



Deanery CE Primary School
Academy Status

Premises Management Policy

June 2026

The Deanery School Christian Ethos

Our School Motto – ‘Ad Majorem Dei Gloriam’

Translated this simply means ‘To the Greater Glory of God’.

Vision

At the Deanery, our vision is rooted in the words of Luke 10:27 — to love God with all our heart, soul, strength and mind, and to love our neighbour as ourselves.

This shapes everything we do. We seek to respond faithfully to God’s love by nurturing a community where each person is valued, supported and encouraged to flourish. In every aspect of school life—both the everyday moments and the significant milestones—we aim to reflect God’s love through our actions, relationships and decisions.

Beliefs and Values

We believe that every child is precious to God and created to thrive. As a Christian school, we aim to model the love, compassion, respect and kindness taught by Jesus. Inspired by the call to “love your neighbour,” we seek to build a community marked by peace, hope, joy, grace and mutual care.

We believe that education, strengthened by faith and lived values, enables children to grow in confidence, character and understanding, fulfilling their God-given potential.

School Culture

At the Deanery, we strive to create a learning environment where all members of our community are supported to develop socially, spiritually, creatively and academically. Guided by Luke 10:27, we aim to show love for God and one another in the way we learn, work and live together.

We aim to:

- Foster a school community enriched spiritually, morally, ethically and socially through the Christian faith.
- Value every child as uniquely created and loved by God, regardless of faith, ability, gender or ethnicity.
- Nurture children to show respect, kindness and consideration—loving their neighbour as themselves.
- Provide experiences that develop confidence, resilience, independence and self-esteem.
- Support each child to fulfil their potential across the whole curriculum.
- Promote curiosity, knowledge and understanding in a secure, stimulating and enriched environment.
- Build strong partnerships with staff, governors, parents, the local community, parish churches and the Birmingham Diocese.
- Encourage each child to develop aspirations for their future and recognise their place in God’s world.
- Enable all members of our community to understand their responsibility and value within the wider community.

Contents

Premises Management Policy.....	i
1. Aims.....	4
2. Guidance	4
3. Roles and responsibilities	4
4. Inspection and testing.....	5
5. Risk assessments and other checks.....	9
6. Links with other policies.....	9

The Department for Education's (DfE's) guidance on statutory policies for schools includes 'premises management documents'. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

This policy is based on the DfE's guidance on good estate management.

1. Aims

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 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.

3. Roles and responsibilities

The site manager, Head Teacher and governing board will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

They are responsible for ensuring relevant risk assessments are conducted and reported on.

The site 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 Head Teacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

4. 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 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	PERSON RESPONSIBLE
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 <u>HSE guidance</u> on maintaining portable electric equipment for suggested intervals and types of testing/inspection	Site Manager
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Generally every 5 years. Inspection and testing always carried out by a competent person. No lightening conductors – due to being single storey.	Site Manager Driscoll Electricals
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Manager Sutton Fire Protection

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Every 6 months 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.	Site Manager WM Austin contractor
Air conditioning systems	Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	WM Austin contractor
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the <u>HSE's Safety of Pressure Systems guidance</u> , 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). Annually Pressure relief valves on main boilers – sent to be calibrated or changed – every 5 years	Allocated engineer from Zurich Insurers WM Austin contractor
Legionella checks on all water systems	Risk assessment of each site carried out – none present. Regularly checked by a competent person. Water tested monthly.	Site manager Contractor tests annually

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Asbestos	Regular inspections as part of the asbestos register and management plan. (Flooring checked every 3 months) Reviews of the asbestos register annually (April). Refurbishment and demolition surveys before any refurbishment or demolition work.	Site manager Licensed contractor.
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. Termly inspection of ladders.	Staff & Site manager
Fire detection and alarm systems	Weekly alarm tests (Friday at 7am), with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person – also includes the maintenance of fire detection and alarm systems.	Site Manager Sutton Fire GLA
Fire doors	Regular checks by a competent person.	Site Manager
Firefighting equipment	Most equipment – extinguishers, fire blankets inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Site Manager Sutton Fire
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.	Catering Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Chemical storage	Inventories are kept up-to-date. 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 <u>HSE guidance on COSHH assessment</u>). Bi-annually.	Site Manager
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 & taff Play Quest Elite
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. Monthly.	Site Manager Elite Country Wide Grounds
Radon	None present according to <u>Public Health England (now the UK Health Security Agency) radon guidance for schools</u>. Risk assessments including radon measurements will be carried out if further knowledge of this is acquired.	Site Manager

5. Risk assessments and other checks

Please refer to our risk assessment policy for information about the school'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
- Lettings
- Playground/outdoor equipment use

The school also makes sure further checks are made to confirm the following:

- 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
- Authorisation by the Diocese of Birmingham for major adaptations/ site works

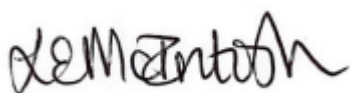
6. Links with other policies

This premises management policy is linked to:

- Health and safety policy
- Risk assessment policy

Reviewed June 2026

Approved by Lisa McIntosh Head Teacher



Presented to the Governing Body

Date: 8/7/26



Signature