Premises Management Policy

Approved by: **B.Suddhi**		**Date:**	September 2026
Last reviewed on:	September 2026		
Next review due by:	September 2027		

Signed by:

	Headteacher	Date:	September 2026
	Chair of governors	Date:	September 2026

Statement of intent

Pear Tree Infant and Nursery School has a duty to ensure that the school buildings, grounds, facilities and infrastructure under its control are safe, secure, well maintained and suitable for their intended use.

From November 2026, the school will operate from its new purpose-built premises following the merger of Pear Tree Infant School and Walbrook Nursery.

The school will manage its estate with particular regard to:

- **Condition:** ensuring that the physical condition of the buildings, grounds, equipment and infrastructure supports safe and continuous operation.
- **Suitability:** ensuring that the premises meet the educational, operational, accessibility and safeguarding needs of pupils, staff and visitors.
- **Compliance:** ensuring that statutory inspections, testing, servicing, maintenance and risk management arrangements are completed by competent persons and recorded appropriately.
- **Sustainability:** making effective use of the new building's energy-efficient systems and managing energy and water use responsibly.
- **Resilience:** ensuring that arrangements are in place to respond to building, utility, weather, security and other emergencies.

The school will maintain appropriate records relating to the building, including commissioning information, operation and maintenance manuals, warranties, certificates, statutory inspections, servicing records, asset information, plans and planned preventative maintenance schedules.

DfE guidance states that schools should maintain their estate so that buildings remain safe, warm, weatherproof and suitable for teaching and learning, supported by effective planned preventative and reactive maintenance arrangements.

New-build review

This policy has been updated in preparation for the school's move into its new purpose-built premises in November 2026. It reflects the information and arrangements available to the school at the point of transition.

The policy will be ***formally reviewed following occupation of the new building****, once the school has had an opportunity to assess the operation of the building, its systems and facilities in practice. This review will take account of the building's operation and maintenance manuals, commissioning information, planned preventative maintenance requirements, warranties, contractor arrangements and any issues identified during the initial period of occupation.*

The policy will be amended where necessary to ensure that it accurately reflects the school's premises, building systems, responsibilities and operational arrangements.

1. Legal framework

This policy has due regard to all relevant legislation and guidance, including but not limited to:

- Health and Safety at Work etc. Act 1974
- School Standards and Framework Act 1998
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable
- Provision and Use of Work Equipment Regulations 1998 (PUWER), where applicable
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- School Premises (England) Regulations 2012
- Control of Asbestos Regulations 2012, where applicable
- Equality Act 2010
- Construction (Design and Management) Regulations 2015, where applicable to building or maintenance works
- DfE guidance: *Standards for school premises*
- DfE guidance: *Good estate management for schools*
- DfE guidance: *Managing your education estate*
- DfE guidance: *Managing asbestos in your school or college*
- DfE guidance: *School and college security guidance*
- DfE guidance: *Keeping children safe in education 2026*
- HSE guidance on electrical safety and maintenance
- HSE Approved Code of Practice L8 and associated guidance concerning legionella
- DfE guidance on emergency planning and response for education settings

This policy operates alongside the school's:

- Asset Management Policy
- Accessibility Policy
- Child Protection and Safeguarding Policy
- Fire Safety Policy
- Health and Safety Policy
- School Security Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- Car Park / Site Traffic Management arrangements
- First Aid Policy
- COSHH arrangements
- Emergency Plan
- Educational Visits Policy

2. New-build estate management

The new school building will be managed as a single integrated estate.

The school will retain, as appropriate:

- building plans and floor plans;
- site plans;
- utility plans;
- incoming service information;
- locations of isolation points;
- electrical distribution information;
- water and drainage information;
- fire strategy and fire safety information;
- emergency lighting information;
- heating and ventilation information;
- heat pump system information;
- building management system (BMS) information, where installed;
- operation and maintenance manuals;
- commissioning certificates;
- statutory inspection and testing certificates;
- warranties and guarantees;
- asset registers;
- equipment inventories;
- servicing schedules;
- planned preventative maintenance schedules;
- contractor details;
- defects and remedial works records; and
- information relating to any residual construction defects.

