

# Premises management policy



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The Premises Management Policy has been updated to better reflect the operational needs of The Old School House and its SEMH provision. The revised version clarifies roles and responsibilities, strengthens links to safeguarding and pupil wellbeing, and provides clearer guidance on inspections, statutory compliance, risk assessments, monitoring arrangements and reporting procedures. It has also been streamlined in format and includes practical staff guidance and emergency contact arrangements to ensure effective day-to-day premises management

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### 1. Aims

The Old School House aims to ensure that it:

- Manages its buildings, grounds and equipment in an efficient, safe and legally compliant way
- Maintains premises that are suitable for pupils with SEMH needs
- Inspects and tests buildings and equipment in line with statutory requirements and recognised good practice
- Promotes the safety and wellbeing of pupils, staff, parents/carers and visitors
- Complies with:
  - The Health and Safety at Work etc. Act 1974
  - The Education (Independent School Standards) Regulations 2014
  - Relevant Ofsted requirements

### 2. Guidance

This policy is informed by:

- Department for Education guidance on good estate management for schools
- Health and Safety Executive (HSE) guidance relevant to school premises

### 3. Roles and responsibilities

Premises management responsibilities are delegated as follows:

#### Proprietor

The Proprietor is responsible for:

- Strategic oversight of premises safety and compliance
- Ensuring the school meets its statutory duties
- Supporting significant decisions relating to premises safety, expenditure or closure

#### Headteacher

The Headteacher is responsible for:

- Ensuring premises arrangements support safeguarding and pupils' wellbeing
- Making operational decisions regarding site use and safety
- Ensuring relevant risk assessments are completed and reviewed
- Reporting significant premises issues to the Proprietor

### **Business Manager**

The Business Manager is responsible for:

- Day-to-day management of the school premises
- Acting as the first point of contact for premises issues
- Arranging repairs, maintenance and statutory inspections
- Liaising with contractors and service providers
- Keeping accurate records of:
  - Inspections and testing
  - Maintenance and repair works
  - Risk assessments and incident logs

Repairs, maintenance and statutory inspections are recorded on the premises issues and maintenance log and the statutory checks and compliance log which details the nature of the inspections and the frequency that the inspections are carried out

### **Contractors and service providers**

The school engages suitably qualified and competent contractors to carry out inspection, testing, maintenance and repairs where required.

The Business Manager is responsible for:

- selecting and engaging contractors
- ensuring appropriate qualifications, certification and insurance are in place
- maintaining records of works, inspections and compliance

Details of current contractors, emergency call-out arrangements and service providers are held separately in an operational premises file and are kept under regular review.

## **4. Inspection and testing**

The school maintains accurate records of all statutory inspections, tests and maintenance work carried out on the premises.

Where inspection reports or certificates identify actions or recommendations, these are reviewed promptly and addressed as necessary.

Records include:

- Dates of inspections and works
- Details of the contractor or competent person
- Evidence of qualifications or certification where required

Contractors are not named within this policy to ensure the document remains accurate and up to date

## 5. Risk assessments and other checks

The school follows its Risk Assessment Policy and Health and Safety Policy/Handbook.

In addition, premises-specific risk assessments are maintained and reviewed as required, including (where applicable):

- Car parking and vehicle movement
- Site security
- Shared or multi-use spaces
- Lettings or external use
- Vacant or restricted areas

The school also ensures:

- Statutory notices are displayed correctly
- Contractors are suitably qualified and supervised
- Equality Act 2010 duties are considered when making alterations
- Construction works comply with relevant regulations

## 6. Monitoring arrangements

Premises safety and condition are monitored through:

- Regular visual checks
- Review of inspection records and risk assessments
- Ongoing communication between the Business Manager and Headteacher

Records relating to premises safety are securely stored and available for inspection.

This policy will be reviewed annually, or sooner if required following a significant premises-related incident.

The policy is approved by the Proprietor.

## 7. Links with other policies

This policy should be read alongside:

- Health and Safety Handbook
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Business Continuity Plan
- Fire and Emergency Evacuation Policy
- Premises operational file (including contractor and emergency contact details)
- [Contractors Information Summary Sheet](#)
- [Premises Issues Procedure Summary](#)

## Emergency Contractors & Call-Out List

### The Old School House

Emergency / Issue	Trade	Who to Call	Telephone Number
Broken windows / glazing	Glazier	Paul Tibbs	01945 700317
Electrical faults / power issues	Electrician	Alan Clark	07983 063932
Plumbing leaks / burst pipes	Plumber	Glen Farrow	01775 722327
Heating failure / boiler issues	Heating Engineer	Glen Farrow	01775 722327
Fire alarm faults	Fire Alarm Engineer	Jensen Security	01733 391888
Oil leak / tank issues	Oil Tank Specialist	Walton Oil Tanks	01945 466745 / 07920 114183
Heating oil supply	Fuel Supplier	CPS Fuels	01953 713540
Power outage	Electricity Network	National Emergency Line	105
Flooding / water leaks	Water Authority	Anglian Water	03457 145 145 / 0800 145 145
IT / phone failure	IT Support	Ark ICT	01775 720252 / 07730 499671
Emergency coordination	Proprietor	Jason Wright	07498 319640

999 – Fire / Police / Ambulance

Always call emergency services first if there is immediate danger.

## Premises Issues – What Staff Should Do

### 1. NOTICE AN ISSUE

Damage, broken equipment, safety concern, fire risk or utilities issue.

### 2. IS ANYONE IN IMMEDIATE DANGER?

YES: Make the area safe, supervise pupils away, follow emergency procedures and inform Business Manager immediately.

NO: Go to Step 3.

### 3. REPORT THE ISSUE

Report to the Business Manager (or Headteacher if unavailable). Explain what the issue is, where it is, and any action taken.

### 4. BUSINESS MANAGER ACTION

Risk assessed.

Area or equipment use decided.

Repair or contractor arranged.

Issue recorded.

### 5. DOES THIS AFFECT PUPIL SAFETY OR PROVISION?

YES: Headteacher informed. Safeguarding considered. Adjustments made. Business Continuity Plan followed if needed.

NO: Repair scheduled and monitored.

### 6. FOLLOW-UP

Staff informed when resolved.

Area/equipment reopened.

Records updated.

Key reminders: Never ignore a concern. If in doubt, escalate. You are not expected to fix premises issues yourself.