



DEVONPORT HIGH SCHOOL FOR GIRLS

PREMISES MANAGEMENT POLICY

Named Person: Anthony Brisley

Category: Statutory

Review: Annually

Date to be reviewed: Summer 2027

**This policy has been reviewed
with regard to the work/life balance of staff.**

Ratified and Adopted at the Trustees' Meeting: 29/06/2026

PREMISES MANAGEMENT POLICY

Purpose

The purpose of this policy is to outline the procedures governing Premises Management that exist in order to provide an appropriate learning and working environment for all students, staff and visitors.

Objectives

The objectives of this policy are to:

- ensure all statutory and legal requirements are met
- achieve best practice wherever possible in accessibility and environmental management

Duties

Responsibilities for Premises Management are as follows:

- a. the Trustees: endorsing this policy
- b. Head Teacher and Senior Leadership Team: providing oversight, direction and commitment to the accommodation and facilities approach
- c. Director of Finance and Resources: ensuring a Premises Management Policy is in place and an appropriate budget is set
- d. Estates Manager: ensuring that premises are maintained in line with this policy
- e. all staff, students and visitors: understanding of, and contributing to the Premises Management Policy and Health and Safety Policy, and reporting any damages or need for repairs

Fire Detection and Alarm

All areas of the building are protected by the fire detection system and regular fire testing is carried out by the Estates Manager.

The location of the fire assembly point is displayed within the school and fire drills are carried out throughout the year.

If the fire alarm is activated all students, staff and visitors should follow the emergency procedures and alarm instructions. Further instructions will be given at the assembly point in relation to any further action or for re-occupation of the building.

Security

All visitors to the school should sign in at reception and will receive a badge to be worn during their visit. Visitors without an enhanced DBS certificate will receive a red badge and will be accompanied at all times by a member of staff when onsite.

Staff and Sixth Form students will be issued with photo passes which should be in view at all times.

Accessibility

There is disabled access to the school on the east side of the main building. There is also a lift to the first floor.

A hearing loop is fitted in the main reception and there are two portable hearing loops in the dining room and library.

There is a disabled toilet on the ground floor and first floor main building, in the art block, languages block and mathematics block.

There are designated fire refuge points.

There are fire evacuation chairs at each refuge point.

There is a fire alarm pager available for any person with hearing difficulties.

There is a lightweight, foldable wheelchair for transporting people around all areas of the site.

Schedule of Activities

The premises management will conform to the Compliance Monitoring of Council Buildings and a schedule of activities is attached at appendix A.

SCHEDULE OF ACTIVITIES

APPENDIX A

This Schedule merely provides an outline of the specific areas, their service requirements and inspection regimes

Aspect	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/ Regularity	Contract in place
Air Conditioning	Inspection	Best Practice Statutory	Annual Not exceeding 5 years	Contractor Yes Annually
Asbestos Register		Statutory	When circumstances dictate e.g. if changes to the premises have been made	In Place – last full survey 2010 last update 2017
Car parking & vehicle pedestrian segregation	Risk Assessment	Best Practice	As required – regular risk assessment per event	Revised traffic management 2011
Compulsory Display of Notices	Checks made to ensure correct and up to date information is displayed	Statutory	Regular checks to ensure information is on display and is current. The display of most information	Ongoing e.g. Employer's Liability H&S, Emergency Procedures
Construction (Design & management)	On letting of a construction project	Statutory	As required – on letting of a construction project	On appointment for project
Contractor Qualification Check	Checks made on contractors qualifications i.e. NICEIC, ECA etc.	Statutory	On appointment of contractor Due diligence by Project Manager	Contractor Yes
Control of Substances Hazardous to Health (COSHH)	Check on storage and use of hazardous materials	Statutory	Best Practice COSHH records monitored by Estates Manager and updated regularly	Estates Manager Cleaning supervisor Technicians
Disability Discrimination Act	Inspection	Statutory	Checks to be made whenever alteration/changes are made to the building or external environment	Estates Manager Director of Finance and Resources Contractor as appropriate

