



Pinner Wood School

Premises Management Policy

Document Control

Item	Detail
Approval Authority	Governing Board
Effective From	November 2025
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Next Review Date	November 2026
Signed by Chair of GB	

Statement of Intent

- Manage buildings and equipment efficiently and in full legal compliance.
- Inspect and test buildings and equipment regularly, meeting statutory requirements and best-practice recommendations.
- Promote the safety and wellbeing of staff, pupils, parents, and visitors in line with the Health and Safety at Work etc. Act 1974.
- Comply with the School Premises (England) Regulations 2012.

Guidance

- Federation of Property Societies' guidance on compliance monitoring in council buildings.
- Education and Skills Funding Agency (ESFA) Essential School Maintenance guidance.

Roles & Responsibilities

Governing Board, Headteacher, Site Manager and Business Manager ensure implementation and that inspections/testing occur as required.

Headteacher, Site Manager and Business Manager ensure relevant risk assessments are completed and reported to the Governing Board.

Site Manager will:

- Plan and deliver the PPM schedule; book statutory inspections/tests in line with the compliance calendar.
- Log, triage and make safe defects; arrange contractor attendance and record remedials.
- Complete routine checks and records: fire doors, weekly fire alarm test, emergency-lighting function, playground visuals, ladders/steps.
- Implement water hygiene controls (weekly flushing, temperature checks, TMVs/tanks) and escalate any non-compliance.
- Induct and supervise contractors on site; manage isolations and permits; stop unsafe work.
- Maintain premises risk assessments (e.g., WAH, traffic routes, COSHH for site use) and review after incidents/changes.
- Lead evacuation drills; keep escape routes clear and fire equipment serviceable.
- Manage opening/locking, intruder alarm/CCTV (where installed), car park/paths and winter gritting.
- Support school events/lettings (layouts, access, safety) and ensure controls are in place.
- Provide monthly compliance/defect updates to the Headteacher and Business Manager.

(This list is not exhaustive.)

Business Manager – Premises Compliance & Vetting

Core remit

- Contractor vetting & onboarding: verify competence/qualifications (e.g., Gas Safe, NICEIC), public/employers' liability insurance, method statements, risk assessments, and references; maintain an approved-contractor list.
- DBS & safeguarding: determine where DBS is required, obtain/verify checks or written assurances from agencies, record outcomes on the Single Central Record/contractor register, and set supervision controls for non-DBS visitors.
- Procurement & contracts: run compliant procurement (quotes/tenders), issue POs, manage service contracts/SLAs, renewals and performance.
- Permits & documentation: administer permit-to-work (hot works, roof access etc.); ensure RAMS are received and signed off before start.
- Insurance & claims: liaise with insurers on notifiable works and incidents; manage claims and evidence.

- Records & audit: hold the Premises Compliance Folder (digital/hard copy); file statutory certificates; chase expiries and close actions.
- Budget & planning: manage premises OPEX/CAPEX lines with the Headteacher; keep a 3–5-year lifecycle/renewal plan.
- Training & competence: track staff/contractor inductions and H&S training; schedule refreshers.
- Data protection: ensure lawful processing/storage of contractor and safeguarding information.

Interface with Site Manager

- Before works: BM confirms vetting/DBS/insurance/permits/PO; SM plans access, isolations and site safety.
- During works: SM supervises and coordinates on site; BM manages scope/contract changes.
- After works: SM signs off workmanship; BM files certificates and releases payment.

RACI snapshot

Process	Business Manager	Site Manager	Headteacher/GB
Contractor competence/insurance/references	R/A	C	I
DBS decisions & checks / SCR updates	R/A	C	I
Procurement, contracts, POs	R	C	A
Permit-to-work & RAMS filing	R	R	I
On-site supervision & inductions	C	R	I
Technical sign-off of works	C	R	I
Certificates filing & reminders	R	C	I
Insurance notifications/claims	R	C	I
Budgeting & lifecycle planning	R	C	A
Policy updates & audits	R	C	A

RACI is a roles grid so everyone knows who's doing what:

- **R – Responsible:** the doer. Executes the task.
- **A – Accountable:** the owner. Signs it off and is on the hook for the outcome (there should be exactly one “A”).
- **C – Consulted:** the advisors you actively seek input from (two-way).
- **I – Informed:** people who need the heads-up after decisions/action (one-way).

Schedule of Activities

The table below summarises statutory, recommended and best-practice actions. Detailed procedures and records are kept in the Premises Compliance Folder and digital logbook.

Aspect	Service Requirement	Statutory / Best Practice	Frequency	Notes / References
Air Conditioning	Energy inspection	Statutory	≤ every 5 years	Energy Performance of Buildings Regs 2007. Maintain biannual service as best practice.
Air Conditioning	Maintenance service	Best Practice	Annual	Keep reports/certificates.
Asbestos	Management plan & register	Statutory	Review when circumstances change	Control of Asbestos Regs 2012; HSE guidance.
Car Park / Traffic Routes	Risk assessment & controls	Statutory	Review after change/incident	Workplace (Health, Safety & Welfare) Regs 1992 (Reg 17).
Notices	Required notices displayed & current	Statutory	Termly checks	First-aid info; fire instructions; Employers' Liability Insurance; statutory posters.