The SBM will ensure that relevant information from the new-build handover is incorporated into the school's estate management and compliance arrangements.

Any outstanding defects, snags or warranty matters identified after occupation will be recorded and followed up with the responsible body, contractor or relevant party.

The school will ensure that changes made to the building, systems or equipment are recorded and that relevant plans, risk assessments and maintenance information are updated.

3. Roles and responsibilities

3.1 Governing body

The governing body is responsible for providing appropriate oversight of premises management and ensuring that suitable arrangements are in place for:

- the safe maintenance and operation of the school premises;
- compliance with relevant legislation and guidance;
- appropriate financial resources for premises maintenance;
- accessibility for pupils, staff and visitors;
- fire safety and emergency arrangements;
- management of health and safety risks;
- appropriate monitoring of premises compliance;
- ensuring that competent persons are used where specialist knowledge is required.

The governing body will receive appropriate information about significant premises risks, compliance issues and planned maintenance requirements.

DfE guidance recommends clear responsibilities, accountability and oversight for estate health and safety and compliance.

3.2 School Business Manager

The SBM is responsible for the day-to-day strategic management of the school estate and will:

- coordinate maintenance and repair work;
- maintain or oversee the school's compliance and premises records;
- manage planned preventative maintenance arrangements;
- arrange competent contractors and specialists where required;
- monitor statutory inspection and servicing requirements;
- manage warranties and new-build defects where appropriate;
- manage premises-related procurement;
- oversee cleaning and premises-related services;
- manage lettings
- ensure relevant premises risk assessments are undertaken;
- maintain appropriate records of inspections, servicing and remedial works;
- monitor expenditure on premises and maintenance;
- liaise with the responsible body and contractors regarding significant defects or capital works;
- ensure appropriate arrangements are in place for the school's heating, ventilation, electrical, water and other building systems.

3.3 Site manager / premises staff

The site manager or designated premises staff will be responsible for the day-to-day operation of the site, including:

- daily visual checks of the premises;
- identifying hazards and defects;
- reporting significant defects to the SBM;
- carrying out authorised routine maintenance;
- monitoring the condition of buildings and grounds;
- checking that access routes and emergency exits remain clear;
- checking the security of the premises;
- opening and securing the site;
- monitoring heating, ventilation and other building systems;
- reporting faults with the heat pump and associated systems;
- carrying out routine checks specified within the school's PPM arrangements;
- monitoring water, drainage and hygiene arrangements;
- supporting fire safety arrangements;
- supporting premises-related risk assessments;
- reporting any concerns relating to asbestos or suspected asbestos-containing materials;
- ensuring contractors are appropriately authorised before commencing work.

The site manager will not undertake specialist work where competence, certification or specialist knowledge is required.

3.4 Headteacher

The headteacher is responsible for:

- ensuring the safety of pupils, staff and visitors;
- ensuring premises-related risks are appropriately identified and managed;
- reporting premises concerns to the SBM;
- ensuring the needs of pupils and staff with SEND are considered;
- ensuring emergency arrangements are implemented;
- ensuring staff understand relevant premises procedures;
- reviewing this policy with the SBM and relevant premises staff.

4. New-build handover and defects

Following occupation of the new school building, the school will maintain appropriate records of:

- defects identified during occupation;
- outstanding snagging works;
- warranty claims;
- contractor visits;
- remedial works;
- replacement components;
- system modifications;
- commissioning information;
- updated plans and manuals.

The school will not make significant alterations to building systems without appropriate consideration of:

- health and safety;
- fire safety;
- accessibility;
- safeguarding;
- building systems;
- warranties;
- manufacturer requirements;
- statutory requirements; and
- any necessary approvals.

