



*Achieving together in faith*

**Holy Cross Catholic  
Multi Academy Company**

**Premises Management Policy  
2024 - 2027**

Responsible for Policy	Martyn Alcott
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1.0	Draft	April 2024	M Alcott	HCCMAC, Central Team	Creation of draft document from “The Key” template
2.0	Draft	May 2024	M Alcott	HCCMAC, Central Team	Presented to Resources Committee
3.0	Approved	01/05/24			Resources Committee  Update to Section 5, The Health and Safety Consultant reports half termly directly to the Directors’ Resources Committee.

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## Introduction

The Department for Education's (DfE's) guidance on [statutory policies for schools](#) includes 'premises management documents'. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

There isn't a definitive list of the documents required by schools in relation to premises management, as this will vary depending on your particular circumstances.

The Holy Cross MAC has:

- An Estates Master Plan
- An Estates Strategy Plan linked to an Asset Management Plan
- A Premises Management Policy

## 1. Aims

Our MAC 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 MAC Board of Directors, School Local Governing Bodies, CSEL, CFOO, ITCC Manager, Headteachers and Site Managers /SSOs 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 Local Governing Body and MAC Board of Directors, as required.

The Site Manager/SSO 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

(The above list is not intended to be exhaustive.)

### **4. Inspection and testing**

All MAC schools must maintain accurate records on the MAC Every reporting system including details of all statutory tests which are undertaken at MAC 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, the responsible person will 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
01.01 Schools Electrical Condition Report	5 Year(s)	Site Service Officer or Premises Manager
01.02 Hydrotherapy Pools and Swimming Pools - Electrical Condition Report	1 Year(s)	Site Service Officer or Premises Manager
01.03 Stage Lighting Electrical Condition Report	1 Year(s)	Site Service Officer or Premises Manager
01.04 High Voltage Switch Gear / Transformers	1 Year(s)	Site Service Officer or Premises Manager
01.05 RCD/RCBO Testing	3 Month(s)	Site Service Officer or Premises Manager
01.06 Portable Appliance Testing (PAT)	2 Year(s)	Site Service Officer or Premises Manager
01.07 Ground Source and Air Source Heat Pumps	2 Year(s)	Site Service Officer or Premises Manager
01.08 Lightning Conductors	11 Month(s)	Site Service Officer or Premises Manager
01.09 Automatic Gates Powered	6 Month(s)	Site Service Officer or Premises Manager
01.10 Automatic Doors (Powered)	6 Month(s)	Site Service Officer or Premises Manager
01.11 Automatic Barriers Powered	6 Month(s)	Site Service Officer or Premises Manager
01.12 Automatic Roller Shutters	1 Year(s)	Site Service Officer or Premises Manager
02.01 Kitchen Canopy Supply and Extraction Systems (Hygiene)	1 Year(s)	Site Service Officer or Premises Manager
02.02 Gas Fired Air Heater Providing Tempered Fresh Air for the Kitchen Canopy	1 Year(s)	Site Service Officer or Premises Manager
02.03 Gas Catering Equipment and Appliances	1 Year(s)	Site Service Officer or Premises Manager
02.04 Static Electrical Catering Equipment	1 Year(s)	Site Service Officer or Premises Manager
02.05 Gas Proving System and Ventilation Interlock	1 Year(s)	Site Service Officer or Premises Manager
02.06A Kitchen Catering Electrical Portable Appliance Testing - (Formal Visual Inspection)	6 Month(s)	Site Service Officer or Premises Manager
02.06B Kitchen Catering Electrical Portable Appliance Testing - (Annual Test and Inspection)	1 Year(s)	Site Service Officer or Premises Manager
03.01 Gas Fired Boilers Including Flues	1 Year(s)	Site Service Officer or Premises Manager

