



Cabot
Learning
Federation

Premises Management policy

Academy Name: All Academies

Implementation Date: September 2025

Version: 1



History of significant Policy Changes

Date	Page	Change	Reason for Change
July 2025	Whole Document	Initial Draft	New Policy

Contents

History of most recent Policy Changes	2
Contents	4
1. Policy Statement.....	4
2. Scope and Purpose	4
3. Introduction	4
4. Aims	4
5. Guidance	5
6. Roles and responsibilities	5
7. Maintenance	9
8. Monitoring Arrangements	17
9. Links with other policies	17

This policy applies to all schools in Cabot Learning Federation

1. Policy Statement

Cabot Learning Federation is committed to ensuring open, safe, secure, and well-maintained learning and working environments for its students, staff, visitors, and stakeholders.

2. Scope and Purpose

To effectively manage the premises management obligations of the Trust and comply with all relevant government legislative requirements. To ensure the teaching and learning environment is safe and always welcoming.

3. Introduction

Cabot Learning Federation comprises thirty-six academies within the Trust, two of which are PFI schools and Herons Moor Academy is a building owned by North Somerset Council. Some academies within the Trust require investment relating to their individual buildings and such works will, where appropriate, be supported via the School Conditions Allocation (SCA).

The buildings are assets that need to be maintained in order that they may function effectively and efficiently in supporting the delivery of education. Any deterioration in the physical condition of the building, due to a lack of maintenance, can adversely affect service delivery and create legal, health and safety and reputation issues for the Trust, and additional capital investment needs due to deteriorations.

The maintenance of buildings is critical to the effective management of assets.

4. Aims

The Trust aims to ensure that:

- It remains compliant with the following legislation:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - The Gas Safety (Installation and Use) Regulations 1998
 - The Regulatory Reform (Fire Safety) Order 2005
 - Control of Asbestos Regulations 2012

- The Ionising Radiations Regulations 2017
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Construction (Design and Management) Regulations 2015 (CDM 2015)
- Education (School Premises) Regulation 1999
- It specifies minimum requirements for the management of maintenance
- Building assets are adequately maintained
- The buildings are managed in line with regulatory, statutory, and legislative compliance
- The risks to the academies within the Trust are effectively managed
- Health, safety, and security objectives are met
- The Trust has necessary information for the monitoring, maintenance, condition, and performance of buildings at an organisational level and;
- There is adequate information at operational level to undertake maintenance including the ability to review new policies and strategies, analyse lifecycle costs, plan for replacements and upgrades, and improve the efficiency and effectiveness of maintenance.
- That adequate funding is made available to ensure Trust aims are met.

By adopting this approach, the Trust will agree 'guiding principles for the management of maintenance and repair of Trust owned assets to ensure compliance with regulation and legislation.

5. Guidance

This document is based on the Department for Education's guidance on Good Estate Management for Schools (GEMS). This policy complies with the Trust's funding agreement and articles of association.

6. Roles and responsibilities

The Board of Trustees, Director of Estates and Facilities, Deputy Director of Estates and Facilities, ~~Head of Estates~~Estates Manager, Deputy Estates Managers, Academy Councils, Principals, Operations Managers and ~~Premises Managers~~Premises Teams will ensure this Premises Management policy is implemented, and that tests and inspections are carried out in accordance with this policy.

The Director of Estates and Facilities, Deputy Director of Estates and Facilities, ~~Head of Estates~~Estates Manager, Deputy Estates Managers, Principals, Operations Managers, and ~~Premises Managers~~Premises Teams are responsible for ensuring that relevant risk assessments are carried out and that appropriate reporting is made to the Board of Trustees or Academy Council, as required.

The Deputy Estates Managers are responsible for:

- Overseeing the management of repairs and maintenance within their cluster on Premises Helpdesk
- Supporting and advising the ~~Premises Managers~~Premises Teams within their cluster
- Monitoring the cluster premises checks and tasks dashboards
- Uploading and monitoring the various remedial action trackers (RAT's)
- Conducting termly process and procedure audits with the ~~Premises Manager~~Premises Team within their cluster

The ~~Premises Manager~~Premises Team is responsible for:

- Conducting minor repairs, checking, and maintaining the school premises
- Daily, weekly, monthly, and termly compliance and health & safety checks
 - Weekly Fire Alarm & Associated System Check
 - Weekly Flushing of LUO's
 - Weekly Minibus & Vehicle Check
 - Weekly Play Equipment Check
 - Weekly Sprinkler/Mist System Check
 - Monthly Emergency Alarm Pull-cord Check
 - Monthly Emergency Lighting (Flick) Test
 - Monthly Fire Extinguisher Check
 - Monthly Fire Blanket Check
 - Monthly Fire Door Check
 - Monthly Fire Escape Route Check
 - Monthly Green Emergency Door Release Check