CDM	Apply CDM duties for projects	Statutory	Per project	CDM 2015.
Contractors	Competence, insurance, permits	Statutory/Good Practice	Each appointment	Verify Gas Safe/NICEIC; RA/MS; safeguarding; induction.
COSHH	Risk assessments; storage & PPE	Statutory	Annual review (min)	COSHH Regs 2002 (as amended).
Drainage (roofs)	Clear/inspect outlets	Best Practice	Annually	Record works.
Electrical – PAT	Portable appliance testing	Best Practice (varies)	Typically annually by risk	PUWER 1998; retain inventory & test labels.
Electrical – Fixed	EICR (fixed wiring)	Statutory	Every 5 years (or as advised)	Electricity at Work Regs 1989; BS 7671. Last: 2022 (GBek).
Emergency Lighting	Function checks; duration tests	Statutory	Monthly; 6-monthly (1-hr); annual (full)	RR(FS)O 2005. Records kept.
Stage Lighting	Inspection/testing	Best Practice	Annually; portables 3-monthly	Competent person.
LEV / Extraction	Thorough exam & test	Statutory	Every 14 months	HSG258; kitchen extract deep clean annually.
Fire – Risk Assessment	FRA & action plan	Statutory	Annually and after change	RR(FS)O 2005. Competent assessor (Trinity Fire & Security).
Fire – Detection/Alarm	Weekly test; quarterly/annual service	Best Practice	Weekly user test; per contract	New system from 2020; records retained.

Fire – Doors	Condition/operation checks	Best Practice	Weekly	Include hold-open devices & closers; Paxton failsafe on alarm.
Fire – Extinguishers	Inspection/maintenance	Statutory/Best Practice	Annual (plus user checks)	Contractor: Trinity Fire & Security. Labels and records on units.
Fire – Blankets	Presence/condition	Best Practice	Termly	Located: kitchen, food tech, after-school spaces, tea points.
First Aid	Stock & expiry checks	Best Practice	Termly	Welfare Officer audits; incident logging on Medical Tracker.
Gas Safety	Appliances/pipework service & certification	Statutory	Annual	Gas Safety (Installation & Use) Regs 1998. Boilers: HBC.
Glazing	Safety glazing compliance	Statutory	On change + periodic	Workplace (HSW) Regs 1992; Building Regs Part M.
Lifts & Hoists	Thorough examination	Statutory	Passenger: 6-monthly; Goods: 12-monthly	LOLER 1998. Contractor: Chiltern Lifts.
Lightning Protection	Inspection & test	Best Practice	Every 11 months	BS 7430/BS EN 62305.
Mobile Buildings	Structural inspection (stability)	Best Practice	Annual (age dependent)	BRE Digest 374.

Playground & Gym	Inspection/testing	Best Practice	Annual	British Standards; daily visual checks by Site Team.
Security	Intruder alarm monitoring	Best Practice	Continuous	Monitored; Banham Security escalation.
Shared Premises	Risk assessment	Statutory	As required	Management of H&S at Work Regs 1999 (Reg 11).
Slips & Trips	Risk assessment & controls	Statutory	As required	Workplace (HSW) Regs 1992; HSE guidance.
Tree Safety	Survey/inspections	Best Practice	Annual + after severe weather/works	H&S at Work Act; Occupiers Liability Acts. Contractor: Gristwood & Toms. Grounds: Turfcare.
Vacant Buildings	Risk assessment	Best Practice	As required	Occupiers Liability Act 1984.
Water Hygiene	Risk assessment & controls (incl. flushing)	Statutory	Review per risk; flushing weekly	HSE ACOP L8 & HSG274. Contractor: Sandess.
Water Systems	TMV testing; tank inspection/clean	Statutory/Best Practice	Periodic temps; annual tank clean	Maintain temp ranges; records retained.
Workstations (DSE)	Assessments & adjustments	Best Practice	On change of user/location	DSE Regs 1992.

Work at Height	Competence, equipment, WAH risk assessments	Statutory	Ongoing; annual anchor checks	WAH Regs 2005; LOLER (if applicable).
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Risk Assessment

A suitable and sufficient assessment will:

- Identify significant foreseeable risks.
- Enable prioritised actions.
- Be appropriate to the activity and remain valid for a reasonable period.
- Reflect what can practicably be expected.

Risk assessments are reviewed after incidents, significant change, or on scheduled review dates.

Topic Procedures

Air Conditioning Systems

- Maintenance: 6-monthly service and annual maintenance as best practice.
- Energy inspection: at intervals not exceeding 5 years by a qualified energy assessor.
- Keep all reports with the Premises Compliance Folder.

