

The 3-18 Education Trust

Premises Management Policy

‘Every individual is in a great school.’

Approved: Spring Term 2026
Review: Spring Term 2027

www.3-18education.co.uk



Our Mission

To celebrate the diverse nature, culture and identity of our individual schools, whilst collaborating and enjoying the benefit of the team.

Our Values

Compassionate

To show care and understanding towards others.

Accomplished

To provide high quality education and training for all.

Resilient

To be solution focused and able to intelligently manage challenges.

The 3-18 Education Trust

101 Longden Road
Shrewsbury
SY3 9PS

Company Number: 08064698

Policy Monitoring and Review

Monitoring

The Chief Executive Officer will monitor the outcomes and impact of this policy on an annual basis.

Review

| | |
|--|---|
| Member of Staff Responsible | Chief Financial Officer |
| Relevant Guidance/Advice/Legal Reference | Health and Safety at Work etc. Act 1974 The Education (Independent School Standards) Regulations 2014. Framework for the EYFS DfE's Good Estate Management for Schools |
| Policy Adopted By | Board of Trustees |
| Consultation | The Key (Through Forbes Solicitors) |
| Date of Policy | Spring Term 2026 |
| Review Period | Annually |
| Date of Next Review | Spring Term 2027 |

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1. Introduction

- 1.1. The 3-18 Education Trust (Trust) Board of Trustees has overall responsibility for ensuring that each of its sites/premises (sites) have specific premises management documents including planned maintenance schedules and risk assessments. The Trust's Health and Safety Policy details the responsibilities placed on Executive members, School Leadership Teams, and other specified post holders, which should be read alongside this Policy.
- 1.2. This Policy outlines the general principles of appropriate practice regarding the maintenance of Trust sites and infrastructure.

2. Aims

- 2.1. The 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 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 associated legislation.
 - Complies with the requirements of The Education (Independent School Standards) Regulations 2014.
 - Complies with the requirements of the statutory Framework for the Early Years Foundation Stage for relevant schools.

3. Guidance

- 3.1. This document is based on the Department for Education's guidance on Good Estate Management for Schools (GEMS)
- 3.2. This policy complies with Trust funding agreement(s) and articles of association.

4. Roles and Responsibilities

The Trust Board

- 4.1. The Trust Board is responsible for ensuring the Trust takes a whole Trust approach to management of its sites as outlined in this policy and that the Trust complies with duties under the related legislation and guidance listed later in this policy. The Trust Board has delegated some responsibilities, to the Chief Executive Officer (CEO) although retains accountability.

Day to Day Responsibilities

Chief Financial Officer (CFO)

- 4.2. The CFO ensures this Premises Management Policy is properly implemented, and that tests and inspections are carried out in accordance with this policy and for reporting to the Trust Board as required.

Headteachers

- 4.3. Headteachers have overall responsibility for their school sites and designating members of staff to be responsible for:
 - Inspecting and maintaining the school site.

- Engaging a suitably qualified person to carry out an inspection, testing or maintenance where appropriate ensuring associated records are retained.
- 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 site safe.

4.4. This list is not intended to be exhaustive, certain sites have specific hazards which are unique to them which require inspection and/or maintenance e.g. automatic gates, barriers/doors, lightning conductors, work equipment, boilers, fume cupboards, solar panels, kilns, radioactive source.

5. Inspection and Testing

- 5.1. The Trust maintain accurate records and details of all statutory tests which are undertaken and maintained at each Trust site. This includes relevant paperwork and certificates.
- 5.2. All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.
- 5.3. As part of the records of completed works, 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 are included.
- 5.4. The table below sets out the areas inspected, (dependant on the individual Trust site) and the inspection frequency. 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.

| Area to Inspect | Frequency |
|--|--|
| Portable appliance testing (PAT) | Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. HSE guidance on maintaining portable electric equipment will be referenced for suggested intervals and types of testing/inspection. https://www.hse.gov.uk/pubns/books/hsg107.htm |
| 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. |
| Emergency lighting | Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person. |
| 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. |

| Area to Inspect | Frequency |
|--|---|
| Gas appliances and fittings | Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks. All work carried out by a Gas Safe Registered engineer. |
| Fuel oil storage | Checks at least weekly, with more detailed annual inspections by qualified inspectors. |
| 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). |
| Pressure systems | No fixed maintenance requirement (the 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 in accordance with the Written Scheme of Examination – see pages 35 to 37 of the HSE guidance). |
| 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. https://www.hse.gov.uk/pubns/priced/hsg274part1.pdf https://www.hse.gov.uk/pubns/priced/hsg274part2.pdf |
| Asbestos | Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Routine monitoring including photographs of asbestos containing materials which require monitoring to check for deterioration. 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 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. |

| Area to Inspect | Frequency |
|---|---|
| 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. |
| Fire doors | Regular checks by a competent person. |
| 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. |
| 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. |
| 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). |
| Swimming pools | Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments. |
| Playground and indoor sports equipment e.g. 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. |
| 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. |

| Area to Inspect | Frequency |
|-----------------|---|
| Radon | <p>Risk assessments including radon measurements will be carried out in all above-ground workplaces in radon-affected areas, and all below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with Public Health England (now the UK Health Security Agency) radon guidance for schools.</p> <p>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.</p> <p>For any sites with radon levels above 300Bq/m³ the Trust will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p> |

6. Other Checks

6.1. The Trust also makes 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.