Pioneer Educational Trust

preparing the way for others to follow

Premises Management Policy

Key document details

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Contents

1. Aims 3
2. Guidance 3
3. Roles and responsibilities 3
4. Inspection and testing 3
5. Risk assessments and other checks 7
6. Monitoring arrangements 7
7. Links with other policies 8

1. Aims

Pioneer Educational Trust 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 Trust Board, Local Committees, Executive Team, Head Teachers, Facilities & Estates Officer and Site Controllers all have roles to ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The CFOO, Facilities & Estates Officer and Site Controllers are responsible for ensuring relevant risk assessments are conducted and for reporting to the Board of Trustees, as required, in accordance with Pioneer's Risk Assessment Policy.

The Site Controller 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

This list is not intended to be exhaustive.

This policy should be read in conjunction with our specific premises management procedures.

4. 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 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
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site Controller Facilities & Estates Officer
COSHH	See COSHH procedure	Site Controller Facilities & Estates Officer
Fixed electrical installation tests (including lightning conductors) (Also see Electrical Safety Procedure)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Facilities & Estates Officer
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Controller Facilities & Estates Officer
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.	Facilities & Estates Officer

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings (Also see Gas Safety Procedure)	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 Gas Safe Registered engineer.	Facilities & Estates Officer
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).	Facilities & Estates Officer
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance, and an 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).	Facilities & Estates Officer
Legionella checks on all water systems (Also see Legionella Control Procedure)	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.	Site Controller Facilities & Estates Officer
Asbestos (Also see Asbestos Management Procedure)	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Site Controller Facilities & Estates Officer CFOO

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in 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.	Site Controller Facilities & Estates Officer
Fire detection and alarm systems (Also see Fire Safety Procedure)	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.	Site Controller Facilities & Estates Officer
Fire doors	Regular checks by a competent person.	Site Controller Facilities & Estates Officer
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.	Facilities & Estates Officer
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction 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.	Facilities & Estates Officer

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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).	Science Technicians Site Controller Facilities & Estates Officer
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 equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Facilities & Estates Officer
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.	Facilities & Estates Officer

5. Risk assessments and other checks

Please refer to our risk assessment policy for information about the trust'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 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

6. Monitoring arrangements

The application of this policy is monitored by the CFOO, Facilities & Estates Officer and Site Controllers 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.

This policy will be reviewed by CFOO every year. At every review, the policy will be shared with and approved by the Finance, Audit and Risk Committee of the Board of Trustees.

The procedures in section 7 will be reviewed by the CFOO and updated where required, based on the frequency and date, as detailed in the Pioneer policy tracker document.

7. Links with other policies/procedures

This premises management policy is linked to our:

- Health & Safety policy
- Risk Assessment policy
- Asbestos Management Procedure
- COSHH Procedure
- Electrical Safety Procedure
- Fire Safety Procedure
- Gas Safety Procedure
- Legionella Control Procedure