



# PREMISES MANAGEMENT POLICY

2025-2026

MAT Board Approval:	November 2025
Last Review:	November 2025
Next Review:	Autumn 2026
Member of Staff Responsible:	CEO

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# DoWMAT Vision and Values

## Our Vision

DOWMAT's vision is to foster an inclusive, nurturing environment where everyone flourishes - academically, spiritually, and personally. Rooted in Christian values, we prioritise the vulnerable, promote work-life balance, and strive to deliver exceptional education, while celebrating each academy's unique identity—reflecting the fullness of life promised in John 10:10.

**'To love, to learn, to serve - through collaboration, honesty, and hope.'**

## Our Values

### Love

We are committed to **Compassion and Care**: As Christ commands, we strive to love one another deeply, fostering empathy, respect, and kindness. We create a culture where we genuinely care for each other, supporting personal, professional and spiritual growth, as we walk in His love.

### Learn

We are committed to **Continuous Growth and Wisdom**: Following the call to grow in knowledge and understanding, we cultivate a culture of curiosity, adaptability, and continual improvement. We encourage all to seek wisdom and learning, guided by God's truth, that we might serve more effectively.

### Serve

We are committed to **Service and Impact**: Inspired by Christ's example of humble service, we dedicate ourselves to serving others, contributing to the well-being of our schools, communities, and beyond, bringing His light and love into all we do.

### Collaboration

We are committed to **Unity in Purpose**: We value working together in mutual respect, knowing that through collaboration, we can have a greater impact supporting each other to achieve our shared vision.

### Honesty

We are committed to **Integrity and Truth**: Following Christ's call to live in truth, we foster a culture of honesty, transparency, and trust, ensuring that our actions reflect His integrity in all dealings, upholding the highest ethical standards.

### Hope

We are committed to **Inspiring Hope and Faith**: As bearers of Christ's hope, we instil in every individual the belief in their God-given potential to achieve great things, trusting in His plan to bring good out of all circumstances, and inspiring hope for a future filled with His promises.

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### 1. Aims

Our trust 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 Education \(Independent School Standards\) Regulations 2014](#)
- Complies with the requirements of the [statutory framework for the EYFS](#) for relevant schools

### 2. Guidance

This document is based on the Department for Education’s guidance on [good estate management for schools](#).

This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

The headteacher will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy. The Local School Board will monitor policy implementation. The Trust Board will maintain oversight of compliance through termly reporting.

The headteacher is responsible for:

- Ensuring relevant risk assessments are conducted and for reporting to the Local Academy Board, as required.
- Inspecting and maintaining the school premises through appropriate actions
- Ensuring repairs and maintenance are completed in line with the budget
- 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 Operations Manager about what actions need to be taken to keep the school premises safe

#### 4. Inspection and testing

Each Headteacher is responsible for ensuring that all statutory and recommended site tests are completed in line with regulatory requirements. In practice, this responsibility is often delegated to a designated member of support staff or the site officer, who either arranges for an external contractor to carry out the test or undertakes the inspection themselves, depending on the nature of the task.

We use an online system ‘Smartlog’ to 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 issues we inspect, the inspection frequency, and the person responsible for checking each issue and engaging a suitably qualified person to carry out inspection, testing or maintenance where appropriate. 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	STATUTORY/ GOOD PRACTICE
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.	Good practice

ISSUE TO INSPECT	FREQUENCY	STATUTORY/ GOOD PRACTICE
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.	Statutory
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Good practice
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.	Statutory
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.	Statutory
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	Good practice
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Good practice

ISSUE TO INSPECT	FREQUENCY	STATUTORY/ GOOD PRACTICE
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).	Good practice
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> .	Statutory
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Statutory
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.	Good practice

ISSUE TO INSPECT	FREQUENCY	STATUTORY/ GOOD PRACTICE
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>	Statutory
Fire doors	Regular checks by a competent person.	Good practice
Firefighting equipment	<p>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.</p>	Statutory
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>	Statutory

ISSUE TO INSPECT	FREQUENCY	STATUTORY/ GOOD PRACTICE
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>	Good practice
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>	Good practice
Tree safety	<p>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.</p>	Good practice

## **5. Risk assessments and other checks**

Please refer to our risk assessment policy for information about the trust's approach to risk assessment.

In addition to the risk assessments we are required to have in place, we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Vacant buildings
- Lettings

The individual school also makes 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

## **6. Monitoring arrangements**

The application of this policy is monitored by the headteacher of each academy through, among other things delegating to the site officer or a member of support staff, the responsibility for 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 in the relevant academy office.

This policy will be reviewed by the CEO every year. At every review, the policy will be shared with and approved by the board of directors.

## **7. Links with other policies**

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy

## Document History

Date	Author	Summary Changes	Approved by
14.10.2025	V. Shelley	1. New Policy	