

School Premises Management Policy

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Originator	Chief Finance Officer


Signature of Mark Thomas on behalf of Bridgwater & Taunton College Trust		Date 15/01/2026
Review by		
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Table of Contents

1. Aims
2. Roles and Responsibilities
3. Premises Standards
4. Inspection and Testing
5. Monitoring Arrangements
6. Contractor Management
7. Training and Competence
8. Sustainability and Climate Action
9. Links to other Policies

1. Aims

This policy sets out the Trust's approach to managing school premises in compliance with statutory requirements and best practice standards, ensuring safe, accessible, and well-maintained environments for pupils, staff, and visitors.

The Trust ensures it maintains compliance with the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2012
- The Ionising Radiations Regulations 2017
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

- Construction (Design and Management) Regulations 2015 (CDM 2015)
- Education (School Premises) Regulation 1999
- Requirements of the statutory framework for the EYFS

This document is based on the Department for Education's guidance on good estate management for schools

2. Roles and Responsibilities

The Trust Board holds strategic oversight and the Executive Leadership Team ensures implementation through the CFO.

The Trust Head of Premises & Estates manages operational delivery through the Academy premises team.

Responsible Persons and Competent Persons are appointed for fire safety, water hygiene, asbestos, and other statutory areas.

3. Premises Standards

Suitable toilet and washing facilities will be provided for pupils and staff. Staff facilities will be separate or appropriately designated in accordance with Workplace Regulations.

Medical accommodation will include a washing facility located near a toilet, as required by School Premises Regulations.

Indoor and outdoor spaces will provide adequate lighting and acoustic conditions. Compliance will be benchmarked against Building Bulletin 93 (Acoustic Design of Schools) and BB104 (Designing for SEND and Accessibility). Regular reviews will ensure these standards are maintained.

Safe, wholesome water supplies will be available for drinking and washing. Outdoor space will be suitable for physical education and recreation.

The Trust will maintain an Accessibility Plan under the Equality Act 2010, ensuring continuous improvement in access to premises, facilities, and services for pupils, staff, and visitors with disabilities.

4. Inspection and Testing

Each academy will maintain accurate records and details of all statutory tests which are undertaken at their premises, this includes relevant paperwork and certificates.

Academies have access to the Statlog Compliance web-based tool that records and diaries such activities.

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 checks and testing sections of the DfE estates guidance on good estate management for schools.

Inspections will be specific to schools and not relevant across all if those issues do not exist.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable frequency of inspection, according to the item, risk and how the equipment is constructed. Regular visual inspections undertaken. All electrical equipment is checked annually as a minimum and we will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Head of Premises and Estates / Site/Premises Manager

Fixed electrical installation tests (including lightning conductors)	Variable frequency, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Head of Premises and Estates / Site/Premises Manager
Emergency lighting	Monthly flash test. Annual condition test (including 3-hour battery test) by a competent person.	Head of Premises and Estates / Site/Premises Manager
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.	Head of Premises and Estates / Site/Premises Manager
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	Site/Premises Manager
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years where applicable). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Site /Premises Manager
Pressure systems	No fixed maintenance requirement but checked at each boiler service. (BTCT follow the guidance of the HSE's Safety of Pressure Systems guidance, and an examination of the system is carried out by a competent person	Premises/Site Manager

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	Premises/Site Manager
Asbestos	Regular inspections as part of the asbestos register and management plan. Photographic review of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Head of Premises and Estates
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.	Premises/Site Team, Premises/Site Manager
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	Premises/Site Team, Premises/Site Manager
Fire doors	Regular checks by a competent person.	Premises/Site Team, Premises/Site Manager
Firefighting equipment	Most equipment – extinguishers, fire blankets, fixed systems (such as sprinkler systems) and fire service	Premises/Site Team, Premises/Site Manager

	facilities – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	
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.	Operations Manager, Catering Manager, Head of Premises & Estates, Premises/Site Lead
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).	Science Technician, Departmental Lead
Playground and gymnasium 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.	Premises/Site Manager
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried	Premises/Site Manager

	out, with more detailed assessments if suspected structural faults or other risks are found.	
Radon	Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces. Radon measurements will last for 3 months, using radon monitors, in line with Public Health England radon guidance for schools. Where measurements show radon levels below 300Bq/m ³ , radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered. For any sites with radon levels above 300Bq/m ³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.	Premises/Site Manager

5. Monitoring Arrangements

The application of this policy is monitored by the Trust Head of Estates and Premises Managers 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 on the Trust's sharepoint.

6. Contractor Management

All contractors undergo pre-qualification checks, induction, and work under permit-to-work systems where required. Safeguarding and health and safety standards are enforced.

7. Training and Competence

Named roles receive training aligned with statutory requirements and the Estate Management Competency Framework. Records of training are maintained.

8. Sustainability and Climate Action

The Trust is committed to embedding sustainability and climate resilience within the management of school premises, in line with Department for Education (DfE) requirements and the national ambition for net zero. This includes reducing environmental impact, promoting biodiversity, and ensuring that premises operations contribute positively to the health and wellbeing of pupils, staff, and the wider community.

A designated Sustainability Lead will oversee the implementation of sustainability objectives across the estate.

Progress against sustainability targets will be reported to the Trust Board as part of the annual estates compliance review.

The Trust will maintain a Climate Action Plan, reviewed annually, which will include:

- Energy and Carbon Reduction: Measures to improve energy efficiency, adopt low-carbon technologies, and monitor energy usage to support decarbonisation.
- Waste and Water Management: Initiatives to reduce waste, increase recycling, minimise single-use plastics, and promote responsible water consumption.
- Sustainable Transport: Encouragement of active travel, car-sharing, and use of public transport for staff and pupils.
- Biodiversity and Green Spaces: Development and maintenance of green areas to enhance biodiversity and support outdoor learning.

Sustainability objectives will be embedded within planned preventive maintenance (PPM) schedules and capital projects. All refurbishment and new-build projects will consider energy performance, climate resilience, and compliance with DfE sustainability guidance.

Energy consumption and carbon emissions will be monitored and benchmarked annually. Performance data will inform continuous improvement actions and be included in the Trust's estates reporting.

The Trust will review sustainability measures annually, adapting to changes in legislation, DfE guidance, and best practice standards. Engagement with pupils, staff, and stakeholders will be encouraged to foster a culture of environmental responsibility.

9. Links with other policies

This premises management policy is linked to:

- Health & Safety Policy
- Risk Assessment Policy