



CRAYKE

CHURCH OF ENGLAND PRIMARY SCHOOL

Respect | Friendship | Forgiveness | Determination

"Follow your pathway and we grow together with confidence"

Premises Management Policy

Approved by:	Governing Body	Date: May 2026
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1. Aims

Our school 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 School Premises \(England\) Regulations 2012](#)
- 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](#).

3. Roles and responsibilities

The governing board, headteacher, administrator and caretaker will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher and caretaker are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The caretaker is responsible for:

- Inspecting and maintaining the school premises
- Conducting minor repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping an incident log 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.

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.	Administrator – to book annually NYCC –delegated to DFP services Last inspection June 2025
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.	For school Last inspection July 2021 Every 5 years For kitchen Last inspection November 2025 Lightning conductor – last inspection June 2025
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Caretaker – weekly NYES – Monks Security Last inspection May 2025
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Caretaker HCS – annual Last inspection December 2025

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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 .	Caretaker – weekly HSC – 6 monthly check Last inspection – November 2025
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.	Caretaker – weekly NYCC – annual building conditions survey Last inspection – April 2025
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.	Caretaker NYCC – H&S adviser annually (premises inspection) Last inspection – June 2025
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.	Caretaker – weekly SWAT Security – annual Last inspection – new system installed summer 25
Fire doors	Regular checks by a competent person.	Caretaker NYCC – H&S adviser annually (fire risk assessment inspection) Last inspection – June 2025
Firefighting equipment	Extinguishers inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Logic Last inspection – July 2025

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
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.	Northern Hygiene annually - fans Last inspection – Jan 2026 HCS – Catering Equipment annually Last inspection- Jan 2026
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).	NYCC – H&S adviser annually (premises inspection) Last inspection – June 2025
Playground 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.	Continental Sports Last inspection - November 2025
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.	Grounds maintenance (NYCC from May 2022) Tree inspection July 2023

5. Risk assessments and other checks

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

There are a number of risk assessments we are required to have in place; please refer to our health and safety policy and procedures for more information.,

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 caretaker, administrator and headteacher 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 in the school office.

This policy will be reviewed by the Headteacher every three years. At every review, the policy will be shared with and approved by the governing bod.

7. Links with other policies

This premises management policy is linked to our:

- Health and safety policy