform Facilities Manager if any issues arise.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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>	Clare Kirk – Head of Science

5. Risk Assessments and Other Checks

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

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

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises (included within our site specific risk assessment)
- 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 the specified work (Contractors appointed by AEFM will be responsible for checking this)
- 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 Facilities Manager and Business Manager 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 Facilities Manager office and in the Site office (both hard and digital paperwork).

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