



# Spaxton CofE Primary School

*'Together we flourish and achieve'*



## Premises Management Policy

LINKS: Health and Safety Policy, Risk Assessments, Asbestos Management Policy, Contractors Safe Working Policy

DATE: February 2026

POSTHOLDERS RESPONSIBLE: Mrs Rachel Rood

DATE OF LAST REVIEW: N/A

DATE OF NEXT REVIEW: February 2027

Approved on behalf of School:  (Headteacher)

Approved on behalf of the LGC:  (Chair of Governors)

## Contents

1. Aims.....	3
2. Guidance .....	3
3. Roles and Responsibilities .....	3
4. Inspection and Testing .....	4
5. Risk Assessments and other checks .....	9
6. Monitoring Arrangements.....	10
7. Policy Review and Change Record.....	10

# 1. Aims

Spaxton CoFE Primary 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 Department for Education's School Premises Regulations 2012

# 2. Guidance

This document is based on the **Department for Education's School Premises Regulations 2012** which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the **Good Estate Management for Schools** and **Advice on Standards School Premises** guidance documents.

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

# 3. Roles and Responsibilities

The Board of Trustees, CEO, DFO and Estates Lead of the Quantock Education Trust have overall responsibility for the standards in school premises. The Local Governing Committee, Head Teacher and the Premises Lead will ensure this Premises Management Policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Head teacher and the Premises Lead are responsible for ensuring relevant risk assessments are conducted and for reporting to the Chief Executive Officer, the Board of Trustees and the Local Governing Committee, as required.

The Head Teacher and Premises Lead are responsible for:

- Inspecting and maintaining the school premises or planning for a suitably qualified trade professional to provide inspection and maintenance services
- Delegating any repairs and maintenance to a suitably qualified trade professional and supervising where necessary.
- 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 Chief Executive Officer, DFO, Estates Lead and Board of Trustees of the Quantock Education Trust, and the Local Governing Committee in regard to the actions needed to keep the school premises safe

This list is not intended to be exhaustive

## 4. Inspection and Testing

Spaxton C of E Primary School maintains accurate records and details of all statutory tests which are undertaken. 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 school includes the dates when the works were undertaken and the details of the individual or company who completed them.

The table below sets out the regular and statutory inspections that are undertaken across the schools within the Trust, the inspection frequency and the person responsible for checking each issue.

Inspection item	Frequency	Person responsible
Air conditioning systems	There is an annual inspection to ensure that the system is functioning correctly, efficiently, that there is no leakage of refrigerant and to clean and disinfect all filters.	Caretaker - Premises Lead
Duct Hygiene	Kitchen extraction ducts are cleaned annually to prevent the excessive build-up of fat and grease, normally as part of a general deep clean.	Caretaker – Premises Lead
Asbestos	A Management Survey has been undertaken. An Asbestos Register has been produced and is kept on file. An Asbestos Management Policy and Asbestos Management Plan has been produced by the QET Estates Lead. This includes a risk assessment on the types of asbestos present and its condition. The policy includes an inspection regime carried out at 6 monthly intervals where necessary. In the case of Spaxton there is no known asbestos present on the school site.	Caretaker - Premises Lead

	<p>The Asbestos Management Policy and Asbestos Management Plan are updated yearly and following any significant change to the school premises.</p>	
<p>Electrical testing and inspection</p>	<p>Portable Appliance Testing (PAT) takes place annually. Appliances which fail the test are repaired or removed from service and measures taken to ensure they cannot be reconnected to an electrical supply. All fixed wiring and all distribution boards are tested at least once every 5 years. Distribution schematics and circuit diagrams are updated as part of the fixed electrical test.</p>	<p>Caretaker - Premises Lead</p>
<p>Fire safety</p>	<p>Fire risk assessments are updated when any changes are made that might impact fire safety. Fire alarm systems and call points in rotation are tested weekly. Formal inspections are completed by a suitably trained and competent professional person every 6 months to ensure the correct operation of the system and the condition of back up batteries. Full site inspections are carried out regularly to check all aspects of fire safety including fire doors, safe routes of egress and extinguishers. Fire extinguishers and blankets are inspected and maintained on an annual basis by a suitably trained and competent professional person. Fire Log Books are maintained by the Caretaker - Premises Lead and contain records of all tests, defects and remedial action.</p>	<p>Caretaker - Premises Lead</p>
<p>Hazards from Trees</p>	<p>An arboricultural report is commissioned from a suitably trained</p>	<p>Caretaker - Premises Lead</p>

	and competent professional person annually. The report covers all the trees on the school site and advises on their condition. Any recommendations for remedial work are actioned.	
First aid equipment	First aid equipment is inspected every term. The contents of all first aid kits are checked, any equipment which has passed its expiry date or is missing is replaced.	First Aid Lead
Convactor Heaters	All fan convactor heaters are inspected and serviced every 6 months to ensure correct operation and clean any filters.	Caretaker - Premises Lead
Emergency lighting systems	Emergency lighting systems are inspected and a brief operation check carried out every half term. A full duration test of at least 3 hours takes place annually to fully discharge the backup batteries. All defective lights found during either the operation or discharge test are replaced.	Caretaker - Premises Lead  Qualified contractor
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually by a suitably experienced person. A report is obtained on the condition of all equipment and repairs or replacements are undertaken as necessary.	Caretaker - Premises Lead
Water hygiene	A Legionella Risk Assessment was undertaken in February 2025 at Spaxton CE School by a suitably qualified professional and a Risk Assessment produced which is kept on file. Recommendations for remedial actions contained within the report are to be implemented within the recommended timescales. A Water Hygiene Policy and L8 Written Scheme of Control have been produced by the Premises Manager.	Caretaker - Premises Lead  Estates Lead

