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**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

PREMISES MANAGEMENT POLICY



1. Purpose and objectives

This policy sets out how The Hayling College manages its buildings, grounds, infrastructure, plant, equipment and associated facilities so that the estate is safe, secure, compliant, sustainable, financially well managed and suitable for teaching, learning, community use and lettings.

- Maintain premises that are safe, secure, accessible and fit for purpose.
- Meet statutory, regulatory and responsible-body requirements and retain evidence of compliance.
- Protect pupils, staff, visitors, contractors and hirers through effective risk management.
- Use PPM, timely reactive maintenance and lifecycle replacement to protect the estate.
- Maintain reliable asset, condition, compliance and risk information.
- Prioritise works by statutory need, safety risk, condition, educational impact, resilience, affordability and value for money.
- Manage premises budgets, contracts and projects transparently.
- Improve energy, water and resource efficiency and incorporate resilience and decarbonisation into long-term planning.

2. Scope

This policy applies to all College buildings, internal spaces, grounds, car parks, roads, pedestrian routes, boundaries, drainage, trees, building services, plant, specialist premises systems and premises-related equipment. It applies to employees, pupils, governors, contractors, visitors, volunteers and hirers.

Where an asset or system in Appendix A is not present, it will be recorded as not applicable. New assets or activities will be assessed and added to the operational compliance register before or as part of commissioning.

3. Legal, regulatory and guidance framework

- Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; School Premises (England) Regulations 2012.
- Regulatory Reform (Fire Safety) Order 2005; Control of Asbestos Regulations 2012; COSHH Regulations 2002.
- Electricity at Work Regulations 1989; applicable gas safety law; Workplace (Health, Safety and Welfare) Regulations 1992.
- CDM Regulations 2015; LOLER 1998; PSSR 2000 where applicable.
- Equality Act 2010; applicable building, energy performance, environmental, waste, water and F-gas requirements.
- Relevant Approved Codes of Practice, British Standards, manufacturer instructions and competent-person recommendations.

The College will have regard to current DfE Good Estate Management for Schools (GEMS), School Estate Management Standards, DfE long-term estate planning guidance, HSE guidance, Hampshire County Council requirements and relevant specialist guidance.

The Hayling College is currently recorded by DfE as an open foundation school in Hampshire. The division of estate responsibilities between the governing body, College and Hampshire County Council will be kept under review and applicable property, maintenance, health and safety and SLA arrangements followed.

4. Governance, roles and responsibilities

Role	Core responsibility
Full Governing Body	Approves policy; strategic oversight; assurance over significant statutory, safety, condition and financial risks.
Finance Committee	Scrutinises compliance, defects, maintenance/capital priorities, contracts and expenditure; reviews termly estates dashboard; reports material matters to FGB.



Role	Core responsibility
Headteacher	Overall school-level responsibility for implementation and escalation of significant premises risks.
Business Manager	Senior estates lead; oversees compliance, budgets, procurement, contracts, condition priorities, projects and long-term planning; liaises with Hampshire; reports to Finance Committee.
Site Manager / Site Team	Day-to-day premises management, routine checks, maintenance, security, compliance calendar/records, contractor coordination and defect reporting.
All staff	Report hazards/defects promptly and follow premises, fire, security and H&S procedures.
Contractors / hirers	Comply with safeguarding, security, asbestos, fire, RAMS, site and emergency arrangements.

5. Estate information, condition and strategic planning

- Maintain appropriate asset information, plans, surveys, condition data, compliance records, warranties, O&M information, contracts and project records.
- Maintain a PPM programme and use condition/suitability data to create a prioritised maintenance programme.
- Maintain a rolling long-term estate plan covering condition, suitability, resilience and decarbonisation, normally over at least three to five years.
- Prioritise statutory and safety risks first, followed by condition, educational impact, resilience, accessibility, sustainability, affordability and value for money.
- Investigate structural concerns and construction-type risks, including older-building issues or RAAC where relevant, using competent professional advice.

6. Statutory compliance, inspection and testing

The College will maintain a controlled operational compliance register. Appendix A provides the governance baseline; the live register will record individual assets, due dates, responsible persons, contractors, certificates, defects and actions.

- Plan safety-critical inspections before due dates and use competent persons where specialist competence is required.
- Legislation, a written scheme, risk assessment, manufacturer instruction or competent-person recommendation takes precedence over a generic frequency.
- Review reports and certificates; risk assess, assign, track and evidence defects/recommendations to closure.
- An overdue statutory inspection or critical defect triggers immediate risk assessment and, where necessary, isolation or withdrawal from use.
- Retain compliance evidence in an auditable form.