Where work constitutes a construction project, the school will ensure that relevant duties under the Construction (Design and Management) Regulations 2015 are considered and that competent persons are engaged where required.

6. Water supply and legionella

The school will ensure that its water systems are maintained so that:

- drinking water is available;
- toilet and washing facilities have an appropriate water supply;
- hot water is available where required;
- hot water does not present an unacceptable scalding risk;
- water systems are maintained in accordance with the manufacturer's requirements and the school's water hygiene arrangements.

The school will appoint a competent person/responsible person for the management of legionella risks.

A legionella risk assessment and written control scheme will be maintained where required.

The school will:

- identify potential sources of risk;
- implement appropriate control measures;
- monitor relevant temperatures and system conditions;
- undertake flushing and other control measures where required;
- maintain appropriate records;
- review the risk assessment periodically and following significant changes.

The arrangements will follow HSE ACOP L8 and associated technical guidance.

Particular attention will be given to any areas of the new building that are infrequently used or where water may become stagnant.

7. Heating, heat pump and ventilation systems

The new school building does **not have a gas heating system**.

The school will use its installed **heat pump heating system** and associated building services in accordance with the manufacturer's instructions, commissioning information and the building's operation and maintenance documentation.

The SBM will ensure that:

- the heat pump system is included within the school's planned preventative maintenance programme;
- servicing is undertaken by suitably competent contractors;
- manufacturer maintenance requirements are followed;
- system faults are recorded and acted upon;
- filters, pumps, controls and other serviceable components are maintained as required;
- relevant alarms and fault indicators are monitored;
- heating controls are operated appropriately;
- building users are not permitted to interfere with plant or controls without authorisation;
- any significant failure of heating is escalated promptly;
- relevant warranties and service agreements are retained.

Where the new building has a Building Management System (BMS), the school will use the system to monitor and manage relevant building services in accordance with the manufacturer's instructions.

The school will retain appropriate information about:

- the heat pump system;
- system controls;
- plant locations;
- isolation points;
- emergency procedures;
- maintenance requirements;
- contractor contacts.

The school will aim to maintain appropriate temperatures for teaching, learning, welfare and medical needs in accordance with the School Premises (England) Regulations 2012 and relevant DfE guidance.

Mechanical ventilation or air-conditioning systems, where installed, will be maintained in accordance with the manufacturer's instructions, commissioning requirements and the school's planned maintenance arrangements.

The school will monitor the effectiveness of ventilation and respond to identified issues such as excessive condensation, poor air quality or system failure.

8. Temperatures and thermal comfort

The school will ensure that occupied areas are maintained at appropriate temperatures for their use.

Particular consideration will be given to:

- nursery and infant classrooms;
- medical and welfare areas;
- offices;
- staff areas;
- halls and areas used for physical activity;
- spaces used by pupils with particular medical or sensory needs.

The heating system will be managed to avoid excessive heat as well as inadequate heating.

Where pupils or staff report persistent temperature problems, the SBM/site manager will investigate the cause and consider appropriate remedial action.

Radiators, heating emitters and associated pipework accessible to pupils will be appropriately guarded or designed to minimise the risk of burns.

9. Toilet and washing facilities

The school will maintain sufficient toilet and washing facilities for pupils, staff and visitors.

Facilities will:

- be appropriately located;
- be adequately lit and ventilated;
- have suitable handwashing facilities;
- provide hot and cold water where required;
- be maintained in a clean and hygienic condition;
- provide appropriate privacy;
- be accessible to pupils and visitors with SEND.

The school will maintain suitable medical/welfare facilities, including access to handwashing facilities.

Toilet provision will be reviewed if pupil numbers or the use of the building changes.

10. Accessibility

The school will comply with the Equality Act 2010 and maintain an Accessibility Plan/Strategy.

