



Premises Management Policy

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“Learning together, to be the best we can be”

1. Introduction

- 1.1. This policy relates to all academies and settings across Nexus Multi Academy Trust and supersedes any local policies and procedures that have been in use prior to the academy conversion. This policy should be read in conjunction with the Nexus Multi Academy Trust Health & Safety Policy & local premises procedures maintained within the Asset Management Digital System (iAM).
- 1.2. Nexus Multi Academy Trust has a robust approach to managing our estate and complying with all relevant legislation and guidance. This policy operates in conjunction with the following Nexus Multi Academy Trust policy & plans:
 - 1.2.1. Health & Safety Policy
 - 1.2.2. Assets & Capital Funding Policy
 - 1.2.3. Infrastructure Strategy/Capital Plan(s)
 - 1.2.4. Business Continuity Plan/Emergency Plans
- 1.3. Nexus Multi Academy Trust will support its academies in putting in place clear procedures which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.
- 1.4. Nexus Multi Academy Trust will:
 - 1.4.1. Manage its buildings and equipment in an efficient, legally compliant way;
 - 1.4.2. Inspect and test buildings and equipment regularly, taking into account statutory requirements and best practice recommendations;
 - 1.4.3. Promote 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 (defined in our Nexus Multi Academy Trust Health & Safety Policy);
 - 1.4.4. Provide a digital system to ensure accurate records can be maintained along with local procedures at each site.

2. Organisation & Responsibility

- 2.1. **The Trust Board:** as a corporate body, the Trust Board has the responsibility to set the strategic direction and objectives of all premises matters across the Trust. The Board is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety & premises

management, it discharges these responsibilities principally through the work of the Audit & Risk Committee which receives assurance through regular Competent Person updates and oversight of the Trust risk register, and the Finance & Infrastructure Committee, which receives termly updates on the Infrastructure Strategy. The Schools Performance Scrutiny Board receives more granular data for review. The overall aim is to ensure a positive health and safety culture & compliant approach to premises management is established and maintained across the Trust.

- 2.2. Chief Executive Officer (CEO):** has overall responsibility for premises management within Nexus Multi Academy Trust. The CEO will monitor findings from Health and Safety audits, capital plans, compliance audits, inspection audits, and Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports. The CEO will propose changes to policy and implement changes to procedures where required within a proportionate and prioritised premises management system for the Trust.
- 2.3. Assets & Health & Safety Lead:** is the nominated responsible person for Nexus Multi Academy Trust. Supported by a contracted provider that delivers competent Health and Safety advice. The Assets & Health & Safety Lead has responsibility for advising on premises management, developing and publishing guidance and documentation to assist in meeting the requirements of the employer's duty. Implementing and advising on systems for the planning, organisation, control, monitoring and review of premises management across the trust. Creates consolidated reports for Executive Management Team, Trust Board & CEO.
- 2.4. Headteacher:** has day-to-day responsibility for ensuring effective premises management, health & safety law & policy within their school and associated premises and for the school's staff and pupils when off-site. The Headteacher will ensure that there are effective and enforceable arrangements for the provision of premises management throughout the school operations in line with this policy, periodically assessing the effectiveness of local procedures ensuring that any necessary revisions are made and monitoring its implementation.
- 2.5. School Resource Manager (SRM) and Assistant SRM:** although the Headteacher is accountable overall for premises management, School Resource Managers/Assistant SRMs often have delegated responsibilities. SRM/ASRMs manage the Site Supervisor and typically have a day-to-day responsibility for ensuring compliance and implantation of premises related policies & procedures delegated from the Headteacher as above.

2.6. Site Supervisor/Manager: although the Headteacher is accountable overall for health and safety, Site Supervisors are responsible for managing premises arrangements pertaining to buildings and grounds – including being the first point of contact for any issues with the premises, inspecting and maintaining the school premises, building works, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella. Site Supervisors ensure arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the SRM/Headteacher. Site Supervisors ensure central trust Planned and Preventative Maintenance (PPM) contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition. Matrixed managed by the central team to carry out remedial work and prepare report information when required.

3. Inspection & Testing

- 3.1. To demonstrate the effectiveness of this policy and ensure that standards are continually improved, Nexus Multi Academy Trust undertakes monitoring at prescribed intervals.
- 3.2. Accurate records should be maintained and details of all statutory tests which are undertaken at all Nexus Multi Academy Trust premises. This includes relevant paperwork and certificates. Nexus Multi Academy Trust utilises an Asset Management Digital System (iAM) to maintain all premises related records.
- 3.3. Nexus Multi Academy Trust has contractors for each relevant discipline to ensure qualified person(s) carry out inspection, testing or maintenance where appropriate. A list of all Planned Preventive Maintenance (PPM) contractors (competent person by discipline) is maintained at Trust level (with school access & contact). Contractors are expected to upload digital records to the Asset Management Digital System (iAM) as part of their contract for all certifications.
- 3.4. The table below sets out the areas inspected at each site & the inspection frequency. Reference section two for responsibility of overseeing/completing inspections in the table below. (Where competent person is allocated for a discipline, Site Supervisors/Managers have responsibility of ensuring completion of inspection and upload of accurate records).

| ITEM/AREA TO INSPECT | FREQUENCY (RECORDED IN: Asset Management Digital System) |
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| Portable appliance testing (PAT) | Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. Refer to HSE guidance 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 for this discipline. |
| Emergency lighting | Monthly flash test. 6-monthly condition test (including 3-hour battery test) competent person for this discipline |
| Lifts | At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) by a competent person for this discipline |
| 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/competent person for this discipline. |
| Fuel oil storage | Checks at least weekly, with more detailed annual inspections by qualified inspectors. |
| 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). |
| Pressure systems | No fixed maintenance requirement (programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance , and an examination of the system is carried out by a competent person in this discipline by the date set at the previous examination -HSE guidance). |
| Legionella checks on all water systems | Risk assessment of each site carried out and reviewed regularly competent person for this discipline. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific detail found in guidance for each type from the HSE . |
| Asbestos | Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually by competent person for this discipline. Refurbishment and demolition surveys before any refurbishment or demolition work. |
| 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. |

| ITEM/AREA TO INSPECT | FREQUENCY (RECORDED IN: Asset Management Digital System) |
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| 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 for this discipline</p> <p>Annual fire risk assessment by a competent person for this discipline – also includes the maintenance of fire detection and alarm systems.</p> |
| Fire doors | Regular checks competent person for this discipline |
| 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 (competent person for this discipline where required) unless manufacturers’ guidelines suggest differently.</p> |
| 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 competent person for this discipline</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 HSE guidance on COSHH assessment).</p> |
| Hydrotherapy pools and swimming pools | <p>In addition to inclusion as part of the legionella checks, Nexus MAT follow the operation and maintenance guidance within the HSE’s guide for spa-pool systems.</p> <p>Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.</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 for this discipline</p> |
| 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> <p>Annual survey completed by a competent person for this discipline</p> |

| ITEM/AREA TO INSPECT | FREQUENCY (RECORDED IN: Asset Management Digital System) |
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| 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 Public Health England (now the UK Health Security Agency) radon guidance for schools.</p> <p>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.</p> <p>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.</p> |