	<p>A monitoring regime for inspecting, testing, cleaning, disinfecting and flushing in accordance with the L8 ACoP and the Written Scheme of Control has been implemented. A record of all test results, inspections, job sheets and certificates is kept in the L8 Water Hygiene Logbook.</p>	<p>Caretaker – Premises Lead</p>
<p>Working at height</p>	<p>All access equipment and ladders used for working at height are inspected before each use. Ladders are only used by a competent person and in line with the HSE recommendations for working at heights. Tower scaffolds are constructed and used in accordance with the manufacturer’s instructions and only by a competent person. All access equipment is secured against use by unauthorised persons.</p>	<p>Caretaker - Premises Lead</p>
<p>CCTV</p>	<p>The recording, storing and reviewing of images captured by the CCTV cameras is strictly limited to authorised persons and within the current guidelines and legislation. Maintenance is undertaken annually by a competent trade professional to ensure the correct operation of the system.</p>	<p>Caretaker - Premises Lead</p>
<p>Cleaning</p>	<p>The school recognises the importance of the cleanliness of the premises in promoting teaching and learning. There is a team of 2 directly employed cleaners at Spaxton School who fulfill a total of 20 hours of cleaning per week and are line managed by the Caretaker - Premises Lead. There is a rigorous recruitment process when appointing new cleaners in accordance with the Safer Recruitment Guidelines, an enhanced DBS disclosure is also undertaken. An induction and training process is conducted by SLT and the Caretaker - Premises Lead and includes an</p>	<p>Caretaker – Premises Lead</p>

	<p>introduction to staff information and Child Protection Guidelines as well as CoSHH, Health and Safety, safe use of chemicals, manual handling and colour coding.</p> <p>New staff are accompanied by an experienced cleaner initially and issued a cleaning induction pack which details daily tasks and standards.</p> <p>The standard of cleaning is monitored on a regular basis by the Caretaker - Premises Lead.</p>	
Security	<p>The school site at Spaxton CE School is secured by 17:30 hours during the week by the caretaker who carries out a walk round of the entire premises and ensures all windows and doors are locked shut, the external gates are also secured.</p> <p>Each building also has an intruder alarm which is set each evening as part of the locking up process. The alarms are remotely monitored and in the event of activation a list of key-holders are contacted starting with the Caretaker - Premises Lead.</p> <p>The external gates are also secured during the week at 08:55 hours to help with the safety of students. All staff using the gates are required to ensure they remain secure throughout the school day.</p> <p>Regular inspections of the school's boundary are undertaken to ensure that fence lines and gates remain secure.</p> <p>The intruder alarms are serviced every 6 months by a qualified trade professional to ensure that they operate correctly in line with current legislation.</p>	Caretaker – Premises Lead
Waste Disposal	Cleaning staff empty the internal waste bins every day and place the waste in external waste bins.	Caretaker - Premises Lead, cleaners and caterers

	<p>The external waste containers are secured behind shut gates every evening as part of the procedure for the securing the school site, this protects against vandalism or arson. The external waste containers are emptied weekly by contractors working on behalf of the Somerset Waste Partnership.</p>	
Radon	<p>Radon monitoring was undertaken in 2024 and a report issued on the 31/05/2024. Radon levels at the school are significantly below the action level contained in the Ionising Regulations 2019. Further monitoring will be undertaken by 2034 or sooner if there are any significant changes to the school site.</p> <p>A Radon Safety Policy and Risk Assessment has been completed by the Estates Lead. This will be reviewed every 2 years or as necessary following any significant changes to the school site.</p>	Estates Lead

## 5. Risk Assessments and other checks

The Quantock Education Trust's Risk Management Strategy forms the basis for the school's approach to risk assessment.

In addition to the risk assessments the Trust is required to have in place we also ensure we have premises related risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Tree Safety
- Slips, trips and falls
- Work at heights
- Litter picking
- Use of electrical equipment
- Use of hand and power tools
- Work experience/young person placement
- Vibration
- Lettings
- Asbestos

- Security
- Extreme Weather

The Trust and school also ensure that further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all communications and notices
- Compliance with the Construction (Design and Management) Regulations 2015 for all construction projects
- All contractors appointed to provide professional services to the school have read the Contractors Safe Working Policy and Asbestos Management Policy and Plan including the Asbestos Register where necessary.
- 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 Director of Finance and Operations and the Estates Lead of the Quantock Education Trust and the Head Teacher and Caretaker - Premises Lead of Spaxton C of E Primary School 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 iAM Compliant. This policy will be reviewed by the Caretaker - Premises Lead every year. At every review, the policy will be shared with, and approved by the Director of Finance and Operations and Estates Lead of the Quantock Education Trust.

## 7. Policy Review and Change Record

<i>Review Completed by</i>	<i>Name</i>		<i>Signature</i>		<i>Date</i>
<i>Reason for review</i>	<i>Annual Review</i>		<i>Changes</i>		<i>Accident / Incident</i>
<u><i>Comments</i></u>					

<i>Assessment Review Completed by</i>	<i>Name</i>		<i>Signature</i>		<i>Date</i>
<i>Reason for review</i>	<i>Annual Review</i>		<i>Changes</i>		<i>Accident / Incident</i>

Comments

<i>Assessment Review Completed by</i>	<i>Name</i>		<i>Signature</i>		<i>Date</i>	
<i>Reason for review</i>	<i>Annual Review</i>		<i>Changes</i>		<i>Accident / Incident</i>	

Comments