



Broadway Academy Trust Policies

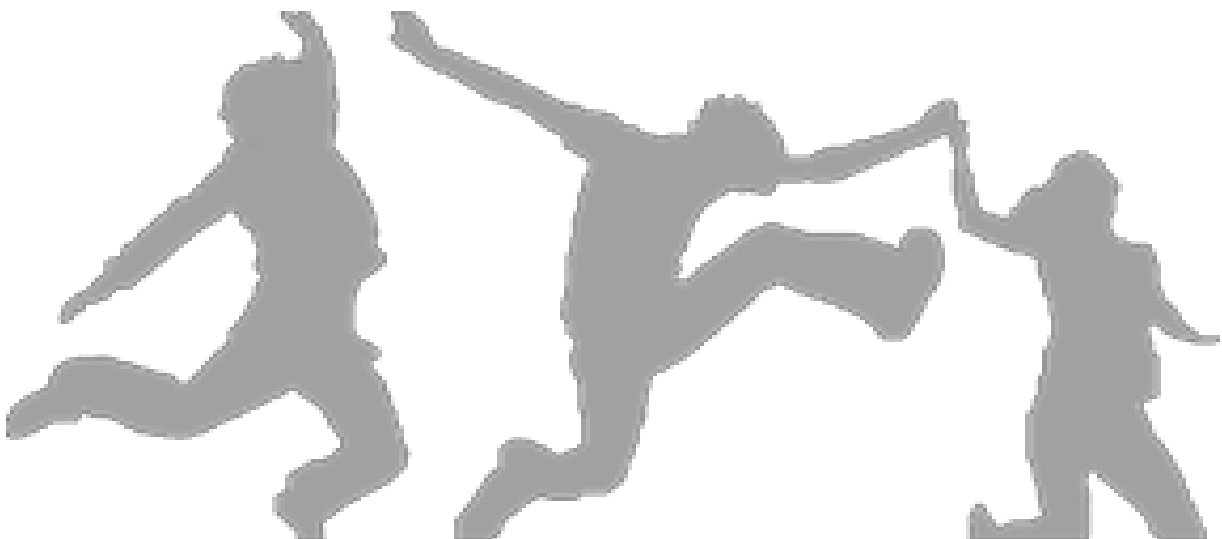
Our Children. Our Community. Believe it can be done!

Premises Management Policy

Approved by: Finance, Audit and Premises Committee

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1. Aims

Broadway Academy Trust aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, considering 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

2. Principles

This policy is based on best practice regarding the legislation and compliance requirements related to premises management in schools and the Department for Education's guidance on [Good estate management for schools](#).

The policy complies with the Academy's funding agreement and articles of association. It should be read in conjunction with the Academy's Health and Safety policy.

3. Roles and responsibilities

The Governing Board, the Headteacher and CEO and the Director of Site, Security and Facilities will ensure the premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Headteacher and CEO and Director of Site, Security and Facilities are responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Board, as required.

The Director of Site, Security and Facilities is responsible for:

- Inspecting and maintaining the academy 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 academy premises
- Liaising with the headteacher and CEO about what actions need to be taken to keep the academy premises safe
- This list is not intended to be exhaustive

4. Inspection and testing

The Academy 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 Academy includes 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 to inspect, the inspection frequency and the person responsible for checking each issue. It is based on the Department for Education's guidance on [Good estate management for schools](#).

Issue to inspect	Frequency	Person responsible
Air conditioning systems and duct hygiene	Both are inspected once every 12 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant. All maintenance and certification is conducted by a qualified energy assessor.	Director of Site, Security and Facilities
Catering	School Kitchen equipment to be serviced annually.	Director of Site, Security and Facilities
Chemical Storage	All hazardous chemicals are stored within metal cabinets in a chemical store following CLEAPSS guidance and reviewed every 6 months.	Director of Site, Security and Facilities
Electrical testing and inspection	Portable appliance testing (PAT) takes place annually. The schematic of the supply route and primary distribution is updated annually. Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years. All electrical testing and inspection is carried out by a competent person.	Director of Site, Security and Facilities
Extraction systems	Dust extraction equipment is tested and inspected on an annual basis. Local exhaust ventilation is inspected every 12 months. For extraction equipment in	Director of Site, Security and Facilities

	catering facilities, grease filters are removed and cleaned annually, and ductwork is also cleaned annually.	
Fire safety	The fire risk assessment is reviewed and updated by a competent person every 2 years, and when any changes are made that might impact fire safety. Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person. Fire doors are inspected weekly by a competent person. Fire extinguishers are inspected and maintained on an annual basis by a competent person. The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements). Fire blankets are inspected annually and replaced as required. Hose reels are inspected on an annual basis by a competent person. Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually. Lightning conductors are inspected and electrically tested on an annual basis by	Director of Site, Security and Facilities

	a competent person.	
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Administration manager
Gas safety	Gas safety inspections are completed, and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified, and their location recorded on an annual basis. All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis. All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.	Director of Site, Security and Facilities
Glazing	An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks for any replacements with safety glass are made as needed.	Director of Site, Security and Facilities
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months. All lifts are also tested and inspected after any significant changes have been made.	Director of Site, Security and Facilities
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person.	Director of Site, Security and Facilities

	Emergency lighting systems are self-testing and fault warnings are responded to as needed. There is a 1-hour duration test once every 6 months, which includes a 3-hour battery test by a competent person. A full duration test takes place annually.	
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment are inspected and tested annually.	Director of Site, Security and Facilities / Head of Department (PE)
Tree safety	The tree management plan is reviewed annually to ensure no trees on site pose any Health and Safety concerns	Director of Site, Security and Facilities
Water hygiene and safety	For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection. For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also carried out on all pipework devices annually. Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.	Director of Site, Security and Facilities
Workstation assessments	Staff workstations are analysed to assess any health and safety risks when	Director of Site, Security and Facilities / Heads of Department

	a new staff member is appointed, and in response to requests by staff or managers.	
Working at height	The Genie Lift used for working at height is inspected and tested on an annual basis.	Director of Site, Security and Facilities

5. Risk assessments and other checks

The Academy's Health and Safety Policy sets out the academy's approach to risk assessment.

In addition to the risk assessments the academy is required to have in place, we ensure we have a risk assessment in place to cover Lettings.

Responsibility for functional risk assessments lies with Departmental managers.

The Academy also ensures 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 on letting of a construction project
- 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

This model policy is based on the FPS report and DfE guidance and focuses on the aspects of premises management covered in those documents.

6. Monitoring arrangements

The application of this policy is monitored by the Director of Site, Security and Facilities and the Headteacher and CEO through, among other things, visual checks of the academy site and equipment, checks of risk assessments and regular reports to the Deep Services meeting.

Copies of risk assessments and paperwork relating to any checks are kept in the Director of Site and Facilities Management's office. Copies of contract and statutory compliance documents and certification are kept in the Director of Site and Facilities Management's office.

7. Links with other policies

This policy links to:

- Health and Safety Policy
- Risk Management Policy