6.1 Fire safety

Maintain an appropriate and up-to-date fire risk assessment (FRA), fire management arrangements, evacuation procedures, alarm/detection systems, emergency lighting, fire doors and firefighting equipment. Review the FRA regularly and update it where it may no longer be valid or after significant change. Consider annual review and ensure competent review at an interval justified by risk and current guidance. Fire drills will normally be held at least once per term.

6.2 Electrical, gas and heating safety

Portable electrical equipment will be maintained through a risk-based combination of user checks, visual inspection and testing; annual PAT testing is not assumed for every item. Fixed electrical installations will be inspected by a suitably qualified competent person at an interval determined by risk and the previous report. Gas systems will be maintained by appropriately registered competent engineers, normally with at least annual safety checks/servicing where appropriate. Lightning protection, where installed, will be inspected/tested at least annually or as competent advice requires.



6.3 Water hygiene and Legionella

Appoint a responsible person and maintain a suitable Legionella risk assessment and written control scheme. Monitoring will be risk-assessment driven. As a baseline, sentinel outlet temperatures will be checked monthly: hot water should normally reach at least 50°C within one minute and cold water should normally be below 20°C after two minutes, subject to scalding controls. Infrequently used outlets will be flushed at the frequency in the written scheme. Changes to the water system will trigger review.

6.4 Asbestos

- Maintain access to a current asbestos management survey, asbestos register and asbestos management plan where ACMs are present or presumed.
- Identify dutyholder arrangements, responsible persons/deputies, monitoring, training, communications and remedial actions.
- Treat the register as a live record and update it after surveys, works, damage or relevant change.
- Provide asbestos information to anyone liable to disturb building fabric before work starts.
- Do not commence intrusive work until asbestos information has been checked and survey requirements established.
- Commission refurbishment/demolition surveys where required.
- Monitor ACM condition under the management plan and manage damage/suspected disturbance immediately.

6.5 Specialist systems

LEV systems used to control hazardous substances will be thoroughly examined and tested by a competent person at least every 14 months, or more frequently where required. Qualifying pressure systems will have a suitable written scheme of examination and be examined in accordance with it. Passenger lifts and other lifting equipment, where present, will be examined under LOLER; people-carrying lifts are normally thoroughly examined every six months. Air-conditioning, F-gas equipment, powered gates, work-at-height equipment and other specialist systems will be identified in the live register and maintained at the applicable statutory, risk-based or competent-person interval.

7. Risk assessment and premises controls

- Fire, Legionella, asbestos, COSHH and other specialist statutory assessments.
- Vehicle/pedestrian segregation, car parking and traffic management.
- Security, perimeter controls, CCTV, access control and powered gates.
- Lettings/community use, shared premises/services and vacant/restricted areas.
- Slips/trips, glazing, work at height, trees, external areas and specialist teaching spaces.
- Drainage, flooding, severe weather, structural concerns and utility failure.
- Accessibility and reasonable adjustments.
- Ventilation, indoor environmental conditions, hazardous substances and chemical storage.

Risk assessments will be reviewed when circumstances change, following relevant incidents and at planned intervals. Actions will have named owners and target dates.

8. Contractor, project and CDM management

- Select contractors using proportionate checks of competence, qualifications, experience, insurance and capacity.
- Check relevant RAMS, safeguarding, site induction, emergency information, asbestos information and permits before work begins.
- Fulfil College client duties under CDM 2015 where construction work applies, including suitable project arrangements and pre-construction information.
- Control intrusive work through asbestos checks and appropriate surveys.
- Include design review, approvals, change control, commissioning, handover information, warranties, O&M documentation and defect management in projects.
- Review contract performance and outcomes for significant works.



9. Security, access and safeguarding

Maintain proportionate boundaries, gates, access control, visitor management, CCTV, intruder alarms and key/access permissions. Security risks will be assessed and systems maintained. Contractors and visitors will sign in and follow safeguarding requirements. Security arrangements will be coordinated with emergency, lockdown and business continuity plans.

10. Emergency preparedness and business continuity

- Maintain arrangements for fire evacuation, lockdown/security incidents, utility failure, severe weather, flooding and other premises emergencies.
- Keep emergency contacts for utilities, key contractors and relevant services available to authorised staff.
- Undertake appropriate drills and training.
- Assess premises after significant incidents or severe weather before reopening affected areas where necessary.
- Use business continuity arrangements to prioritise safe restoration of essential services.