The premises will be managed to support access for:

- pupils with SEND;
- staff with disabilities;
- visitors with disabilities;
- pupils with temporary mobility needs; and
- individuals with other access requirements.

Accessibility considerations will include:

- entrances and exits;
- circulation routes;
- ramps and level access;
- accessible toilets;
- signage;
- lighting;
- acoustics;
- door access;
- emergency evacuation arrangements;
- playground and external areas.

Any identified barriers to access will be recorded and addressed where reasonably practicable.

11. Drainage and roof management

The site manager will monitor:

- gutters;
- downpipes;
- drainage channels;
- surface water drainage;
- foul drainage;

- external gullies;
- roof areas where safe access is available.

Blockages, leaks, flooding or standing water will be reported and addressed promptly.

Roof access will only be undertaken by suitably trained and authorised persons using appropriate controls.

The school will not permit unauthorised access to roof areas.

12. Lighting

The school will maintain suitable internal and external lighting.

Consideration will be given to:

- natural light;
- glare;
- contrast;
- accessibility;
- emergency lighting;
- external pedestrian routes;
- car parking;
- security lighting;
- entrances and exits;
- playground areas.

Lighting faults will be reported and repaired within an appropriate timescale.

Emergency lighting will be inspected and tested in accordance with the relevant system requirements and maintenance arrangements.

13. Electrical systems

All fixed electrical installations will be maintained and inspected by competent persons at appropriate intervals.

The school will retain:

- electrical installation certificates;
- inspection and testing reports;
- remedial action records;
- information relating to distribution boards;
- relevant electrical schematics;
- records of significant alterations.
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Electrical systems will be inspected and tested at intervals determined by competent professional advice, the condition of the installation and relevant standards.

The school will not rely on a fixed annual testing interval where a competent person has specified a different appropriate regime.

Portable electrical equipment will be maintained using a risk-based approach.

Staff will be encouraged to report:

- damaged plugs;
- damaged cables;
- overheating;
- exposed wiring;
- damaged sockets;
- other electrical defects.

The school will not require all portable electrical appliances to undergo an automatic annual PAT test solely because they are portable. HSE guidance confirms that the law does not prescribe annual PAT testing; inspection and testing should be proportionate to risk, equipment and environment.

14. Security

The SBM and site manager will ensure appropriate security arrangements are maintained for the new school site.

This will include, where installed:

- secure perimeter arrangements;
- controlled entrances;
- access control systems;
- alarms;
- CCTV;
- intercom/communication systems;
- secure staff-only areas;
- secure storage;
- appropriate key management;
- visitor management arrangements.

The school will maintain arrangements for securing the building outside normal operating hours.

Security arrangements will be risk assessed and reviewed following:

- significant incidents;
- changes to the site;
- changes to access arrangements;
- changes in safeguarding requirements;
- changes in the use of the premises.

The School Security Policy will be followed at all times.

DfE's current school security guidance expects security arrangements to form part of the wider safeguarding and health and safety arrangements.

15. Lettings

The SBM will manage school lettings.

Before approving a letting, consideration will be given to:

- the proposed activity;
- safeguarding;
- health and safety;
- suitability of the premises;
- availability of staff;
- impact on school operations;
- security;
- insurance;
- emergency arrangements;
- the condition of the premises.

Where another organisation is responsible for an activity, appropriate safeguarding and health and safety assurances will be obtained.

Hirers will be required to comply with the school's conditions of hire.

16. Adverse weather and environmental conditions

The school will monitor the premises during periods of:

- heavy rain;
- snow and ice;
- high winds;
- extreme temperatures;
- flooding;
- other severe weather.

The Adverse Weather Policy will be followed.

Appropriate measures will be taken to reduce risks from:

- slippery surfaces;
- falling branches or other objects;
- flooding;
- water ingress;
- excessive heat;
- loss of heating;
- loss of essential services.

17. Invacuation, lockdown and evacuation

The school will ensure that emergency routes and exits are kept clear.

