Premises Management Policy

Date Prepared	September 2026
Author	Alison Moon – Trust Business Manager
Date ratified	13th October 2026
Review date	May 2028

Contents

1. Contents
2. Aims
3. Guidance
4. Roles and responsibilities
5. Inspection and testing
6. Risk assessments and other checks
7. Monitoring arrangements
8. C.I.F. (Conditions Improvement Projects)
9. Sustainability Intent
10. Accessibility
11. Training & Recruitment
12. Links with other policies

1. Aims

Veritas Multi Academy Trust ensures that the Trust and its schools:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, in accordance with statutory requirements and best practice recommendations
- Promotes the safety, wellbeing and accessibility for 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 and in alignment with Veritas MAT Equality, Diversion and Inclusion Objectives

- Complies with the requirements of the Education (Independent School Standards) (England) Regulations 2010
- Complies with the requirements of the statutory framework for the EYFS

2. Guidance

This document is based on the Compliance Monitoring in Council Buildings report from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department for Education's guidance on Good estate management for schools., DfE School Estate Management Standards and DfE Estate Management Competency Framework.

This policy complies with our Articles of Association and Master Funding Agreement.

3. Roles and Responsibilities

The Trust Board, Local Academy Committees, the Trust Business Manager, Headteachers and the site manager at each school within the Trust will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Trust Business Manager and Site Managers are responsible for ensuring relevant risk assessments are conducted and for reporting, as required.

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 and/or Trust Business Manager about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive

The Trust Business Manager is responsible for submission of the Estate Management Self-Assessment (SEMS) Returns. SEMS results are to be presented to the Trust Board with proposed Escalation and or Actions Plans, as appropriate. Risks to be raised to the Risk and Audit Committee.

The Trust Board has laid out its Estates Vision and Strategy, informed by the DfE's Education Estates Strategy: A Decade of National Renewal. Individual School Plans will identify local priorities.

The Trust Central Team will comply with updates to procurement protocols, aligning with current DfE framework mandates as outline in the Academy Trust Handbook.

4. Inspection and testing

The Trust will ensure the school maintains accurate records and details of all statutory tests which are undertaken; quality assured by the Trust Business Manager. This includes relevant paperwork and certificates. These are all recorded in Management Information Every Compliance.

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 Site Manager 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. As new equipment is introduced in school buildings, the Compliance Matrix will be reviewed and updated:

Issue to inspect	Frequency	Person responsible
Air conditioning systems and duct hygiene	Both are inspected once every 6 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.	*Site Manager*
Asbestos register	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 Manager*

Chemical Storage	Risk Assessments for the control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it is 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).	*Site Manager*
Construction on Site	Where construction is taking place on site, the Site Manager will work collaboratively with the Headteacher and Trust Business Manager to ensure the site is safe at all times. Risk Assessment should be obtained as appropriate for the scale of project. Contractors should be appropriately qualified for the work being carried out. No work should be undertaken without the appropriate statutory steps in place (such as hot works permits). Large scale projects will require a Project Team and this will be set up on an individual basis.	*Site Manager*
Electrical testing and inspection	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person. 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. Testing of all distribution boards in mobile accommodation is conducted on an annual basis. All electrical testing and inspection is carried out by a competent person.	*Site Manager*

Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. More routine checks also set out in compliance portal such as TR19 regulations. For extraction equipment in catering facilities, grease filters are removed and cleaned at least each term, and ductwork is also cleaned at least each term.	*Site Manager*

Fire safety	Our fire risk assessment is reviewed and updated by a competent person every three years, and when any changes are made that might impact fire safety. The fire risk assessment is reviewed annually to ensure action is undertaken to mitigate risks.	*TBM*
Firefighting equipment	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.	*Site Manager*
	Fire doors are inspected weekly by a competent person.	
	Fire extinguishers/fire blankets/hose reels (where relevant) are inspected and maintained on an annual basis by a competent person.	*Site Manager*
	The fire sprinkler/lighting system (as appropriate) is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).	*Site Manager* *Site Manager*
	Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.	*Site Manager*
	Lightning conductors (as appropriate) are inspected and electrically tested on an annual basis by a competent person.	*Site Manager*
	Fire Doors – Regular checks by a competent person.	*Site Manager*

