Premise Management Policy



Mansbridge Primary School

Approved by	Governing Body
Approval date	October 2026
Review date	October 2027

Governors Allowance Policy
Contents Page

School Vision 3
Aims 3
Guidance 4
Roles and Responsibilities 4
Inspection and Testing 5
Health and Safety and other checks 13
Monitoring arrangements 13
Links with other policies 13

School Vision

Learn more - Remember more - Be more – The Mansbridge Way

Mansbridge Primary is a close-knit community school where the children are at the heart of everything we do. We pride ourselves on our family atmosphere and strive to provide a warm and welcoming environment where both adults and children feel safe, appreciated and valued. Being a small, single form entry school, we have the ability to get to know our families well and we make it our priority to foster excellent relationships between school, children and home. Every child is important to us and through our inclusive and nurturing approach, we aim to develop confident, responsible and caring individuals who are well-equipped to achieve their full potential academically, socially and emotionally.

We are proud of the education we give our children and equally as proud of the attitude and enthusiasm our children demonstrate towards their learning. Our classrooms are calm and purposeful places where children have the opportunity to take part in excellent learning experiences which are part of a broad and balanced curriculum delivered by highly professional teaching teams.

In line with the Education Reform Act 1988 Section 106 to 111, which confirmed that education is free to all children in State Schools, education at Mansbridge Primary School is free of any charge. However, Section 118 of the Act allows a school to seek voluntary contributions to provide additional activities to support the curriculum and enhance the children's education. This policy has been written in line with the DfE document "Charging for School Activities" (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

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 School Premises (England) Regulations 2012
- Complies with the requirements of the statutory framework for the EYFS

Guidance

This document is based on the Department for Education's guidance on good estate management for schools.

Roles and responsibilities

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

As a maintained school of Southampton City Council and buying into a service level agreement the maintenance and responsibility of site repairs and are shared. This is laid out in Southampton City Council's School Estate guidance document (March 2020).

The Headteacher has overall ensuring the premise management which the school is responsible is adhered to and the relevant persons are managing and maintaining their responsibilities effectively.

The School Business Manage is responsible for:-

- Ensuring effective management of the site team including cleaners maintain and conduct appropriate tasks to ensure the site is running effectively
- Conducting and keeping a record of risk assessments and incident logs related to the school premises alongside the Site Manager the school premises safe partnered with their role as Health and Safety representative for the school

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

Inspection and testing

Work alongside Southampton City Council, who provide with the term servicing agreement whereby the Council manage and book in all statutory tests undertaken at our premise. Records and details of all statutory tests which are undertaken at premises, along with relevant paperwork and certificates are uploaded onto the Council's portal which the school can access.

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, 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, 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. to HSE guidance on portable electric equipment for suggested intervals and types of testing / inspection. Maintaining	Site Manager (SM)/Southampton City Council (SCC) as part of the Term servicing SLA
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.	SCC as part of the Term servicing SLA
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	SCC as part of the Term servicing SLA
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.	N/A

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	SCC as part of the Term servicing SLA

	Gas Safe Registered engineer.	
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	N/A
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	NA
Pressure systems	No fixed maintenance requirement (programme takes account of the list on page 44 of the HSE's Safety of Pressure 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).guidance, and an Systems	N/A
Legionella checks on all water systems	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	SM/SCC as part of the Term servicing SLA
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos	SM/SCC as part of the Term servicing SLA

	register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment Used 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.	SM/SCC approved supplier
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	SM/SCC approved supplier
Fire doors	Regular checks by a competent person.	SCC approved supplier
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.	SCC approved supplier
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction	SCC approved supplier

	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.	
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).	SM SM/SCC
Hydrotherapy pools and swimming pools	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 and COSHH assessments.	N/A
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	SCC approval suppliers

	equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	
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.	SCC approval suppliers
Radon	Risk assessments including radon measurements will be carried out in all above ground workplaces in radon-affected areas, and all of our below-ground workplaces. Radon measurements will last for 3 months, using radon monitors, in line with Public Health England radon guidance for schools. 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. For any sites with radon levels above 300Bq/m3 will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.	SCC approval suppliers

Health & Safety and other checks

Please refer to our Health & Safety arrangement policy for information about the school's approach to risk assessment.

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 (Southampton City Council approved and other) 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
- The school may source alternative contractors outside of the pre-approved SCC LA contractor list, however, the responsibility of the service transfers to the school. They will need to perform the correct due diligence checks and obtain the correct documentation and certificates. All certificates will then need to be sent to Southampton City Council.

Monitoring arrangements

The application of this policy is monitored by the Site Manager, School Business Manager, Headteacher and Health and Safety Governor 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 on file.

This policy will be reviewed by the Headteacher/School Business Manager every year. At every review, the policy will be shared with and approved by the governing board.

Links with other policies

This premises management policy is linked to:

- Health and safety policy as a LA maintained primary school with Southampton City Council
- Health and safety arrangement as a LA maintained primary school with Southampton City Council