



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

Premises Management Policy



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

1. Purpose and Objectives

The purpose of this policy is to set out how The Hayling College will manage its buildings, grounds, and associated facilities to ensure they are safe, secure, and suitable for teaching, learning, and letting.

Our objectives are:

- To comply with all relevant legislation and guidance.
- To maintain a safe environment for pupils, staff, and visitors.
- To ensure the premises are well-maintained and fit for purpose.
- To plan for long-term maintenance and improvements.
- To manage risks effectively and respond promptly to any issues.

2. Scope

This policy applies to all areas of the school site and everyone who interacts with them. It defines how the school manages its buildings, grounds, and facilities to ensure safety, compliance, and suitability for education.

Included Areas

- Buildings: Classrooms, offices, corridors, toilets, kitchens, sports halls, storage areas, and plant rooms.
- External Spaces: Sports fields, car parks, paths, and boundary fencing.
- Systems and Services: Heating, ventilation, electrical wiring, lighting, gas installations, and water systems.
- Specialist Areas: Science labs, technology workshops, food tech rooms, and spaces with specialist equipment.
- Safety Equipment: Fire alarms, extinguishers, and emergency lighting.

Who is Covered

- Staff: All employees working on site.
- Contractors: Anyone carrying out maintenance or construction.
- Visitors: Parents, volunteers, and external professionals.



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

Activities Covered

- Daily cleaning and minor repairs.
- Planned maintenance and servicing.
- Statutory inspections (fire, gas, electrical, water hygiene, asbestos).
- Emergency planning and drills.
- Record keeping for compliance and audits.

3. Legal and Regulatory Framework

The school is legally required to comply with a wide range of statutory regulations and guidance to ensure the premises are safe, accessible, and fit for purpose. These include:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2012
- Gas Safety (Installation and Use) Regulations 1998
- Electricity at Work Regulations 1989
- COSHH Regulations 2002
- Workplace (Health, Safety and Welfare) Regulations 1992
- Equality Act 2010
- School Premises (England) Regulations 2012
- DfE Guidance: Good Estate Management for Schools

4. Roles and Responsibilities

- **Governing Body:** Ensures resources are available and monitors compliance.
- **Headteacher:** Oversees implementation and ensures staff understand their responsibilities.
- **Site Manager / Premises Team:** Specialists appointed for areas like asbestos, fire safety, and water hygiene. Carries out inspections, maintenance, and keeps records.
- **Staff:** Report hazards and follow safety procedures.
- **Contractors:** Must comply with school policies and provide relevant certifications.

5. Inspection and Testing

The Hayling College carries out statutory inspections and best-practice checks to ensure compliance with health and safety regulations and maintain a safe environment. Where checks require specialist



knowledge or certification, the college will appoint a **qualified competent person or contractor** to complete them. Below is a detailed breakdown:

Fire Safety

- Fire Alarm Systems
 - Weekly: Test fire alarms and record results by the site team
 - Quarterly: Service and check alarm system functionality, by a competent contractor through our SLA agreement
 - Annually: Full system inspection by a competent contractor through our SLA agreement
- Emergency Lighting
 - Monthly: Function test by the site team
 - Annually: Full duration test (usually 3 hours), by a competent contractor through our SLA agreement
- Fire Extinguishers
 - Monthly: Visual inspection for damage or discharge by the site team
 - Annually: Full service and pressure check, by a competent contractor appointed by The Hayling College
- Fire Doors
 - Weekly: Check doors with Dorgards and those that are wired to the alarm system close properly when the fire alarm is activated, by the site team
 - Monthly: Check doors close properly and seals are intact, by the site team
- Fire Risk Assessment
 - Risk assessments must be carried out by an external competent person for the first year, and thereafter reviewed annually in-house by the site manager, or sooner if significant changes to the building occur. This cycle should be repeated no later than every three years.

Gas Safety

- Boilers and Gas Appliances
 - Annually: Inspection and certification by a Gas Safe engineer, by a competent contractor through our SLA agreement
- Kitchen Gas Equipment
 - Annual servicing and safety check, by a competent contractor appointed by The Hayling College



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

Electrical Safety

- Portable Appliance Testing (PAT)
 - Annually: All portable electrical items are tested.
- Fixed Wiring
 - Every 5 years: Electrical Installation Condition Report (EICR).

Water Hygiene (Legionella Control)

- **Temperature Checks**
 - **Monthly Task:** Verify that hot water outlets reach at least **50°C** and cold water outlets remain at or below **20°C**, in line with Legionella control requirements. These checks are carried out by the site team, and all readings are logged in the water monitoring app for compliance tracking.
- **Flushing**
 - **Twice Weekly Task:** Flush all infrequently used outlets in accordance with County guidance. This activity is carried out by the site team, with each flush recorded in the water monitoring app as part of Concerto. Records are also retained as part of the team's monthly compliance checklist.
- **Tank Inspections**
 - Annually: Inspect cold water storage tanks by a competent contractor through our SLA agreement
- **Legionella Risk Assessment**
 - Annually, or immediately following any system changes
 - Responsibility: To be carried out by a competent contractor under the school's Service Level Agreement (SLA), in accordance with Hampshire County Council guidance and statutory requirements.
- **Descaling and Disinfection**
 - As required based on risk assessment, and is carried out by the site as part of the routine checks set out by the Legionella team and is logged as part of the water monitoring process.