Premises arrangements will support:

- fire evacuation;
- invacuation;
- lockdown;
- emergency access for emergency services;
- evacuation of pupils and staff with SEND;
- emergency communication.

Floor plans, emergency plans and relevant signage will be maintained and updated when changes are made to the building.

The Invacuation, Lockdown and Evacuation Policy will be followed.

18. Fire safety

The school will maintain suitable fire safety arrangements in accordance with the Regulatory Reform (Fire Safety) Order 2005 and relevant guidance.

A suitable fire risk assessment will be maintained and reviewed:

- annually;
- following significant changes to the building;
- following changes in use;
- following significant incidents;
- where new risks are identified.

The school will maintain:

- fire detection and alarm systems;
- emergency lighting;
- fire doors;
- fire extinguishers;
- evacuation routes;
- fire signage;
- emergency plans;
- fire safety records.

The fire alarm will be tested in accordance with the system requirements and relevant standards.

Fire doors will be monitored and maintained so that they remain effective.

Fire drills will be undertaken at appropriate intervals in accordance with the school's Fire Safety Policy.

19. Catering

The school's Whole-School Food Policy and food hygiene arrangements will be followed.

The SBM will ensure that kitchen and catering facilities are:

- appropriately maintained;

- clean and hygienic;
- suitably ventilated;
- safely accessed;
- appropriately equipped;
- maintained in accordance with manufacturer requirements.

Kitchen equipment will be serviced and maintained in accordance with relevant requirements.

As the new building does not have a gas supply, catering equipment will be managed in accordance with the type of equipment actually installed.

20. Cleaning

The SBM will monitor cleaning standards and ensure that:

- classrooms are clean and hygienic;
- toilets are cleaned appropriately;
- shared areas are maintained;
- spillages are dealt with promptly;
- cleaning chemicals are stored securely;
- COSHH requirements are followed;
- waste is managed appropriately.

Cleaning arrangements will take account of the needs of nursery and infant pupils.

21. Acoustics

The school will maintain appropriate acoustic conditions to support:

- teaching and learning;
- communication;
- concentration;
- pupils with hearing or sensory needs;
- staff communication;
- safe supervision.

Where acoustic problems are identified, the school will consider appropriate measures.

22. Maintenance and planned preventative maintenance

The school will operate a planned preventative maintenance programme covering the building, grounds, plant, equipment and services.

The PPM programme will include, as applicable:

- heat pump system;
- ventilation systems;
- electrical systems;
- emergency lighting;
- fire alarm;

- fire extinguishers;
- fire doors;
- water systems;
- legionella controls;
- lifts or lifting equipment, where installed;
- access control;
- CCTV/security systems;
- playground equipment;
- drainage;
- roof and guttering;
- external lighting;
- grounds;
- specialist equipment.

Maintenance will be prioritised according to:

1. immediate health and safety risk;
2. statutory compliance;
3. safeguarding and security;
4. operational importance;
5. condition;
6. financial value and lifecycle considerations.

The school will maintain a record of completed maintenance and outstanding actions.

DfE guidance recommends planned preventative maintenance alongside reactive maintenance and maintaining accurate statutory compliance and asset information.

23. Furnishings and equipment

Furniture and equipment will be:

- suitable for the age and needs of pupils;
- safe;
- appropriately maintained;
- suitable for pupils and staff with SEND;
- positioned to maintain safe access and circulation.

Damaged or unsuitable furniture will be removed from use until repaired or replaced.

Equipment will be maintained in accordance with manufacturer instructions and relevant risk assessments.

24. Grounds and external areas

The school will maintain its grounds so that they are safe and suitable for pupils, staff and visitors.

The site manager will monitor:

- playground surfaces;

- paths;
- gates;
- fencing;
- external steps and ramps;
- drainage;
- outdoor play equipment;
- trees and vegetation;
- external lighting;
- car parking;
- pedestrian routes;
- vehicle routes;
- outdoor learning areas.

