Orion Education

POLICY

PREMISES MANAGEMENT

Approval Date	**October 2025**
Review Date	**2027/28 – AUTUMN TERM**
Owner	Head of Estates

Policy Type		
	■	Trust Policy to be adopted in full
		Trust Policy adapted by the School
		School Policy

Approval Body		
		Executive
	■	Trust Board
		Local Advisory Body (LAB)

Orion Education

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

How do we behave?

Trust • Kindness • Endeavour

What do we do?

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

How do we succeed?

Through a clear backbone, strong culture, academic rigour and smart systems.

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1. Introduction

This Premises Management Policy outlines the framework and responsibilities for the effective management of all school premises within Orion Education (here after referred to as "the Trust"). It ensures compliance with legal requirements, promotes health and safety, and provides an environment conducive to education and wellbeing.

2. Scope

This policy applies to all premises owned, leased, or managed by the Trust and includes all staff, students, contractors, and visitors using Trust facilities.

3. Objectives

- Maintain safe, secure, and well-maintained premises for teaching, learning, and other activities.
- Ensure compliance with all relevant statutory and regulatory requirements, including health and safety legislation and safeguarding obligations.
- Provide clear roles and responsibilities for premises management.

- Support sustainability and energy efficiency initiatives.

4. Legal Framework

This policy operates within the context of the following legislation and guidance:

- **The Health and Safety at Work Act 1974**
- **The Regulatory Reform (Fire Safety) Order 2005**
- **The Education (School Premises) Regulations 2012**
- **The Equality Act 2010**
- **DfE Guidance: *Good Estate Management for Schools***
- **Other applicable regulations and standards**.

5. Roles and Responsibilities

5.1 The Trustees

- Ensure premises management policies and procedures are in place across all schools.
- Allocate sufficient resources for effective premises management, including maintenance, repairs, and compliance checks.
- Oversee strategic decisions regarding capital projects and premises development.

5.2 Chief Executive

- Prioritising investment in premises to support high-quality education, safeguarding, and compliance.
- Providing leadership to ensure that premises management aligns with the Trust's strategic goals and vision.

5.3 Head of Estates

- Ensuring the development, implementation, and review of the Trust's Premises Management Policy.
- Ensuring that all premises comply with statutory and regulatory requirements, such as health and safety, fire safety, and accessibility standards.
- Providing guidance to headteachers, business managers, and site staff on premises-related issues.

- Provide regular updates to the Executive Team and Trust Board on premises-related matters.
- Overseeing the allocation of budgets for maintenance, repairs, and capital projects.

5.4 Local Advisory Bodies (LABs)

- Support premises management at school level in accordance with Trust policies.
- Monitor premises issues raised at the school level and escalate as needed.

5.5 Principals

- Ensure the school premises are safe and well-maintained for staff, students, and visitors.
- Allocate sufficient resources for effective premises management, including maintenance, repairs, and compliance checks.
- Ensure that premises management policies are implemented and monitored within their school.
- Communicate premises-related responsibilities to staff and provide relevant training.
- Report premises issues to the Site Manager and Head of Estates promptly.

5.6 Site Managers or equivalent person with site responsibility

- Day-to-day management of premises, ensuring compliance with health and safety and legal requirements.
- Oversee maintenance, repairs, and inspections.
- Track any remedial or recommendations works via the live tracker.
- Coordinate with contractors and service providers for premises-related work.
- Being the first point of contact for any issues with the premises.
- Maintain an inventory of assets and ensure they are functional and accounted for.

5.7 Staff

- Report significant premises issues to the site team via the compliance portal.
- Ensure that classrooms, teaching spaces and workspaces are safe and organised, with equipment stored properly and hazards minimised.

- Follow policies related to the safe use of equipment, storage of materials, and movement within school buildings.
- Support initiatives to reduce energy consumption, minimise waste, and maintain an environmentally friendly sites.
- Be familiar with emergency evacuation procedures and actively participate in drills.

5.8 Contractors

All contractors working on maintenance tasks will be expected to abide by the Trusts Health and Safety policy and procedures. When work is being planned, maintenance contractors or staff working on the premises should be provided with a site induction, key information about the site and the asbestos management plan.

- Urgent repairs will be prioritised and completed as soon as is practicable. Where there is a delay in any essential maintenance work being done, the site manager/site team will take appropriate action to ensure safety and control any risk.
- Access to any relevant risk assessments, drawings, instructions, handbooks, and records will be provided to maintenance staff and contractors.
- Routine, general, and detailed inspections
- The inspection and maintenance of each service and items of special equipment
- The maintenance of items that require regular attention to preserve good performance (in line with the manufacturers' instructions)

6. Premises Maintenance and Compliance

6.1 Inspections 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. The table below sets out the items we inspect, the inspection frequency, and the person responsible for checking each item 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 Department for Education's guidance on good estate management for schools.

All below inspections, checks, and documents are recorded and maintained on our compliance portal.