Asbestos

- **Asbestos Register**
 - The Asbestos Register is maintained by the Hampshire Asbestos Team as part of the Service Level Agreement (SLA). Before any works that alter the fabric of the building are undertaken, the register must be consulted and signed by the person carrying out the work. All updates are recorded within the online system, Alpha Tracker, and access details for the register are kept securely with the login credentials at reception.



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

- **Visual Inspection**
 - As part of our monthly checklist, we inspect all asbestos-containing materials in high-accessible areas to ensure they remain in good condition by the site team.
- **Management Plan**
 - Review annually or after any disturbance.

Statutory Checks

These checks are legally required under health and safety regulations. Where specialist knowledge or certification is needed, it will be carried out by a **competent contractor appointed by The Hayling College**.

- **Moving and Handling Equipment**
Frequency: Monthly
Responsible: Site team for routine checks, servicing, and repairs by a competent contractor.
- **Local Exhaust Ventilation (LEV)**
Frequency: Annually
Responsible: Competent contractor appointed by The Hayling College.

Non-Statutory Checks

These checks are considered best practice and form part of our internal safety management plan. All servicing and inspections will be carried out by a **competent contractor appointed by The Hayling College**.

- **Machine Shop Service**
Frequency: Annually
Responsible: Competent contractor.
- **Food Technology Cooker Safety Checks**
Frequency: Annually
Responsible: Competent contractor.
- **Flagpole Safety Check and Service**
Frequency: Annually
Responsible: Competent contractor.
- **Kitchen Hood Clean**
Frequency: Annually (as part of Fire Safety Management Plan)
Responsible: Competent contractor.



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

- **Movable Wall Service**
Frequency: Annually
Responsible: Competent contractor.

6. Risk Assessments

At The Hayling College, we take a proactive approach to identifying and managing risks across the premises. Risk assessments are completed for all areas where hazards may exist, including:

- **Fire Safety:** Risk assessments must be carried out by an external competent person for the first year, and thereafter reviewed annually in-house by the site manager, or sooner if significant changes to the building occur. This cycle should be repeated no later than every three years. This includes checking escape routes, fire doors, alarm systems, and staff responsibilities.
- **Water Systems (Legionella):** A Legionella risk assessment is conducted annually, or immediately following any system changes. Responsibility: To be carried out by a competent contractor under the school's Service Level Agreement (SLA), in accordance with Hampshire County Council guidance and statutory requirements.
- **Hazardous Substances (COSHH):** All chemicals used in science labs, cleaning, and maintenance are assessed for risk. We ensure safe storage, handling procedures, and staff training.
- **Building Security:** We assess risks related to unauthorized access, CCTV coverage, perimeter fencing, and visitor management.

Review Process:

- Risk assessments are reviewed annually or sooner if there are changes such as building works, new equipment, or updated legislation.
- Findings are documented, and actions are assigned to the responsible staff or contractors.

7. Emergency Procedures (Expanded)

The Hayling College maintains clear, practical plans for responding to emergencies. These plans are communicated to staff and practiced regularly with pupils.

- **Fire Evacuation:**
 - Fire drills are carried out **at least once per term.**



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

- Escape routes and assembly points are clearly marked and kept unobstructed.
- Staff receive training on their roles during an evacuation.

- **Lockdown:**

- Procedures are in place for security threats or incidents requiring pupils to remain indoors.
- Staff are trained on communication protocols and securing classrooms.

- **Utility Failure:**

- Plans exist for power cuts, gas leaks, and water supply issues.
- Emergency contact numbers for utility providers and contractors are readily available.

- **Severe Weather:**

- Procedures cover snow, flooding, and storm damage.
- The site team monitors weather alerts and prepares the premises accordingly.

Training and Practice:

- Staff receive annual refresher training on emergency procedures.
- Pupils practice fire drills and lockdown drills to ensure familiarity.

8. Monitoring and Review (Expanded)

We have a structured approach to monitoring compliance and reviewing this policy:

- **Site Manager:**

- Conducts routine checks and ensures statutory inspections are completed.
- Maintains records of all maintenance and compliance activities.

- **Headteacher:**

- Reviews this policy annually and ensures staff understand their responsibilities.



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

- Oversees implementation and addresses any gaps in compliance.
- **Governors:**
 - Receive termly reports on premises management, including inspection results and risk assessments.
- **Audits:**
 - Internal audits are carried out.
 - External audits may be commissioned for specialist areas such as asbestos or fire safety.

9. Links to Other Policies.

This policy works alongside and supports other key documents:

- **Health & Safety Policy:** Sets out the school's overall approach to safety.
- **Fire Safety Policy:** Details fire prevention measures and evacuation procedures.
- **Risk Assessment Policy:** Provides guidance on completing and reviewing risk assessments.