- Monthly HWSV (Flow & Return) Temperature Check
- Monthly Hot & Cold Sentinel and Representative Outlet Temperature Check
- Monthly Lockdown System Check
- Monthly Plant Room Checks
- Termly Internal/External Site Walkrounds
- Termly Monitoring of 'Vulnerable' ACM's
- Termly CCTV Check
- Quarterly EVAC Chair Check
- Quarterly Disinfection and Descaling of showers and spray taps
- Quarterly Descaling of Outlets
- Six Monthly Ladder Inspection
- Six Monthly TMV Blended Temperature Check (Scald Risk)
- Annual Cold Water Storage Tank CheckCyclical PPM tasks
 - Monthly Water Softener Check
 - Six Monthly Empty Kitchen Grease Traps
 - Six Monthly Maintenance of Drains
 - Six Monthly Maintenance of Gutters
 - Six Monthly Maintenance of Filters and Inline Strainers
 - Six Monthly Clock Change
 - Annual External Door Maintenance
 - Annual Preparation for Severe Weather
- Responding to, assigning and prioritising repair, maintenance and health safety issues raised through the premises helpdesk
- Managing the premises day-to-day maintenance budget (where allocated to the ~~Premises Manager~~Premises Team)
- Being the first point of contact for any advice/issues regarding the premises

- Conducting and keeping a record of risk assessments and associated logs related to the site premises
 - Update Water Log Book (Service Visits)
 - Update Asbestos Log Book
 - Update Fire Log Book
 - Update COSHH Chemical Log & Risk Assessment
 - Update Flammables Log
 - Update Ladder Log
- Obtaining quotes for repair, maintenance and health and safety issues
- Managing/Induction of contractors
 - Issue Contractors Authorisation to Work (CAW)
 - Issue Permits-to-work
- Escalating repair, maintenance and health and safety concerns to their Deputy Estates Manager, Operations Manager or Principal
- Consulting with the Operations Manager and/or Principal about what actions need to be taken to keep the school premises safe

The PPM and Statutory Compliance appointed contractor is responsible for

- Delivering scheduled Planned Preventative Maintenance (PPM) across all relevant systems and assets.
- Ensuring statutory compliance with all relevant regulations, including health and safety, fire safety, water hygiene, and electrical testing.
- Maintaining accurate records of inspections, tests, certifications, and completed works.
- Providing timely and accurate reports highlighting risks and required actions.
- Responding to high-risk issues promptly and the coordination of remedial actions.
- Updating maintenance schedules when systems/assets are added, modified, replaced, or removed.
- Engaging qualified professionals for specialist inspections and testing.

- Supporting audit and reporting processes by supplying documentation and evidence of compliance.
- Providing accurate budget costings for planned maintenance and statutory compliance activities, including estimates for remedial works, lifecycle replacements, and upgrades—supporting effective financial planning and resource allocation.

7. Maintenance

This Premises Management policy is based upon the following criteria in order of priority:

- Health and safety issues
- Statutory requirements
- Structural integrity of all Trust owned building stock
- Building fabric

Planned Preventative Maintenance (PPM) is part of the planned or scheduled maintenance programme of the Trust. The purpose of the scheduled maintenance programme is to ensure the estates team anticipate maintenance requirements and make sure they are addressed in the most cost-effective manner.

The PPM programme focuses on major systems that keep the sites in operation.

This programme includes a list of the scheduled services/inspections and the frequency and interval at which that service/inspection must be performed.

The PPM schedule will be updated each time a system is added, updated, or replaced.

We maintain accurate records and details of all statutory tests which are undertaken across the premises. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed, tracked, and acted on, as necessary.

As part of the records of completed works, we include the dates when the work was undertaken and the details of the individual or company who completed them, along with their completion certificate or maintenance sheet.

PPM and statutory compliance activities across the Trust are outsourced to a single contractor to provide a streamlined and efficient approach to estates and facilities management. This model consolidates responsibility, enhances accountability, and ensures consistent service delivery. Drawing

on specialist expertise improves compliance, reduces risk, and simplifies reporting. Financially, it delivers cost efficiencies through economies of scale and supports budgeting. Operationally, it frees up internal resources, optimises scheduling, and supports a more strategic focus across the Trust's estate.

