Godstone Primary and Nursery School



Premises Management Policy

REVIEW DATE: September 2026
REVIEWED BY: Governing Body
NEXT REVIEW: September 2027
WRITTEN BY: Tim Preston

Headteacher:	Nick Usher
Chair of Governors:	Liam McGivern

Introduction

Our school 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 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 School Premises (England) Regulations 2012.
- Complies with the 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 (GEMS).

Roles and Responsibilities

The Governing body, Headteacher, School Business Manager who is also acting as Premises Manager will ensure this Premises Management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Headteacher and Premises Manager are primarily responsible for ensuring relevant risk assessments are conducted and for reporting to the Governing body, as required.

The Premises Manager is 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 School Business Manager about what actions need to be taken to keep the school premises safe.

Where appropriate we engage a suitably qualified person to carry out inspection, testing or maintenance.

Inspection and Testing

We 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.

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 Areas we inspect, the requirement and inspection frequency. It covers statutory checks as well as recommended good practice checks from the relevant guidance in the checks and testing sections of GEMS.

Section	Area	Requirement	Statutory or recommended	Frequency
Building structure and fabric	Structural stability	Periodic inspection	Recommended	Termly
Building structure and fabric	Working at height and fall protection	Periodic inspection	Recommended	Termly
Building structure and fabric	Slips, trips and falls	Periodic inspection	Recommended	Weekly
Building structure and fabric	Glazing	Periodic inspection	Statutory	Weekly
Building structure and fabric	Drainage and sewerage	Periodic inspection	Recommended	Termly
Building structure and fabric	Asbestos	Review of asbestos register and management plan	Statutory	Annual
Fire safety	Alarms	Fire alarm function test	Recommended	Weekly
Fire safety	Alarms	Full inspection and test	Recommended	Quarterly
Fire safety	Alarms	Annual detailed service and Inspection	Statutory	Annual

Fire safety	Fire escape and safety	Fire risk assessment	Recommended	Annual
Fire safety	Fire doors	Periodic inspection	Statutory	Termly
Fire safety	Firefighting equipment	Fire extinguisher inspection	Statutory	Annual
Fire safety	Firefighting equipment	Fire blanket inspection	Statutory	Annual
Fire safety	Emergency lighting	Operational test	Recommended	Monthly
Fire safety	Emergency lighting	Full inspection and test	Recommended	6 monthly
Fire safety	Signage and exit routes	Periodic inspection	Recommended	Annual
Fire safety	Lightning protection	Inspection and testing	Recommended	Annual
Heating, ventilation and water	Gas installations	Gas safety inspection and servicing	Statutory	Annual
Heating, ventilation and water	Ventilation	Filter and duct inspection/cleaning	Recommended	Annual
Heating, ventilation and water	Radiators and fan convectors	System inspection and test	Recommended	Termly
Heating, ventilation and water	Hot water temperature	Testing regime	Recommended	Regularly
Heating, ventilation and water	Local exhaust ventilation	Inspection and testing	Statutory	Annual
Heating, ventilation and water	Legionella	Testing, cleaning and risk assessment	Statutory	Annual
Heating, ventilation and water	Air conditioning	Checks and maintenance	Recommended	6 monthly
Electrical safety	Portable appliance testing	Equipment test	Recommended	Annual
Electrical safety	Fixed electrical supply/installation	Inspection and test	Statutory	5 Years

Electrical safety	Lighting	Operational test	Recommended	Termly
External areas	Perimeter security	Perimeter inspection	Recommended	Termly
External areas	Access routes, gates, roadways and parking	Review and inspection	Recommended	Termly
External areas	Trees	Inspection	Recommended	Annual
External areas	Trees	Risk assessment review	Recommended	Annual
External areas	Radon	Review risk assessment and management arrangements	Recommended	Annual
Other building services and fixed equipment	Gym and playground equipment	Inspection	Recommended	Annual
Other building services and fixed equipment	Storing hazardous substances	COSHH assessment and review	Recommended	Annual