

# Godstone Primary and Nursery School



## Premises Management Policy

**REVIEW DATE:** September 2025

**REVIEWED BY:** Governing Body

**NEXT REVIEW:** September 2026

**WRITTEN BY:** Tim Preston

Headteacher:

Nick Usher

Chair of Governors:

Liam McGivern

## **Introduction**

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.
- Complies with the requirements of the statutory framework for the EYFS.

This document is based on the Department for Education's guidance on Good Estate Management for Schools (GEMS).

## **Roles and Responsibilities**

The Governing body, Headteacher, School Business Manager who is also acting as Premises 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 Premises Manager are primarily responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing body, as required.

The Premises 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 and School Business Manager about what actions need to be taken to keep the school premises safe.

Where appropriate we engage a suitably qualified person to carry out inspection, testing or maintenance.

## 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 Areas we inspect, the requirement and inspection frequency. It covers statutory checks as well as recommended good practice checks from the relevant guidance in the checks and testing sections of GEMS.

| Section                       | Area                                  | Requirement                                     | Statutory or recommended | Frequency |
|-------------------------------|---------------------------------------|---|--------------------------|-----------|
| Building structure and fabric | Structural stability                  | Periodic inspection                             | Recommended              | Termly    |
| Building structure and fabric | Working at height and fall protection | Periodic inspection                             | Recommended              | Termly    |
| Building structure and fabric | Slips, trips and falls                | Periodic inspection                             | Recommended              | Weekly    |
| Building structure and fabric | Glazing                               | Periodic inspection                             | Statutory                | Weekly    |
| Building structure and fabric | Drainage and sewerage                 | Periodic inspection                             | Recommended              | Termly    |
| Building structure and fabric | Asbestos                              | Review of asbestos register and management plan | Statutory                | Annual    |
| Fire safety                   | Alarms                                | Fire alarm function test                        | Recommended              | Weekly    |
| Fire safety                   | Alarms                                | Full inspection and test                        | Recommended              | Quarterly |
| Fire safety                   | Alarms                                | Annual detailed service and Inspection          | Statutory                | Annual    |

|                                |                                      |                                       |             |           |
|--------------------------------|--------------------------------------|---------------------------------------|-------------|-----------|
| Fire safety                    | Fire escape and safety               | Fire risk assessment                  | Recommended | Annual    |
| Fire safety                    | Fire doors                           | Periodic inspection                   | Statutory   | Termly    |
| Fire safety                    | Firefighting equipment               | Fire extinguisher inspection          | Statutory   | Annual    |
| Fire safety                    | Firefighting equipment               | Fire blanket inspection               | Statutory   | Annual    |
| Fire safety                    | Emergency lighting                   | Operational test                      | Recommended | Monthly   |
| Fire safety                    | Emergency lighting                   | Full inspection and test              | Recommended | 6 monthly |
| Fire safety                    | Signage and exit routes              | Periodic inspection                   | Recommended | Annual    |
| Fire safety                    | Lightning protection                 | Inspection and testing                | Recommended | Annual    |
| Heating, ventilation and water | Gas installations                    | Gas safety inspection and servicing   | Statutory   | Annual    |
| Heating, ventilation and water | Ventilation                          | Filter and duct inspection/cleaning   | Recommended | Annual    |
| Heating, ventilation and water | Radiators and fan convectors         | System inspection and test            | Recommended | Termly    |
| Heating, ventilation and water | Hot water temperature                | Testing regime                        | Recommended | Regularly |
| Heating, ventilation and water | Local exhaust ventilation            | Inspection and testing                | Statutory   | Annual    |
| Heating, ventilation and water | Legionella                           | Testing, cleaning and risk assessment | Statutory   | Annual    |
| Heating, ventilation and water | Air conditioning                     | Checks and maintenance                | Recommended | 6 monthly |
| Electrical safety              | Portable appliance testing           | Equipment test                        | Recommended | Annual    |
| Electrical safety              | Fixed electrical supply/installation | Inspection and test                   | Statutory   | 5 Years   |

|   |  |  |             |        |
|---|--|--|-------------|--------|
| Electrical safety                           | Lighting                                   | Operational test                                   | Recommended | Termly |
| External areas                              | Perimeter security                         | Perimeter inspection                               | Recommended | Termly |
| External areas                              | Access routes, gates, roadways and parking | Review and inspection                              | Recommended | Termly |
| External areas                              | Trees                                      | Inspection   | Recommended | Annual |
| External areas                              | Trees                                      | Risk assessment review                             | Recommended | Annual |
| External areas                              | Radon                                      | Review risk assessment and management arrangements | Recommended | Annual |
| Other building services and fixed equipment | Gym and playground equipment               | Inspection   | Recommended | Annual |
| Other building services and fixed equipment | Storing hazardous substances               | COSHH assessment and review                        | Recommended | Annual |