The table below outlines the areas subject to inspection, the frequency of those inspections, and the individuals responsible for conducting checks and engaging suitably qualified professionals to conduct inspection, testing, or maintenance where appropriate. It includes both statutory checks and recommended best practice checks based on relevant guidance. This framework is informed by the Department for Education's guidance on good estate management for schools (GEMS).

Description	Frequency
500 amp rotary isolator/630 amp busbar	Annual
AHU - air handling units	6 Monthly
Air conditioning - TM44 certificate	5 yearly
Air conditioning units	6 Monthly
Air dirt Separator (heating system)	Annual
Air source heat pump (ASHP)	Annual
Auto door - sliding	Annual
Auto door - swing	6 Monthly
Auto motorised external gates	Annual
Auto vehicle barrier	6 monthly
Automated ventilation louvres	Annual
BMS system	Annual
Boiler - gas - wall mounted/atmospheric - inc gas tightness/gas cert	Annual
Boiler - oil fired	3 Monthly 6 monthly
Cabinet fan convector heaters	Annual
Car charging port	Annual
Carbon monoxide alarm	Annual
CCTV System	6 Monthly
Commercial catering equipment - Bain Marie	Annual
Commercial catering equipment - brat pan	Annual
Commercial catering equipment - dishwasher	Annual
Commercial catering equipment - electrical	Annual
Commercial catering equipment - gas oven/fryer/combi	6 Monthly
Commercial catering equipment - hot cupboard	Annual
Commercial catering equipment - insect killer	Annual
Commercial catering equipment - meat slicer	Annual

Commercial catering equipment - planetary mixer	Annual
Commercial catering equipment - refrigeration	Annual
Commercial catering equipment - steamer	Annual
Commercial Kitchen Extract/Ventilation System	Annual
Condensing unit	6 Monthly
CT house - Domestic cooker	6 Monthly
CT house - taps	3 monthly
CWS - booster set	Annual
CWS - cold water storage tank	6 Monthly
DEC - display energy certificate	Annual
Defibrillator	Annual
Disabled refuge alarm	6 Monthly
Distribution Board	6 Monthly
Door - fire	6 Monthly
Door access and intercom	Reactive
DT - air compressor	Annual
DT - bench planer	Annual
DT - bench/circular saw	Annual
DT - brazing hearth	Annual
DT - dust extraction (LEV)	Annual
DT - electric hacksaw	Annual
DT - forge	Annual
DT - fume cupboard (LEV)	Annual
DT - grinding machine	3 Monthly
DT - kiln	Annual
DT - laser image transfer	Annual
DT - laser engraving & cutting machine	Annual
DT - Lathe	Annual
DT - mechanical vehicle lift	Annual
DT - ovens - gas and electric	Annual
DT - pillar drill	Annual
DT - polishing wheel	3 Monthly
DT - Spray Booth	Annual
DT - table top hacksaw	Annual
DT - thickness planer	Annual
DT- cutting table	Annual
DT- floor standing mortice	Annual
DT- MIG welder	3 Monthly
Earth bar	Annual
Emergency assistance alarm	Annual

Emergency comms system	6 Monthly
Emergency lighting - annual test	Annual
Evac chair	Annual
Expansion vessels - LTHW cylinder	Annual
External lighting control panel	Annual
External water fountain	Annual
Extract fan control panel	Annual
Fire - sprinkler control panel	3 Monthly
Fire - sprinkler jockey pump	3 Monthly
Fire - sprinkler main pump	6 Monthly
Fire alarm system	3 Monthly
Fire fighting equipment - extinguishers & blankets	Annual
Fire hose reel	Annual
Fire damper	Annual
Fire hydrant	Annual
Fire mans switch	Annual
Fire pump - remote control panel	3 Monthly
Fire riser	6 Monthly
Fire curtains	Annual
Fire- sprinkler system tank	6 Monthly
Fire suppression	6 Monthly 3 monthly
Gas alarm/detection	3 Monthly
Gas proving system/gas interlock system	Annual
Gas solenoid valves	3 monthly
General extract/toilet fan	Reactive
Generator - Hans Price only	3 Monthly
Hearing loop system	Annual
Heat recovery unit	Annual
Hoist (person)	Annual 6 Monthly
Hot water boiler dispenser	Annual
Hot water calorifier	Annual
Hot water cylinder	Annual
Hot water system - trace heating	Annual
Hydraulic goods lift	6 Monthly
Hydraulic Passenger Lift/platform lift	6 Monthly
Intruder alarm system	Annual
Lightning protection	11 monthly
LTHW dosing pot - sampling	6 Monthly