Asbestos

- Maintain an Asbestos Management Plan and accessible register.
- Survey/register reviewed before any refurbishment or maintenance that may disturb fabric.
- Additional surveys undertaken if new works occur on site.

Car Park & Pedestrian / Vehicle Segregation

- Traffic routes to be suitable, indicated where necessary and segregated where reasonably practicable.
- During peak drop-off/pick-up times the car park may be actively managed by the Site Team.

Compulsory Display of Notices

- Display and keep current: first-aid contacts, fire instructions, Employers' Liability Insurance, statutory posters, and any other required notices.
- Termly compliance checks.

Contractor Qualification Checks

- Verify competence (e.g., Gas Safe, NICEIC), insurance, references, H&S policy, method statements and risk assessments.
- Provide site induction covering hazards, accident reporting and emergency procedures.

COSHH

- Maintain COSHH assessments for all hazardous substances (cleaning, water treatment, science).
- Provide suitable storage (locked cabinets), ventilation, and PPE.
- Service/inspect extraction and relevant plant per schedule.

Drainage

- Annual inspection and clearing of flat roof drains by contractor. Record findings and remedials.

Electrical Safety

- PAT: risk-based intervals (typically annually). Maintain inventory, labels, and records.
- Fixed Wiring (EICR): every 5 years or as advised by a competent person (last: 2022 – GBek).
- Emergency Lighting: monthly checks by Site Team; 6-monthly 1-hour test; annual full-duration test.
- Stage Lighting: annual inspection/testing; portable dimmer racks every 3 months and after alteration.

Equality Act 2010

- Consider reasonable adjustments when alterations are made to the building or environment.
- Refer to Equality Act 2010 and underpinning DDA background/BS 8300.

Extraction & LEV

- Maintain extraction systems in efficient working order; keep five-year records.
- LEV: thorough examination every 14 months.
- Kitchen extract: annual deep clean. AHU filters replaced as required.

Fire Safety

- Comprehensive Fire Risk Assessment by competent person (Trinity Fire & Security), reviewed annually or after change.
- Detection/Alarm: weekly user tests; scheduled contractor servicing. New system commissioned 2020.
- Fire Doors: weekly checks (including magnetic/Paxton releases).
- Extinguishers: annual maintenance; retain labels/records on units.
- Fire Blankets: installed at kitchen, food tech, after-school spaces and tea points.
- Staff fire safety training recorded on training log.

First Aid Equipment

- First aid boxes located throughout the site; termly audits by Welfare Officer.
- High proportion of trained first aiders (FAW/EFAW/Paediatric). All incidents recorded on Medical Tracker.

Gas Safety

- Boilers and gas appliances serviced annually by competent contractor (HBC). Maintain certification.
- Visual inspections of pipework; ensure ventilation/flues comply.

Glazing

- Initial survey confirms safety glazing in required locations; ongoing compliance checks for replacements.

Lifts & Hoists

- LOLER thorough examination: passenger lifts 6-monthly; goods lifts 12-monthly; after significant change.
- Contractor: Chiltern Lifts. Maintenance/defect logs retained.

Lightning Protection

- Full test every 11 months by competent person; address corrosion/earthing/structural changes.

Mobile / Temporary Buildings

- Annual structural inspection (age dependent) to verify stability and condition.

Playground & Gymnasium Equipment

- Annual formal inspection/certification; daily visual checks by Site Team.

Security

- Monitored intruder alarm (24/7). On activation, Banham Security contact Site Team.

Shared Premises

- Risk assessments and coordination with partners where areas or services are shared.

Slips & Trips

- Risk assessment and proportionate controls; periodic review following incidents or changes.

Tree Safety

- Daily visual checks by Site Team; annual survey by Gristwood & Toms; remedials as advised. Report unstable trees to Site Manager.
- Grounds maintenance support by Turfcare.

Vacant Buildings

- Risk assessment and controls proportionate to the nature/duration of vacancy.

Water Hygiene (Legionella etc.)

- Legionella risk assessment by Sandess; review regularly or after system change.
- Low-use outlets flushed weekly; records retained.
- Outlets fitted with TMVs; periodic temperature checks to verify compliance.

- Water tank: periodic visual inspections; annual clean by competent contractor.

Workstation (DSE) Assessment

- Assessments coordinated by Welfare Officer. Provide adjustments/equipment (e.g., footrests, ergonomic peripherals) as required.

Working at Height & Anchors

- Staff trained/competent for WAH; training recorded. Use appropriate equipment and WAH risk assessments.
- Where fitted, eyebolts/cradles inspected annually (LOLER/WAH as applicable).

The Pinner Wood Statement

Pinner Wood School is committed to equality of opportunity for all pupils, staff and visitors. Guided by our Core Values, we ensure everyone is treated fairly regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender identity, sexual orientation, or marital status. We strive to provide an inclusive environment and to broaden knowledge and experiences for all who visit the school. Our aims, including improved access and opportunity for those with disabilities, are embedded within the School Improvement Plan.