First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	*Designated First Aid Leads in each school*
Fuel oil storage	All tanks, bunds and pipework are checked on a weekly basis. A detailed inspection and service is carried out by qualified inspectors on an annual basis.	*Site 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.	*Site Manager*

Glazing	Initial surveys have been made of the buildings to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.	*Site Manager*
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.	*Site Manager*

Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration. Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. 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.	*Site Manager*
Mobile accommodation	A structural inspection of any mobile accommodation is conducted on an annual basis.	*Site Manager*
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment is inspected and tested annually. Outdoor fixed play equipment as above.	*Site Manager*

Portable Appliance Testing	A PAT exercise takes place annually.	*Site Manager*

Radon	Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radonaffected areas, and all of our below-ground workplaces. Radon measurements will last for 3 months, using radon monitors, in line with Public Heath England (now the UK Health Security Agency) 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 we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.	*Site Manager*
Tree Audit	A tree audit will be undertaken where applicable each year. This will be added to the Every Compliance Portal. Recommended action will be raised by the Site Manager with the Headteacher and Trust Business Manager to agree a programme of works for the year and to assign appropriate budget allocation.	*Site Manager*

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.	*Site Manager*
Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	*Site Manager (with advice from ICT support).*
Working at height	Equipment used for working at height is inspected and tested on an annual basis. It is inspected before use along with anything that may affect the safety or stability of equipment. E.g. adverse weather or accidental damage. Wherever possible this risk is eliminated by using external contractors. Training is provided for employed staff who may be required to undertake working at height.	*Site Manager*

5. Risk Assessments and Other Checks

The Trust manages risks and other checks through the Every Compliance portal. In addition to the risk assessments the school is required to have in place (please refer to our Health and Safety (Including Risk Assessment) Policy for more information), risk assessments must be in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Tree safety
- Lettings
- Vacant buildings

The Trust and schools also ensure 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 Site Manager, Trust Business Manager and the Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments. Internal Scrutiny also includes a programme of site walkarounds by key personnel, including Trustees.

The Chair of the Trust Board carries out at least one site walkaround per school per year.

Copies of risk assessments and paperwork relating to any checks are kept in the school office or the Trust's SharePoint site or on Every Compliance portal. Every Compliance portal provides the ability for leaders to monitor activities and quality assure progress of key areas of compliance.

This implementation of the policy will be reviewed annually. At every review, the policy will be shared with the Board of Trustees.

7. C.I.F. (Conditions Improvement Funding) projects

The Trust will use the process made available for submitting for funding to support premises development through the Conditions Improvement Funding process.

The Trust Business Manager will work collaboratively with Headteachers, Site Managers and expert external consultants to ensure that all available opportunities for additional funding are taken. Such projects are submitted by the Trust on behalf of schools with approval of the Trust Board, having been proposed by the Trust Business Committee. Data and evidence base will need to be provided by schools to support applications. Contributions may be committed either by the Trust or school.

8. Sustainability Intent

The Trust is committed to the principles and enshrined in the DfE's Sustainability and Climate Change Strategy guidance and articulated in the Trust's 5 Year Vision and Climate Action Plan. The Chair of the Trust Board strategically leads on this agenda.

9. Accessibility

The Trust is committed to promoting inclusion as a core value and in the implementation of our Premises Policy we make explicit our intention to seek to make our buildings accessible for all.

Please refer to the Trust Accessibility Policy. Schools must adhere to this policy and when maintaining and making improvements/adjustments to buildings must make consideration of accessibility compliance

for example not reducing the width of doorways or removing specialist equipment without Trust approval and specialist expertise.

To achieve our Equality Objective Target Accessibility audits/plans are undertaken to identify areas in need of improvement.

10. Training and Recruitment

The Trust Board is aware of the DfE's Estate Management Competency Framework and will use this to inform training and recruitment to support the professional development of the Infrastructure Team.

11. Links with other policies

This premises management policy is linked to:

- Health and Safety (including Risk Management) Policy
- Accessibility policy
- Equality, Diversity and Inclusion Objectives
- People Development Policy
- Finance Policy