LTHW pressurisation unit (low temp hot water)	Annual
Main LV distribution board	6 Monthly
Main LV Intake panel	Annual
Man safe system/fall arrest/fixed ladders	Annual
Medical bed	Annual
Monodraught system	Annual
Moveable Wall	Annual
Natural Ventilation units	Annual
Oil separator alarm	6 Monthly
PA system	Annual
Panel filter	Annual
PAT testing	Annual
Periodic fixed wire testing - EICR	5 yearly
Periodic fixed wire testing - pool side	Annual
Portable commode	Annual
Powermag unit	Annual
Pressurisation Unit	Annual 6 monthly
Radiant heat panels	Annual
Retractable seating	Annual
Roller shutters - fire	6 Monthly
Roller shutters (non fire)	Annual
RPZ valve	Annual
School bell system	Annual
Shower - electric/mixer	Annual
Smoke curtain	Annual
Smoke damper control panel	3 Monthly
Smoke head	3 Monthly
Solar panels/PV	Annual
Stage lighting	Annual
Sump pump	Annual
Surge protection unit	Annual
Swimming pool cover - motorised	6 Monthly
Tallescope	Annual
TMV - thermostatic mixing valve	Annual
Toilet macerator	Annual
Underfloor heating	Annual
UPS	6 Monthly
Water - closed system testing	Annual
Water - LRA - legionella risk assessment	2 yearly

Water heater - electric	Annual
Water softener/conditioner	Annual
Water treatment device - (Kal guard)	3 monthly
Water treatment device - UV unit	Annual
Wind turbine	Annual
Window actuators	Annual
Video intercom (TBA)	Annual
UVA only - water temp & emergency lighting checks	Monthly
VRV condensing unit	6 Monthly Annual
VRV cassette terminal unit	Annual

The following is managed outside of the CLF wide PPM & Statutory contract:

ACTIVITY	FREQUENCY/DESCRIPTION	PERSON RESPONSIBLE
Trees	Arboricultural surveys are conducted annually across all CLF sites as part of the Trust-wide Grounds Maintenance contract. Each survey generates a detailed report that categorises findings by risk level: high, medium, and low. All high-risk items are prioritised and addressed promptly. Where budget permits, medium and low risk items are also actioned, supporting proactive management of tree-related risks and contributing to the overall safety and sustainability of the estate.	Premises Manager <u>Premises Team</u> By a suitably qualified external contractor
Asbestos	Asbestos management surveys are undertaken at all CLF buildings constructed prior to 1999. Regular re-inspections and review of asbestos registers are conducted in accordance with the CLF Asbestos Policy and Management Plan on an annual to three-yearly schedule depending on risk profile. Refurbishment and demolition survey before any refurbishment or demolition work.	Estates Manager Premises Manager <u>Premises Team</u> Project Manager By a suitably qualified external consultant By a suitably qualified external contractor

ACTIVITY	FREQUENCY/DESCRIPTION	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 http://www.hse.gov.uk/pubns/books/hsg97.htm)	Premises Manager <u>Premises Team</u>
Emergency lighting	Monthly flick or flash test.	Premises Manager <u>Premises Team</u>
Fire detection and alarm systems	Weekly alarm test and associated systems check, with a different call point tested each week, all within 1 year. Annual fire risk assessment by a competent person	By the Premises Manager <u>Premises Team</u> . Head of Health and Safety
Fire doors	Monthly visual checks,	Premises Manager <u>Premises Team</u>
Firefighting equipment	Monthly Visual check of Fire Fighting Equipment including extinguishers, blankets, and buckets. Weekly operational check of sprinkler systems (where fitted).	Premises Manager <u>Premises Team</u>
Legionella checks on all water systems	Risk assessment of each site hot and cold-water systems are conducted every two years. http://www.hse.gov.uk/pubns/books/hsg274.htm Weekly flushing of all little used outlets. Monthly hot and cold temperature checks include hot water storage vessel flow and return, sentinel, and representative outlets. Quarterly descale and disinfection of showers and spray taps. Quarterly decaling of outlets (all within 1 year). Six-monthly cold-water storage tank check. Six monthly cleaning of filters and inline strainers. Six monthly TMV blended temperature check.	By a suitably qualified external consultant/contractor Premises Manager <u>Premises Team</u>
Portable Appliance Testing (PAT)	Annual inspection and testing. Note: only applicable to those sites who do not have this task conducted under the PPM contract.	Premises Manager <u>Premises Team</u> By a suitably qualified contractor

