



Premises Management Policy



THIS POLICY WAS AGREED BY TRUSTEES ON (Date):	10 th December 2025
REVIEW DATE:	10 th December 2026
CHAIR OF TRUSTEES:	
DEPUTY CEO:	

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Aims

- EPA 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, students, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health & Safety At Work 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 Guidance
- This document is based on DfE's guidance for Good Estate Management for Schools (GEMS)
- This policy complies with our Funding Agreement and Articles of Association

Roles and responsibilities

The EPA Trust Facilities Team will ensure that this policy is properly implemented and that tests and inspections are carried out in accordance with this policy.

The Headteacher, or delegated site team member, is responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing Body, as required.

The Headteacher, or delegated site team member is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance or liaising with the Central Facilities Team to arrange this
- 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
- Site team members must liaise with Headteacher about what actions need to be taken to keep the school premises safe.

Inspection and Testing

EPA Trust schools maintain accurate records and details of all statutory tests that are undertaken at their premises. Support for some of these tests are provided by the Central Facilities Team. 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 dates work completed and by whom (together with evidence of competency; i.e. qualifications/certifications).

The following table shows what is inspected, frequency of inspection and person responsible for checking. It includes statutory checks as well as recommended good practice checks from relevant guidance (based on DfE Estates Guidance).

Item to inspect	Frequency	Person responsible
Portable Appliance Testing	Annual	Competent person Contractor
Fixed electrical installations	Five yearly	
Emergency Lighting	Monthly flash test 6 monthly condition test (inc 3 hour	Competent person
Lifts	6 monthly for passenger lift 12 months for other lifts	Competent person
Gas appliance & Fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if not available) Annual Safety check	Gas Safe Engineer
Fuel Oil Storage	Weekly visual check Annual inspection by qualified inspector	Designated Staff Qualified inspector
Air Conditioning systems	Inspections by an energy assessor at regular interval (not exceeding 5 years) Annual certified inspection to ensure no refrigeration leakage Bi-annual checks and an annual maintenance schedule	
Pressure systems	Annually	Delegated competent contractor

Legionella checks on all water systems	Risk Assessment for hot and cold water system to be undertaken by professional body. Monthly water temperature checks to be undertaken and resulting issues reported.	Professional Body Delegated competent staff member
Asbestos	Regular inspections form part of asbestos register and management plan. Review of asbestos register annually Refurbishment and demolition surveys before any refurbishment work	Delegated competent staff member Annual Inspection by EPA Facilities team. 3-5 years inspection by Contractor to update Asbestos register. Professional Body
Working at Height equipment	Visual inspection before use, and at suitable intervals appropriate to environment and execution. 6 monthly ladder checks recorded on ladder register.	Delegated competent staff member
Fire detection and alarm systems	Weekly alarm tests, using different call points on a rota. Quarterly and annual inspections and checks by professional body Annual Fire Risk Assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Delegated competent staff member Professional Body
Fire Doors	Regular checks by a competent person	Delegated competent contractor
Firefighting Equipment	Blankets, hose reels, extinguishers, fixed systems inspected annually by competent person	Professional Body
Extraction Systems (LEVs)	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.	Delegated competent staff member and annually by professional body.

Chemical storage	Inventories to be kept up to date Risk Assessments for COSHH reviewed on a regular basis or when changes to operating systems or if no longer valid. In line with HSE COSHH guidance	Delegated competent staff member
Swimming Pools	Included as part of Legionella checks. Swimming Policy in operation. Risk Assessments reviewed in accordance with policy. COSHH assessments in place and reviewed regularly.	Competent Contractor Thames Valley Water Services
Playground and Gym equipment	Annual inspection arranged for indoor and outdoor equipment	Arranged by Central Facilities Team.
Tree Safety	Visual checks monthly as part of H&S inspections. Annual Risk Assessments by professional body.	Delegated competent staff member Professional body