11. Sustainability, utilities and climate resilience

- Monitor and manage energy and water use and identify avoidable waste.
- Maintain applicable Display Energy Certificate and advisory information.
- Consider sustainability, decarbonisation and climate resilience in the long-term estate plan.
- Review drainage and flood vulnerability and maintain drainage infrastructure appropriately.
- Ensure sustainability measures do not compromise safety, fire safety, ventilation, safeguarding or educational suitability.

12. Records, defects and remedial actions

The College will retain statutory certificates, inspection/test reports, risk assessments, maintenance records, competent-person/contractor details, incident records and evidence of remedial works. Records will show, where relevant, the date, asset/location, person or organisation completing the work, findings, actions, priority, responsible owner, target date and closure evidence.

Safety-critical defects will be escalated immediately. Other actions will be prioritised according to risk and tracked. Where completion is delayed, interim controls and revised timescales will be documented and approved at the appropriate level.

13. Financial management, procurement and value for money

- Plan premises expenditure through revenue, PPM and capital budgets aligned to the risk-based estate plan.
- Follow College/Hampshire procurement requirements as applicable, with appropriate competition, due diligence and contract management.
- Consider whole-life cost, compliance, maintenance liability, energy use, resilience and educational benefit rather than lowest initial price alone.
- Escalate significant unfunded or emerging liabilities to the Headteacher and Finance Committee.
- Consider external funding opportunities where they align with approved estate priorities.



14. Monitoring, assurance and reporting

The Business Manager and Site Manager will use a plan-do-check-act approach. The live compliance register will be reviewed routinely and exceptions escalated. Finance Committee will receive a termly estates assurance report; FGB will receive assurance through committee reporting and direct escalation of material risks.

- Compliance status, including overdue statutory checks and temporary controls.
- Significant fire, asbestos, water hygiene, security, structural or other premises risks.
- High-risk or overdue remedial actions and reasons for delay.
- Condition priorities, PPM delivery, significant reactive maintenance and emerging liabilities.
- Capital/project progress, major contracts and material budget variances.
- Relevant sustainability, resilience and utility issues.
- Significant changes to Hampshire/responsible-body arrangements or DfE estate requirements.

The College will support Hampshire County Council or other responsible body with evidence needed for DfE estate assurance, including the School Estate Management Standards annual return where requested. The return is submitted by the responsible body rather than the individual school.

15. Policy review

This policy will be reviewed annually by the Business Manager and Headteacher and submitted through the Finance Committee to FGB for approval. It will be reviewed sooner following significant legislative/guidance change, a serious premises incident, material change to the estate or governance arrangements, or where assurance activity identifies a need.

16. Links with other policies and plans

- Health and Safety Policy
- Risk Assessment Policy
- Fire Safety Management Plan and fire emergency arrangements
- Emergency / Business Continuity Plan
- Lockdown / security procedures
- Asbestos Management Plan and register
- Legionella risk assessment and written control scheme
- COSHH arrangements
- Lettings Policy / hire arrangements
- Accessibility Plan
- Financial Regulations / Scheme of Delegation / procurement procedures
- Sustainability / climate action plan and long-term estate plan, where held



Appendix A – Premises compliance schedule

This is the governor-level baseline. The live operational register must identify the exact assets present at The Hayling College, current due dates and evidence. Frequencies marked 'risk / scheme' are determined by the relevant assessment, written scheme, report, manufacturer or competent person.