03.02 Gas Fired Water Heaters Including Flues	1 Year(s)	Site Service Officer or Premises Manager
03.03 Gas Fired Air Heaters Including Flues	1 Year(s)	Site Service Officer or Premises Manager
03.04 Gas Fires Including Flues	1 Year(s)	Site Service Officer or Premises Manager
03.05 Maintenance of Gas Distribution Pipework	5 Year(s)	Site Service Officer or Premises Manager
03.06 Boiler House Safety Systems (Hazardous Fumes)	1 Year(s)	Site Service Officer or Premises Manager
03.07 Gas Proving Systems - Science Laboratories	1 Year(s)	Site Service Officer or Premises Manager
04.01 Legionella Risk Assessment	2 Year(s)	Site Service Officer or Premises Manager
04.02 Hot Water Services - Hot Water Calorifier (Inspection / Purging / Sampling)	1 Year(s)	Site Service Officer or Premises Manager
04.03 Hot Water Services - Temperature Monitoring of Calorifiers and Water Heaters	1 Month(s)	Site Service Officer or Premises Manager
04.04 Hot Water Services - Temperature Monitoring of Sentinel Hot Taps	1 Month(s)	Site Service Officer or Premises Manager
04.05 Hot Water Services - Temperature Monitoring of Hot Taps	1 Month(s)	Site Service Officer or Premises Manager
04.06 Cold Water Services - Condition / Cleaning of Cold Water Storage Tanks	1 Year(s)	Site Service Officer or Premises Manager
04.07 Cold Water Services - Temperature Monitoring of Cold Water Storage Tanks	6 Month(s)	Site Service Officer or Premises Manager
04.08 Cold Water Services - Temperature Monitoring of Sentinel Taps	1 Month(s)	Site Service Officer or Premises Manager
04.09 Cold Water Services - Temperature Monitoring of Taps	1 Month(s)	Site Service Officer or Premises Manager
04.10 Shower Heads	3 Month(s)	Site Service Officer or Premises Manager
04.11 Legionella Sampling	2 Year(s)	Site Service Officer or Premises Manager
04.12 Thermostatic Mixing Valves (TMVs) and Thermostatic Taps	1 Year(s)	Site Service Officer or Premises Manager
04.13 Micro biological Water Sampling of Hydrotherapy Pools and Swimming Pools	1 Year(s)	Site Service Officer or Premises Manager
04.14 Reduced Pressure Zone (RPZ) Valves	1 Year(s)	Site Service Officer or Premises Manager
04.15 Sewage Pumps and Chambers	1 Year(s)	Site Service Officer or Premises Manager
05.01 Oil Fired Boilers including Flues and Chimneys	6 Month(s)	Site Service Officer or Premises Manager

05.02 Oil Storage Tanks	1 Year(s)	Site Service Officer or Premises Manager
05.03 Oil Pipelines Underground (Pressure Test)	5 Year(s)	Site Service Officer or Premises Manager
06.01 Lifts - Passenger	6 Month(s)	Site Service Officer or Premises Manager
06.02 Lifts - Non Passenger	1 Year(s)	Site Service Officer or Premises Manager
06.03 Hoists - Passenger	6 Month(s)	Site Service Officer or Premises Manager
06.04 Hoists - Non Passenger	1 Year(s)	Site Service Officer or Premises Manager
06.05 Electrically Operated Changing Beds / Tables	1 Year(s)	Site Service Officer or Premises Manager
06.06 Fall Arrest Systems (Including Eyebolts)	1 Year(s)	Site Service Officer or Premises Manager
06.07 EVAC Chairs	1 Year(s)	Site Service Officer or Premises Manager
07.01 Fire Risk Assessment	1 Year(s)	Site Service Officer or Premises Manager
07.02A Emergency Lighting - 3 Hour Discharge	1 Year(s)	Site Service Officer or Premises Manager
07.02B Emergency Lighting - 1 Hour Discharge	6 Month(s)	Site Service Officer or Premises Manager
07.03 Fire Alarms (Annual Inspection)	1 Year(s)	Site Service Officer or Premises Manager
07.04 Fire Sprinkler Systems	1 Year(s)	Site Service Officer or Premises Manager
07.05 Fire Suppression Systems (Automatic)	1 Year(s)	Site Service Officer or Premises Manager
07.06 Portable Fire Fighting Equipment	1 Year(s)	Site Service Officer or Premises Manager
07.07 Wet (or Dry) Risers and Hydrants	1 Year(s)	Site Service Officer or Premises Manager
08.01 Design and Technology Science Equipment (Science Benches, Drills, Lathes, Brazing Hearths etc)	1 Year(s)	Site Service Officer or Premises Manager
08.02 Dust and Fume Extraction (Fume Cupboards and Woodwork Equipment LEVs)	14 Month(s)	Site Service Officer or Premises Manager
08.03 Electric Pottery Kiln	1 Year(s)	Site Service Officer or Premises Manager
08.04 Fixed Air Conditioning Units	1 Year(s)	Site Service Officer or Premises Manager
08.05 Air Handling Supply Systems (Including Duct Hygiene)	1 Year(s)	Site Service Officer or Premises Manager



