

NMAT Premises Policy (statutory)



Preamble

NMAT aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way;
- Ensures that mechanisms exist to inspect 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 Education (Independent School Standards) Regulations 2014.

Scope

This document is based on the Department for Education's guidance on good estate management for schools. This policy complies with the Trust's funding agreements and articles of association.

Roles and Responsibilities

The Board of Trustees, Executive Principal, Head of School and Site manager/Academy Health and Safety Lead will ensure this premises management policy is properly implemented, and that relevant tests and inspections are carried out in accordance with this policy.

The Head of School and Site Manager/Academy Health and Safety Lead are responsible for ensuring relevant risk assessments are conducted and for reporting to the Board of Trustees, as required.

The Site Manager/Academy Health and Safety Lead is responsible for:

- Inspecting and maintaining the academy 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 academy premises;
- Liaising with the Head of School about what actions need to be taken to keep the academy premises safe.

This list is not intended to be exhaustive.

Inspection and Testing

The Trust 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.

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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 checks and testing sections of the DfE estates guidance.

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.	External contractors Biennial
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.	External contractors
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Redcar and Cleveland Borough Council
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	External contractors

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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>	Redcar and Cleveland Borough Council
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> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	External contractors
Pressure systems	<p>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).</p>	Redcar and Cleveland Borough Council
Legionella checks on all water systems	<p>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.</p>	Redcar and Cleveland Borough Council

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issue to inspect	frequency	person responsible
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Redcar and Cleveland Borough Council
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>	<p>Academy Site staff</p> <p>Zurich</p>
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>Academy site staff</p> <p>External contractor</p> <p>Redcar and Cleveland Borough Council</p>
Fire doors	Regular checks by a competent person.	Site Manager/Academy Health and Safety Lead
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>	External contractor

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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>	Redcar and Cleveland Borough Council
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>	Site Manager/Academy Health and Safety Lead
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>	External contractor
Tree safety	<p>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.</p>	External contractor

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Copies of risk assessments and paperwork relating to any checks are kept in the Academy Site Manager/Health and Safety Lead's office.

This policy will be reviewed by the Academy Site Manager/Health and Safety Lead every two years. At every review, the policy will be shared with and approved by the Board of Trustees.

Links with other policies

This premises management policy is linked to:

- Health and safety policy.
- Risk assessment policy.