System / issue	Baseline frequency / trigger	Lead	Evidence
Fire risk assessment	Regular review; update after significant change; consider annual review	Competent person / BM	FRA, action plan, evidence of closure
Fire alarm	Weekly test; quarterly and annual competent-person inspection/test	Site Team / contractor	Fire log and service reports
Emergency lighting	Monthly flash test; detailed condition/full-duration testing in line with current DfE/competent advice	Site Team / contractor	Fire log and certificate
Fire doors	Regular checks; competent maintenance; hold-open devices included in alarm testing	Site Team / contractor	Inspection and repair log
Fire extinguishers / blankets	Routine visual checks; competent-person service at least annually	Site Team / contractor	Service certificate / tags
Fire drills	At least once per term	Headteacher / Site Team	Drill record and learning actions
Portable electrical equipment	Risk-based user checks, visual inspection and testing	Site Team / competent tester	Electrical equipment records
Fixed electrical installation	Periodic competent-person inspection; interval set by risk/previous EICR	Qualified electrician	EICR and remedial evidence
Lightning protection (if present)	At least annually / competent advice	Competent contractor	Test certificate
Gas appliances / systems	Planned maintenance; normally at least annual safety check/service where appropriate	Gas Safe competent engineer	Certificates / service records
Legionella risk assessment	Review regularly and after system/use change; specialist assessment as required	Responsible person / specialist	Risk assessment / written scheme
Water temperatures	Monthly sentinel checks; representative outlets rotationally	Site Team	Water hygiene log
Infrequently used outlets	Flush at risk-assessment/written-scheme frequency	Site Team	Flushing log
Cold water storage tanks	At least annual cleanliness/condition check or as written scheme	Site Team / specialist	Water hygiene record
Asbestos register / management plan	Live record; planned condition monitoring; update after change/work	Dutyholder arrangements / Site Manager	Register, plan, surveys, actions
Refurbishment / demolition asbestos survey	Before relevant intrusive refurbishment/demolition work	Competent surveyor	Survey / contractor briefing evidence
LEV	Thorough examination and test at least every 14 months, or more frequently where required	Competent LEV examiner	TEXt report; retain required records
Pressure systems (if applicable)	As specified in written scheme of examination	Competent person	WSE and examination report
Passenger lifts (if present)	Thorough examination normally every 6 months plus maintenance	Competent person / contractor	LOLER report / maintenance log
Other lifting equipment	LOLER examination interval according to use/examination scheme	Competent person	LOLER report
Air conditioning	Energy inspection at least every 5 years where applicable; maintenance and F-gas checks as applicable	Competent assessor / contractor	Inspection and maintenance records
Work-at-height equipment	Pre-use and periodic inspection based on risk/equipment	Competent user/person	Inspection records
Powered gates/barriers	Risk-based safety inspection and maintenance to competent advice	Competent contractor	Service / safety records
Kitchen extraction	Clean/maintain to fire risk, usage and specialist recommendations	Competent contractor	Cleaning/service certificate
Trees	Risk-based routine inspection and	Site Team / arborist	Tree inspection records



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System / issue	Baseline frequency / trigger	Lead	Evidence
	after potentially damaging events/weather		
PE / gym equipment	Regular inspection; competent annual inspection where appropriate	PE / Site Team / contractor	Inspection records
Specialist workshop / food-tech equipment	Manufacturer/risk-based service and safety checks	Department / contractor	Service records
Structural condition / roofs / drainage	Planned inspections and after significant events; professional advice where required	BM / Site Manager / surveyor	Condition records / surveys
DEC (where applicable)	Renew/display within applicable statutory period	Business Manager	Current DEC / advisory report
Radon	Assess applicability; measure/retest in accordance with current guidance where required	Business Manager / specialist	Risk assessment / test results



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Appendix B – Finance Committee and FGB assurance framework

The termly estates report should be concise, exception-led and supported by the live compliance register. It should enable governors to distinguish statutory compliance, operational delivery and longer-term investment need.

Assurance area	Expected termly evidence / question
Statutory compliance	Are all safety-critical checks in date? List exceptions, interim controls, owner and recovery date.
High-risk actions	Which fire, asbestos, water, electrical, structural, security or other high-risk actions remain open and why?
Condition / PPM	What has been delivered, what is slipping, and what emerging condition liabilities require funding?
Finance	Budget position, committed expenditure, material variances, forecast and unfunded priorities.
Projects / contracts	Progress, risk, change, contractor performance, approvals and handover issues.
Security / incidents	Material premises incidents, trends, lessons learned and corrective action.
Sustainability / resilience	Material energy/water trends, flood/weather resilience issues and relevant climate-plan actions.
Responsible-body interface	Any Hampshire/SLA issues, changes in responsibilities, funding opportunities or DfE assurance requirements.
Decision required	Specific decisions/recommendations for Finance Committee or FGB, with cost/risk implications.

Appendix C – Reference framework

- DfE: Good Estate Management for Schools (GEMS), updated 20 July 2026.
- DfE: School Estate Management Standards, published 23 April 2025.
- DfE: School Estate Management Standards annual return guidance, published 17 July 2026 and updated 22 September 2026.
- DfE: Improve and renew – developing your long-term estates plan, published 25 February 2026.
- Home Office: Fire safety risk assessment – educational premises.
- HSE: Legionella and hot/cold water systems guidance (L8/HSG274 framework).
- HSE: Duty to manage asbestos and asbestos management in schools guidance.
- HSE: Local exhaust ventilation guidance, including the 14-month thorough examination and test requirement.
- HSE: Pressure Systems Safety Regulations guidance and written schemes of examination.
- The Key: Model premises management policy, March 2023 – used as a baseline and adapted to College circumstances.

This policy intentionally avoids embedding software login details, individual contractor names and other changeable operational information. Those details should be held in controlled operational records. Where legislation or authoritative guidance changes, the current legal requirement takes precedence and the policy/compliance register will be updated at the next appropriate review.