



Premises Management Document

Statutory

Reviewed: Sept 2025

Next Review Date: Sept 2026

Role Responsible: Head of School/Services Manager

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1. Background

The Trust recognises the need to plan carefully for regular and planned maintenance but also for unexpected events that may jeopardise the routine opening of a school and/or cost significant amounts of money to put Health & Safety right. The Trust vision is that the condition of the school estate is maintained at a level which is tidy, safe and well-maintained and not likely to lead to school closures. Currently, and expected to be for the foreseeable future each school in the Trust receives Devolved Formula Capital and is eligible to apply for Condition Improvement Funding (CIF) annually.

The Trust recognises that effective premises management contributes to a positive learning environment and supports the delivery of high-quality education across the estate

The Schools in the Multi Academy Trust comprise: -

School	URN	Converted/joined	Location	Postcode	Add Info.
Humberstone Juniors	139983	12/03/2015	Main Street, Humberstone , Leicester	LE5 1AE	Became an academy in 2013
Humberstone Infants	142631	01/04/2016	Main Street, Humberstone , Leicester	LE5 1AE	Sponsored by Junior Academy from 2016

2. Expectations

The Board expects:

Every opportunity to apply for external funding to be maximised. This will include CIF, SEEF for lighting schemes and emergency funding if appropriate.

Schools to manage its buildings and equipment in an efficient, legally compliant way

Inspections and tests on buildings and equipment to be conducted regularly, taking into account statutory requirements and best practice recommendations

Promotion of 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](#)

Where appropriate, schools will engage with stakeholders including staff, pupils, and parents to ensure the estate continues to meet the needs of users and to inform estate planning

3. Roles and responsibilities

Academies and free schools have sole responsibility for the safe management of premises

The trust board, head of school and services/site manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The head of school and services/site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Services 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 services manager about what actions need to be taken to keep the school premises safe

Health & Safety legislation

3a. Training and Competency

The Trust ensures that staff involved in premises management, including site managers and those with oversight responsibilities, receive regular training to maintain competencies in line with legislative requirements and best practice.

4. Strategic Estate Management

- Continual surveys and inspections of mechanical and electrical services and building fabric of each school take place to prioritise the programme of work across the Trust. The CDC surveys carried out by the DfE will inform this process.
- A planned programme of tree maintenance has been carried out, following a tree survey, to minimise risk to buildings (own and neighbours') from subsidence and/or falling damage.
- The Trust is developing a formal Estate Strategy aligned with the DfE SEMS guidance, outlining priorities for asset management, energy efficiency, sustainability, and investment planning over a 3–5-year horizon.

Sustainability and Energy Management
The Trust is committed to improving energy efficiency and environmental sustainability across its estate. Energy usage is monitored, and opportunities to reduce carbon emissions, such as through LED upgrades or smart heating systems, are considered as part of the annual maintenance and capital funding cycles

5. Overseeing the Estate

- During the Summer term of each year consider the projected level of funding available during the financial year through Devolved Formula Capital (DFC) and allocate funding for replacement and repair according to the prioritised plan. This should take the form of a 3-5-year budget plan.
- The CDC surveys and any other available sources of information will inform this plan.
- There is a Crisis Management and Business Continuity plan in case for emergencies.
- Regular performance monitoring of estate operations, including compliance rates, incident reports, and energy usage, will be reported to the Trust Board to inform decision-making and strategic oversight

6. Health and Safety

The Trust has engaged Leicester City Council to perform the role of 'competent person' as required by H&S law. The Health and Safety Policy is reviewed annually or when a change occurs. All schools, and the Trust, subscribe to the Risk Protection Arrangement (RPA) provided by the ESFA which takes the place of conventional insurance.

The Board of Directors is ultimately responsible for H&S for the Trust but delegate management to the CEO. Compliance across the Trust estate is being developed through audit, training and recording.

7. Maintaining the Estate

As section 4 a prioritised maintenance plan is under development, based on CDC data and local observation and experience.

8 Understanding Land and Buildings

All school sites are held on 125-year leases from the relevant local authority.

9. Projects

Assistance will be sought from appropriately qualified professionals when considering projects, and decisions made using value for money principles. Everybody involved will be challenged to think innovatively about the most sustainable and cost-effective solutions, using the scheme of delegation and other associated financial regulations as necessary.

10. Risk assessments and other checks

In addition to the risk assessments we are required to have in place (please refer to our H&S policy for more information), we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Site Security
- Traffic management
- Manual Handling
- Slips, Trips & Falls
- Lettings

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

11. 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](#).

An estate asset register is maintained, documenting the condition, compliance status, and service history of major systems and assets. This enables informed decision-making and prioritisation of maintenance and investment

Issue to inspect	Frequency	Person responsible
Portable appliance testing (PAT)	<p>Variable, according to risk and how the equipment is constructed.</p> <p>Regular visual inspections where PAT is not required.</p> <p>We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.</p>	<p>Site Manager to check for any untested items periodically</p> <p>External contractor to perform all PAT tests</p>
Fixed electrical installation tests (including lightning conductors)	<p>Variable, according to the number and severity of faults found at last inspection.</p> <p>Inspection and testing always carried out by a competent person.</p>	<p>EICR carried out every 5 years by external contractor</p> <p>Lightning conductor tests carried out 11 months to take into account weather changes</p>
Emergency lighting	<p>Monthly flash test.</p> <p>6-monthly condition test (including 3-hour battery test) by a competent person.</p>	<p>Monthly flick tests carried out by Site Managers</p> <p>Condition tests carried out by ADT</p>

Issue to inspect	Frequency	Person responsible
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>Annual safety checks (in line with good practice / required if the premises are used for residential accommodation).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>	Gas safety checks on appliances carried out annually by external contractor
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	<p>Checked by Site Manager weekly</p> <p>Checked by our H&S responsible person annually</p>
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p>	Annual servicing carried out by external contractor

Issue to inspect	Frequency	Person responsible
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).	Pressure systems tests carried out annually by external contractor
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 .	Tap purging carried out weekly on sentinels and infrequently used taps and temperatures checked on TMVs monthly by Site Manager Legionella risk assessment carried out every 2 years by external contractor
Asbestos	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.	Asbestos checks carried out by Site Manager and returned to Leics City Council R&D surveys carried out before any work commences which may uncover asbestos Asbestos risk assessment and management plan in place

Issue to inspect	Frequency	Person responsible
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Ladder register in place by Site Managers, all ladders checked before use and only by staff who have received working at height training
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Weekly MCP testing carried out by Site Managers</p> <p>Other periodic tests carried out by ADT</p>
Fire doors	Regular checks by a competent person.	Daily checks to ensure fire doors are not obstructed and open in an emergency by Site Managers

Issue to inspect	Frequency	Person responsible
Firefighting equipment	<p>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.</p>	<p>Fire extinguishers checked for tamper weekly by Site Managers</p> <p>Annual servicing carried out by external contractor</p>
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	<p>Catering team responsible for removing grease filters and cleaning fortnightly</p> <p>Extraction system serviced and cleaned annually</p>

Issue to inspect	Frequency	Person responsible
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>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).</p>	COSHH risk assessments and data sheets are kept by Site Managers in their cleaning cupboards so all staff using chemicals can see the data associated with that product
Playground and gymnasium equipment	<p>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).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	Annual inspections take place on fixed playground equipment and gym equipment
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.	Tree survey carried out every 2 years and remedials carried out re: H&S hazards