

THE PARK SCHOOLS FEDERATION

PREMISES MANAGEMENT POLICY



School Policy:	Premises Management	
Date:	15/12/25	
Policy Lead(s):	David Price	
Approval Minute number	15/12/25	15/12.25
Next review date:	December 2026	

Introduction:

The Park Schools Federation aims to ensure that it:

- Manages all buildings and equipment legally
- In conjunction with Derbyshire County Council, we will aim to ensure all compliance checks of all building and equipment including all statutory requirements and best practices.
- Ensuring safety of all Staff, Visitors and Students in accordance with the Health and Safety regulations

Roles and responsibilities

Derbyshire County Council are responsible for the completion of statutory compliance requirements. The school purchases this service as part of the Derbyshire County Councils Property Package.

The Executive Headteacher, Schools Business Manager and the Facilities Manager will ensure the premises management policy is being followed. The Facilities Manager will be responsible for ensuring the site responsible areas are maintained.

The Headteacher, Schools Business Manager and Facilities Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The Facilities Manager and The Caretaker are 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 Headteacher and Business Manager about what actions need to be taken to keep the school premises safe.

Inspection and testing

Derbyshire County Council and The Park Schools Federation maintain records and details of all statutory inspection and testing. Which includes relevant paperwork and certificates.

Any additional work required to maintain compliance are done as necessary

Responsibility & Accountability for Compliance

Statutory Compliance Aspect	Requirement	Frequency	Duty Type
Asbestos Management Survey	Survey	5 Yearly	DCC
5-Year EICR	Service/Test	5 Yearly	DCC
Emergency Lighting - Service	Service/Test	Yearly	DCC
Fire Alarms	Service/Test	Half-Yearly	DCC
Firefighting Equipment	Service/Test	Yearly	DCC
Gas Soundness/Tightness	Service/Test	Yearly	DCC
Glazing Audit	Survey	Ten Yearly	DCC
Heating Appliances/Pressurised Units	Service/Test	Yearly	DCC
Legionella - Risk Assessment	Assessment	Five Yearly	DCC
Legionella - Water Test	Service/Test	Yearly	DCC
Mixer Valves	Service/Test	Yearly	DCC
PE & Play Equipment	Service/Test	Yearly	DCC
Technical Fire Risk Assessment	Assessment	Five Yearly	DCC
Tree Survey	Survey	Five Yearly	DCC
Unvented Water Heater	Service/Test	Yearly	DCC

School Responsibility - Compliance Aspect	Requirement	Frequency	Duty Type
DEC Recommended Report	Assessment	Ten Yearly	School
Display Energy Certificates	Assessment	Ten Yearly	School
Electrical Fixed Appliances	Test	Yearly	School
Fan Convectors	Service/Test	Yearly	School
Intruder Alarms	Service/Test	Yearly	School
PAT Testing	Service/Test	Yearly	School

School Compliance	Requirement	Frequency	Duty Type
Asbestos On site Inspection	On-Site Test	Yearly	School
COSHH Inventory	On-Site Test	Yearly	School
Emergency Lighting Test	On-Site Test	Monthly	School
Evacuation Drills	On-Site Test	Half-Yearly	School
Fire Alarm Test	On-Site Test	Weekly	School
Fire Door Visual Check	On-Site Test	Weekly	School
Firefighting Visual Check	On-Site Test	Weekly	School
Legionella Flushing	On-Site Test	Weekly	School
Legionella Temperature Monitoring	On-Site Test	Monthly	School
Operational Fire Risk Assessment	On-Site Test	Yearly	School
Permits to work	On-Site Test	When Required	School
Signage Compliance	On-Site Test	Half-Yearly	School

Monitoring Arrangements

The policy is monitored by the Site Manager and the Business Manager through, among other things, visual checks of the site and equipment, and checks of risk assessments.

Links with other policies

This premises management policy is linked to:

Health and safety policy