



## Premises Management Policy

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## ETHICAL LEADERSHIP

1. Thomas Tallis School Plan 2024 -25 has seven aims.

1	A powerful curriculum
2	The best teaching and learning
3	Great achievement and progress
4	Highly successful Post-16 provision
5	Excellent personal development
6	Behaviour for a strong community
7	A model for a better world

As part of aim 7 Thomas Tallis School has adopted the *Framework for Ethical Leadership in Education*. This means that we try to behave in a principled and correct manner in everything we do.

Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do. We therefore behave with **selflessness, integrity, objectivity, accountability, openness, honesty and leadership**. We demonstrate **trust, wisdom, kindness, justice, service, courage and optimism**.

## Aims

1. Our school aims to ensure that:
  - The school buildings and equipment are managed in an efficient, legally compliant way
  - Buildings and equipment are tested regularly, taking into account statutory requirements and best practice recommendations
  - The safety and wellbeing of staff, pupils, parents and visitors is promoted via effective maintenance of the school buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
  - It complies with the requirements of [The School Premises \(England\) Regulations 2012](#)

## Legislation and statutory responsibilities

2. The Education (School Premises) Regulations 1999 stipulate minimum standards for school premises. Schools and Academies are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.
3. The workplace (Health, Safety and Welfare) Regulations 1992 apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

## Key Staff

4. G4S will assume the role of the Responsible Body.
5. The premises are constantly monitored by the Responsible Body who is line managed by the PFI provider. The Responsible Body liaises with the Operations Manager and Chief Operating Officer.
6. All staff report issues via the helpdesk: [premises@thomastallis.org.uk](mailto:premises@thomastallis.org.uk) (this has an auto forward to [greenwich.schools@ukg4s.com](mailto:greenwich.schools@ukg4s.com))
7. The Responsible Body is responsible for:
  - Inspecting and maintaining the school premises
  - Conducting repairs and maintenance
  - Conducting and keeping a record of risk assessments and incident logs related to the school premises
  - Being the first point of contact for any issues with the premises

The Operations Manager is responsible for:

- Being the contact for school staff for any issues with the premises
- Monitoring the application of this policy through regular meetings with the Responsible Body, checks of the school site and equipment.

### Inspection and Testing

8. The Responsible Body will maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.
9. All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.
10. As part of the records of completed works, the Responsible Body will 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 records will be shared with the Operations Manager and Chief Operating Officer upon request.
11. The table below sets out the issues we inspect and the inspection frequency. The Responsible Body will conduct the checks or where appropriate, engage 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](#).

ISSUE TO INSPECT	FREQUENCY
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 <a href="#">HSE guidance</a> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.
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.
Emergency lighting	Monthly flash test.  6-monthly condition test (including 3-hour battery test) by a competent person.

ISSUE TO INSPECT	FREQUENCY
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.
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>
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.
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>
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the <a href="#">HSE's Safety of Pressure Systems guidance</a> , 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).
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 <a href="#">guidance for each type from the HSE</a> .
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>

ISSUE TO INSPECT	FREQUENCY
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>
Fire doors	Regular checks by a competent person.
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.
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>
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 <a href="#">HSE guidance on COSHH assessment</a>).</p>
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>

ISSUE TO INSPECT	FREQUENCY
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.
Radon	<p>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.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with <a href="#">Public Health England (now the UK Health Security Agency) radon guidance for schools</a>. Where measurements show radon levels below 300Bq/m<sup>3</sup>, 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.</p> <p>For any sites with radon levels above 300Bq/m<sup>3</sup> we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>

### Other checks

12. The Responsible Body will also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

### Service Delivery Plan

13. This premises management policy should be read in conjunction with the following plans which make up the G4S Service Delivery Plan. These plans are renewed annually in March:

- Cleaning, Waste and Pest Control
- Building and Asset Management
- Energy and Utilities
- Caretaking and Porterage
- Security
- Management

- Grounds Maintenance

### **Lettings**

14. Lettings are completed via Community Use and are outside the school's normal operating hours. These are managed and operated via the Operations Manager under the supervision of the Local Authority.

Cheryl Campbell  
Chief Operating Officer  
June 2025

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