Where appropriate, vehicle and pedestrian routes will be clearly separated.

Playground and fixed outdoor equipment will be inspected and maintained appropriately.

Tree safety will be managed through appropriate inspection and risk assessment arrangements.

25. Specialist equipment, work equipment and storage

Equipment will be maintained in accordance with:

- manufacturer instructions;
- relevant legislation;
- risk assessments;
- the school's Health and Safety Policy;
- planned maintenance requirements.

Where equipment falls within LOLER, PUWER or other specialist legislation, appropriate competent-person inspections will be arranged.

Storage areas will be kept secure, organised and free from unnecessary hazards.

Heavy, hazardous or inappropriate materials will not be stored where they could present a risk to pupils.

26. Incoming services and isolation points

The school will maintain up-to-date information showing the location of relevant incoming services and isolation points, including:

- electricity;
- water;
- drainage;
- heating/heat pump systems;
- other utilities or services installed at the new school.

The location of isolation points will be communicated to relevant premises staff and emergency arrangements.

As there is **no gas supply to the new building**, there will be no routine gas safety management arrangements for the school building.

The school will not introduce gas appliances, LPG cylinders or other gas systems without a formal assessment and appropriate approval.

27. Energy management and sustainability

The school will make effective use of the energy-efficient systems incorporated into the new building.

The SBM will monitor, where practical:

- electricity consumption;
- heating energy;
- water consumption;
- building controls;
- heat pump performance;
- unusual changes in energy use.

Heating and ventilation controls will be managed to balance:

- pupil and staff comfort;
- health and safety;
- energy efficiency;
- building protection.

The school will avoid unnecessary heating, cooling and lighting outside occupied periods while ensuring that this does not compromise safeguarding, building protection or required environmental conditions.

DfE's current estate guidance encourages schools to manage energy and water use as part of effective estate management.

28. Health and safety audit and risk management

The SBM will ensure that premises-related health and safety arrangements are monitored regularly.

Risk assessments will be completed and reviewed where required, including following:

- changes to the building;
- introduction of new equipment;
- changes in use;
- accidents or near misses;
- identification of new hazards;
- changes affecting pupils or staff with SEND.

Staff will be encouraged to report premises hazards.

Premises concerns will be recorded and prioritised according to risk.

The school will ensure that competent persons are used where specialist assessment or inspection is required.

29. Contractor management

Contractors working on the school premises will be appropriately managed.

Before work begins, consideration will be given to:

- competence;
- insurance;
- safeguarding;
- risk assessments;
- method statements;
- asbestos information where relevant;
- health and safety;
- DBS requirements where applicable;
- access arrangements;
- isolation of services;
- fire safety;
- protection of pupils and staff;
- disruption to school operations.

Contractors will sign in and comply with the school's site rules.

Where work may affect safeguarding or the safety of pupils, appropriate segregation arrangements will be implemented.

Contractors will not be permitted to undertake unauthorised work on school building systems.

30. Emergency arrangements

The school will maintain arrangements for responding to significant premises incidents, including:

- loss of electricity;
- loss of water;
- heating failure;
- heat pump failure;
- ventilation failure;
- flooding;
- fire;
- security incidents;
- structural damage;
- severe weather;
- drainage failure;
- significant water leak;
- electrical fault;
- other significant building system failures.

Emergency contact details for relevant contractors, the responsible body and utility providers will be maintained.

Where a building system failure presents a significant risk to pupils or staff, the headteacher/SBM will consider whether part or all of the building needs to be closed or alternative arrangements implemented.

31. Records and compliance documentation

The school will maintain appropriate premises records, including where applicable:

- fire risk assessments;
- fire alarm records;
- emergency lighting records;
- electrical inspection records;
- portable electrical equipment records;
- water hygiene records;
- legionella risk assessment;
- asbestos information;
- accessibility documentation;
- lift/LOLER records;
- equipment inspections;
- playground inspections;
- contractor records;
- maintenance records;
- PPM schedules;
- building plans;
- utility plans;
- heat pump servicing records;
- ventilation servicing records;
- BMS information;
- warranties;
- commissioning certificates;
- building handover information;
- new-build defects and remedial works.