08.06 Pressurised Systems	1 Year(s)	Site Service Officer or Premises Manager
08.07 Pool Plant Maintenance (Hydrotherapy and Swimming Pools)	1 Year(s)	Site Service Officer or Premises Manager
08.08 Intruder Alarm	1 Year(s)	Site Service Officer or Premises Manager
08.09 LPG Storage Compound	1 Year(s)	Site Service Officer or Premises Manager
08.10 Display Energy Certificates (DEC)	1 Year(s)	Site Service Officer or Premises Manager
08.11 Advisory Reports (AR)	7 Year(s)	Site Service Officer or Premises Manager
08.12 TM44 Certificate	5 Year(s)	Site Service Officer or Premises Manager
08.13 Glazing (Risk Assessment)	1 Year(s)	Site Service Officer or Premises Manager
08.14 Movable Partition Walls	1 Year(s)	Site Service Officer or Premises Manager
08.15 Physical Education Equipment	1 Year(s)	Site Service Officer or Premises Manager
08.16 Outdoor Play Equipment	1 Year(s)	Site Service Officer or Premises Manager
08.17A Tree safety – 5 Year - External Survey	5 Year(s)	Site Service Officer or Premises Manager
08.17B Tree safety – 12 Monthly Visual check on low-risk trees as per RA	1 Year(s)	Site Service Officer or Premises Manager
08.17C Tree safety – 6 Monthly Visual check on Medium risk trees as per RA	6 Month(s)	Site Service Officer or Premises Manager
08.17D Tree safety – 3 Monthly Visual check on High-risk trees as per RA	3 Month(s)	Site Service Officer or Premises Manager
08.18 Reinforced Autoclaved Aerated Concrete (RACC) Planks	10 Year(s)	Site Service Officer or Premises Manager
09.01 Duty Holder Training	2 Year(s)	Site Service Officer or Premises Manager
09.02 Asbestos Management Survey	100 Year(s)	Site Service Officer or Premises Manager
09.03 Asbestos Management Plan	1 Year(s)	Site Service Officer or Premises Manager
09.04 Documented Re-Inspection of Asbestos and Suspected Asbestos Containing Materials	1 Year(s)	Site Service Officer or Premises Manager
09.05 Asbestos Awareness Training	1 Year(s)	Site Service Officer or Premises Manager
10.01 Fire Alarms	1 Week(s)	Site Service Officer or Premises Manager

10.02 Fire Extinguishers	1 Month(s)	Site Service Officer or Premises Manager
10.03 Fire Doors	1 Week(s)	Site Service Officer or Premises Manager
10.04 Emergency Lighting	1 Month(s)	Site Service Officer or Premises Manager
10.05 General Alarms	1 Week(s)	Site Service Officer or Premises Manager
10.06 Water Outlets	1 Week(s)	Site Service Officer or Premises Manager
10.07 Swimming Pool	1 Day(s)	Site Service Officer or Premises Manager
10.08 Fire Drills	4 Month(s)	Site Service Officer or Premises Manager
10.09 Ladders	3 Month(s)	Site Service Officer or Premises Manager
10.10 Defib Weekly Check - Battery Check	1 Week(s)	Site Service Officer or Premises Manager
10.11 Defib Weekly Check - Electrode Pads	1 Week(s)	Site Service Officer or Premises Manager
10.12 School Snow Clearing and Gritting Plans	12 Month(s)	Site Service Officer or Premises Manager
10.13 Radon	10 Year(s)	Site Service Officer or Premises Manager
11.01 SSO House - Fixed Wire Electrical Testing	5 Year(s)	Site Service Officer or Premises Manager
11.02 SSO House - Gas Boiler or water heaters including Flues	1 Year(s)	Site Service Officer or Premises Manager
11.03 SSO House - Stair Banister check. No gaps where a 100mm sphere can pass through.	1 Year(s)	Site Service Officer or Premises Manager
11.04 SSO House - Smoke, Carbon Monoxide (CO), Dioxide Alarms (CO2) Alarms fitted. One per floor. Fitted in every room with a gas boiler or gas fire.	1 Year(s)	Site Service Officer or Premises Manager
11.05 SSO House - Smoke, CO and CO2 Alarms Tested (Weekly)	1 Week(s)	Site Service Officer or Premises Manager
11.06 SSO House - Inspection of Asbestos and Suspected Asbestos Containing Materials	6 Month(s)	Site Service Officer or Premises Manager
12.01.01 Fleet Management - MOT	1 Year(s)	Site Service Officer or Premises Manager
12.01.02 Fleet Management - Minibus Service	1 Year(s)	Site Service Officer or Premises Manager
12.01.03 Fleet Management - Minibus Section 19 Certificate	5 Year(s)	Site Service Officer or Premises Manager

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 <a href="#">HSE guidance on COSHH assessment</a> ).	MAC Health and Safety Advisor and School Head of Science
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## 5. Risk assessments and other checks

In addition to the statutory risk assessments that are required to be in place, responsible persons will make sure that risk assessments are in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation (where required)
- Lettings
- Schools 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

To assist MAC staff to undertake these duties the MAC engages the consultancy services of Mat Clarke, a qualified Health and Safety Consultant and EXI, a Capital Management Advisors who act as Project Managers and CDMs on capital projects.

The Health and Safety Consultant reports half termly directly to the Directors' Resources Committee.

## **6. Monitoring arrangements**

The application of this policy is monitored at MAC level by the CFOO/ITCC Manager and at school level by the Site Manager/SSO and Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments. In addition, each school has an LGB Health and Safety Responsible Governor and termly Health and Safety Committee Meetings are held to discuss site walks.

Copies of risk assessments and paperwork relating to any checks are kept in the school office.