ACTIVITY	FREQUENCY/DESCRIPTION	PERSON RESPONSIBLE
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. Weekly visual check (during term time).	By a suitably qualified contractor By the Premises Manager <u>Premises Team</u>
Radon	Risk assessments including radon measurements will be conducted in all our above-ground workplaces in radon-affected areas, and all our below-ground workplaces. All settings located in which are in an area higher than a 1% risk will have monitoring arranged 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.	Head of Health and Safety
Swimming pools	Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments. Regular Inspection of pool plant Daily cleaning, inspection, and monitoring water chemistry. Weekly backwashing of filters. Monthly microbiological sampling. Pool floor is swept daily to ensure the algae is kept to a minimum Ensure Air Handling Systems are serviced yearly Lighting checked yearly Electrical systems checked yearly Pool Cover inspected yearly	Premises Manager <u>Premises Team</u> , Swimming Pool Manager, Sports Centre Manager Premises Manager <u>Premises Team</u> Sports Centre Manager, Swimming Pool Manager, Premises Manager <u>Premises Team</u> Premises Manager <u>Premises Team</u> Premises Manager <u>Premises Team</u> Sports Centre Manager, Duty Officer on shift Premises Manager <u>Premises Team</u> – Suitably qualified Contractor

ACTIVITY	FREQUENCY/DESCRIPTION	PERSON RESPONSIBLE
		Premises Manager <u>Premises Team</u> – suitably qualified contractor Premises Manager <u>Premises Team</u> – Suitably qualified contractor Premises Manager <u>Premises Team</u> – Suitably qualified contractor
Working at height (Equipment)	Inspected before use, and at suitable intervals appropriate to the environment it is used in and how it is used. In addition, inspections after anything that may affect the safety or stability of the equipment, e.g., adverse weather or accidental damage.	Premises Manager <u>Premises Team</u>

Condition Assessment / Surveys

Condition surveys are a key tool in identifying required maintenance and informing a structured programme of works. In line with best practice, these surveys will be conducted on a five-year cycle.

An annual programme is then developed through ‘Premises Management Plans,’ prioritising significant findings (D1, D2, C1, C2, and C3) and addressing them through the School Condition Allocation (SCA).

8. Monitoring Arrangements

The implementation of this policy is overseen by the Director of Estates and Facilities, Deputy Director of Estates and Facilities, ~~Head of Estates~~Estates Manager, Head of Health & Safety, Health & Safety Officers Deputy Estates Manager, and ~~Premises Managers~~Premises Teams. Monitoring activities include, but are not limited to, visual inspections of school sites and equipment, as well as reviews of relevant risk assessments.

This policy will be reviewed every two years by the Director of Estates and Facilities. Following each review, it will be shared with and approved by the Board of Trustees via the PPI process.

9. Links with other policies

This Premises Management Policy is linked to:

- Health and safety policy

- CLF Asbestos Policy and Management Plan
- CLF Legionella Management Policy and Written Scheme of Control
- Fire Arrangements
- Pool Management Plan

10. Glossary of Terms and Acronyms

TERM/ ACRONYM	DEFINITION
ACM	Asbestos Containing Material
ASHP	Air Source Heat Pump
BMS	Building Management System
CAW	Contractor Authorisation to Work
CDM 2015	Construction (Design and Management) Regulations 2015
CLF	Cabot Learning Federation
COSHH	Control of Substances Hazardous to Health
CWS	Cold Water System
DEC	Display Energy Certificate
DfE	Department for Education
DT	Design Technology (equipment)
EICR	Electrical Installation Condition Report
EVAC Chair	Evacuation Chair
GEMS	Good Estate Management for Schools
HWSV	Hot Water Storage Vessel
LEV	Local Exhaust Ventilation
LOLER	Lifting Operations and Lifting Equipment Regulations
LTHW	Low Temperature Hot Water
LUO	Little Used Outlet (water systems)

TERM/ ACRONYM	DEFINITION
PAT	Portable Appliance Testing
PFI	Private Finance Initiative
PPM	Planned Preventative Maintenance
RAT	Remedial Action Tracker
RPZ Valve	Reduced Pressure Zone Valve
SCA	School Condition Allocation
TMV	Thermostatic Mixing Valve
UPS	Uninterruptible Power Supply
UV Unit	Ultraviolet Water Treatment Unit
VRV	Variable Refrigerant Volume (HVAC system)