Aspect	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/ Regularity	Contract in place
Electrical – PAT	Portable appliance testing	Statutory	Variable but can be up to annual	In house rolling programme, Estates Manager, Site Staff ICT and Science Technicians
Electrical – Fixed Electrical installations	Schematic of supply route and primary distribution	Best Practice	Annual Update	Estates Manager
	Inspection of fixed wiring and all distribution boards and safety devices	Best Practice	Annual	Estates Manager
	Testing of all fixed wiring and all distribution boards	Statutory	5 yearly (or more frequently as determined by competent person)	Contractor Yes
Electrical Stage Lighting	Inspection and Testing	Statutory	Annual inspection and test by competent person	Contractor Yes
Emergency Lighting	Inspection and testing of system	Statutory	Variable but recommend monthly inspection by Estates Manager to check functionality. Annual full duration test	Estates Manager Contractor Yes
Extraction Systems Including Fume cupboards	Inspection & Testing of Dust Extraction Equipment	Statutory	Annual	Contractor Yes
	Local Exhaust Ventilation	Statutory	Annual	Contractor Yes
Fire Risk Assessment	Fire Risk Assessment	Statutory	Whenever any changes are made that will impact on the original assessment	Contractor Yes
Fire Detection & Alarm Systems	Inspection & testing of system	Statutory	Weekly test with formal quarterly and annual inspections by competent persons	Estates Manager Contractor Yes

Aspect	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/ Regularity	Contract in place
Fire Doors	Inspection	Best Practice	Weekly visual check	Estates Manager
Firefighting Equipment	Inspecting and maintenance extinguishers	Best Practice	Annual	Contractor Yes
First Aid Equipment	Inspection	Best Practice	Regular checks to ensure no equipment is outside of expiry date	Estates Manager
Gas Safety	Gas Safety Inspections & certificates	Statutory	Annual	Contractor Yes
Gas Appliance	Identification & location	Statutory	Annual Updating	Contractor Yes
	Servicing for efficient operation, combustions	Statutory	Annual Servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working	Contractor Yes
Glazing	Checks	Best Practice	Ongoing checks that any glazing replacements are with safety glass as required	Estates Manager/Contractor as required
Lifts	Thorough examination, full maintenance and inspection	Statutory	Every 6 months minimum for passenger lifts	Contractor Yes
Mobiles – Stability of	Structural inspection of mobile accommodation	Best Practice	Ongoing Inspections	Estates Manager and appropriate contractor when required
Gym equipment-fixed	Inspection & testing	Statutory	Annual	Contractor Yes
Slips & Trips	Risk Assessment	Best Practice	Plan externally in place – reviewed regularly Internally – monitoring by all staff and repeated by Business Manager and Estates Manager	Estates Manager

Aspect	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/ Regularity	Contract in place
Tree Safety	Risk Assessment		Annual & Following any works that could have caused damage and high winds	Contractor Yes Estates Manager
Water Hygiene & Safety Legionnaires Disease etc.	Testing	Statutory	Monthly	Contractor Yes
Water Hygiene & Safety Cold Water Systems	Plan of Primary pipe work & main isolation points	Statutory	Annual updating	Contractor Yes
	Visual condition & compliance inspection	Statutory	Annual	Contractor Yes
	Tank conditions & compliance inspection	Statutory	Annual	Contractor Yes
	Water Quality check	Best Practice	By exception – if contacted by Estates Manager	Checked by Estates Manager
Water Hygiene & Safety Low pressure hot water systems	Visual condition inspection	Statutory	Annual	Contractor Yes
	Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc.)	Statutory	Annual	Contractor Yes
Workstation Assessment	Analysis of workstation to assess any health & safety risk	Best Practice	Change of employee or relocation of workstation	Director of Finance and Resources Estates Manager Line Managers
Working at Height	Risk Assessment	Best Practice	As required	Estates Manager as required