ITEM TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Annually. 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.	Site Manager or equivalent person with site responsibility
Fixed electrical installation tests	Every 5 years. Inspection and testing always carried out by a competent person. Remedial work carried out as per the competent inspector's advice.	Site Manager or equivalent person with site responsibility
Lighting protection	Annually by a competent qualified person in line with the Electricity at Work Act 1989	Site Manager or equivalent person with site responsibility
Emergency lighting	Monthly flick test. Annually condition test (including 3-hour battery test) by a competent person.	Site Manager or equivalent person with site responsibility

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.	Site Manager or equivalent person with site responsibility
Gas appliances and fittings	Gas safety inspections are completed, and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified, and their location recorded on an annual basis. All gas appliances are serviced 6 monthly. All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.	Site Manager or equivalent person with site responsibility

ITEM TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	All Air conditioning units are inspected and serviced every 6 months with the f-gas folder being updated in each instance. All Maintenance and servicing are carried out by a qualified engineer.TM44 inspection should be carried out every 5 years	Site Manager or equivalent person with site responsibility

Pressure systems	Checked annually as part of Engineering Inspection 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).	Site Manager or equivalent person with site responsibility
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.	Site Manager or equivalent person with site responsibility
Asbestos	An asbestos management Plan is in place for each building. This identifies all Known Asbestos and forms the Asbestos register Annual re-inspections of the known asbestos takes place using an approved contractor. All works surrounding asbestos require	Site Manager or equivalent person with site responsibility

	additional inspections by the licensed contractor Any changes to required are highlighted on the Asbestos register	
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.	Site Manager or equivalent person with site responsibility
Fall protection system	Annually inspection carried out by an external competent person.	Site Manager or equivalent person with site responsibility

ITEM TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable Quarterly or annual inspections and tests by a competent person. 2-yearly fire risk assessment by a competent person also.	Site Manager or equivalent person with site responsibility
Fire doors	Monthly in-house checks by a competent person. Annually by an external competent person.	Site Manager or equivalent person with site responsibility

Firefighting equipment	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.	Site Manager or equivalent person with site responsibility
Signage and exit routes	Regular checks on safe means of escapes and signage that provides direction to emergency exits.	Site Manager or equivalent person with site responsibility
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.	Site Manager or equivalent person with site responsibility
Chemical storage	Inventories are kept up-todate. 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	Site Manager or equivalent person with site responsibility

	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).	
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.	Site Manager or equivalent person with site responsibility
Radiator and fan convertors	Checked and inspected annually by a competent person.	Site Manager or equivalent person with site responsibility
Tree safety	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. In house checks should be carried before/after high winds.	Site Manager or equivalent person with site responsibility
Radon	Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas,	Site Manager or equivalent person with site responsibility

	and all of our below-ground workplaces. Radon measurements will last for 3 months, using radon monitors, in line with Public Health England (now the UK Health Security Agency) radon guidance for schools. Where measurements show radon levels below 300Bq/m3, 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/m3 we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.	
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	Site Manager or equivalent person with site responsibility
Glazing	An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.	Site Manager or equivalent person with site responsibility

Hoists	All hoists (both overhead & portable) receive a thorough examination, full maintenance and inspection by a competent person at least once every 12 months or when an issue is identified	Site Manager or equivalent person with site responsibility
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.	Site Manager or equivalent person with site responsibility
Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	Site Manager or equivalent person with site responsibility
Roofs, gutters, and drainage	Gutters, drains and roofs should be regularly checked and cleaned (where safe to do so)	Site Manager or equivalent person with site responsibility
External lighting	Regularly checked should be carried out to ensure lighting is sufficient to enable safe use of the site.	Site Manager or equivalent person with site responsibility

Perimeter security	Regularly checks of the perimeter should be carried out to ensure they are secured and controlled accordingly.	Site Manager or equivalent person with site responsibility
Automated gates or barriers	Regularly checks by a competent person should be carried out.	Site Manager or equivalent person with site responsibility

6.2 Reactive Maintenance and Repairs

A repair is usually considered to be an emergency if there is a risk to health and safety of users of the building or a danger of serious damage to the building itself. Examples include:

- Insecure property or failure of security systems (such as broken windows)
- Flood/fire
- Blocked and overflowing drains
- Failure of water supply
- Serious structural damage
- Complete failure of heating system in winter
- Complete failure of hot water system.

Emergency repairs should be dealt with immediately and appropriate action taken.

6.3 Cleaning and Hygiene

- Ensure cleaning standards are maintained to promote health and hygiene.
- Carry out daily cleaning spot checks.
- Undertake half termly cleaning audits to ensure quality assurance.

6.4 Security

- Implement security measures, including CCTV, secure access systems, and perimeter controls, to safeguard premises.
- Review security procedures annually or after incidents.

7. Sustainability and Energy Efficiency

- Promote energy-saving initiatives, including LED lighting, efficient heating systems, and water-saving measures.
- Encourage sustainable practices, such as recycling and waste reduction.
- Evaluate and consider renewable energy projects where feasible.

8. Emergency and Contingency Planning

- Develop the Trusts Critical Incident Plan for fire, flooding, and other risks.
- Conduct regular evacuation drills.
- Maintain an up-to-date inventory of critical equipment and contacts.

9. Training

All staff will receive appropriate training to ensure that they are able to work safely and effectively.

10. Records

Records will be kept of all service and maintenance works, including when a fault or repair requirement was reported, when the repair was arranged, who completed the repair. Incomplete or unsatisfactory repairs will be followed up. Maintenance records will be regularly reviewed to identify trends or patterns of work required and the performance of contractors.

11. Monitoring and Review

- The Head of Estates will review this policy every two years or in response to legislative changes.
- Regular monitoring and reporting on premises management will be conducted at LAB and Trust levels.

12. Associated Policies

This Premises Management Policy should be read in conjunction with:

- Health and Safety Policy
- Safeguarding Policy
- Risk Assessment Policy