Records will be retained in accordance with the school's document retention arrangements.

32. Monitoring and review

This policy will be reviewed annually by the headteacher and SBM and whenever there is a significant change to the school premises or relevant legislation.

The first review following occupation of the new building will consider:

- how effectively the new building is operating;
- outstanding defects;
- heating and heat pump performance;
- ventilation;
- water systems;

- electrical systems;
- security;
- accessibility;
- fire safety;
- cleaning;
- grounds;
- contractor arrangements;
- statutory compliance;
- staff feedback;
- pupil welfare and comfort.

The next scheduled review date is **September 2027**.

Any significant changes to this policy will be communicated to relevant staff.

Appendix 1 – Premises Compliance and Maintenance Schedule

Area	Record / inspection	Frequency
Accessibility	Accessibility assessment/strategy	Annual and as required
Building condition	Condition inspection	At least annually
Building systems	PPM schedule	In accordance with manufacturer/competent-person requirements
Heat pump	Service and inspection	In accordance with manufacturer/PPM
Heating controls/BMS	Operational checks	Routine monitoring and PPM
Mechanical ventilation	Inspection/service	In accordance with system requirements
Water hygiene	Risk assessment and control measures	In accordance with risk assessment
Legionella	Risk assessment and monitoring	In accordance with L8/HSG274 and risk assessment
Electrical installation	Inspection and testing	Competent-person/risk-based interval
Portable electrical equipment	User checks/inspection/testing	Risk-based
Emergency lighting	Inspection and testing	In accordance with relevant standard/system requirements
Fire risk assessment	Review	Annually and following significant change
Fire alarm	Testing/service	In accordance with system requirements
Fire doors	Visual/condition checks	Routine and formal inspection as required
Fire extinguishers	Inspection/service	In accordance with competent-person requirements
First aid equipment	Stock check	Termly and as required
Floor plans	Update	Whenever changes occur
Incoming services/isolation points	Check/update	Annually and following changes
Drainage/gutters	Inspection/cleaning	As required and through PPM
Roof	Inspection	Through PPM/competent contractor
Playground equipment	Inspection	In accordance with manufacturer/inspection requirements
Grounds	Visual inspection	Routine

Area	Record / inspection	Frequency
Trees	Inspection/risk assessment	Appropriate competent-person interval
Slips/trips	Risk assessment	As required
Working at height	Risk assessment	As required
COSHH	Risk assessment	Annual and following significant change
Security systems	Testing/service	In accordance with system requirements
CCTV/access control	Testing/service	In accordance with system requirements
Contractor compliance	Checks/records	Before and during works
New-build warranties/defects	Review outstanding actions	Until completion/resolution

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New-build handover checklist

The school will ensure that the following information is obtained and retained as part of the new-build handover:

- Final building plans
- Site plans
- Fire strategy/fire safety information
- Emergency plans
- Electrical drawings and certification
- Water and drainage drawings
- Heating/heat pump information
- Heat pump commissioning certificate
- Heat pump maintenance requirements
- Ventilation information and commissioning records
- BMS information, where applicable
- Lighting and emergency lighting information
- Security/access control information
- CCTV information, where applicable
- Fire alarm information
- Fire door information
- Equipment manuals
- Asset register
- PPM schedule
- Warranties
- Contractor/service contacts
- Statutory inspection requirements
- Water hygiene/legionella information
- Asbestos information or confirmation that the building is wholly post-2000
- Accessibility information
- Outstanding defects/snagging schedule

- Relevant certificates and commissioning records
- Utility meter and isolation-point information
- Roof access information
- Plant room access arrangements
- Emergency isolation procedures