The Park Federation
ACADEMY TRUST

Estates Management Policy

Approved by	Helen Abell CEO		
Date	September 2026	**Next review due**	09/2027

Summary of Changes

Version	Date	Summary of Changes	Approved By
1	September 2023	Final	Dr Martin Young CEO
2	July 2024	No changes	Dr Martin Young CEO
3	August 2025	No changes	Dr Martin Young CEO
4	August 2026	Change of CEO Section 5 updated to reflect Martyn's Law and Sustainability provided by Forbes solicitors	Helen Abell CEO

Contents

Heading	Page
Aims	3
Guidance	3
Role and responsibilities	3
Inspection and testing	3
Risk assessments and other checks	7
Monitoring arrangements	7
Links with other policies	8

1. Aims

Our Trust aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes 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
- Complies with the requirements of The Education (Independent School Standards) Regulations 2014
- Complies with the requirements of the statutory framework for the EYFS

2. Guidance

This document is based on the Department for Education's guidance on good estate management for schools. This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The Board of Directors through the Finance and Operations Committee are accountable for Operational strategic planning. The Senior Leadership team have designated roles and responsibilities as outlined in the Estates Strategy.

The CEO, Chief Operating Officer, Head of Estates, Principals and Premises Teams will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Chief Operating Officer, Principals and Head of Estates alongside Premises colleagues are responsible for ensuring relevant risk assessments are conducted and for reporting to the Finance and Operations Committee, as required.

The Head of Estates and Premise colleagues are responsible for:

- Inspecting and maintaining the premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the premises
- Liaising with the Principal about what actions need to be taken to keep the respective premises safe

This list is not intended to be exhaustive.

4. Inspection and testing

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

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

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

The table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's guidance on good estate management for schools.

Our Head of Estates coordinates the checks through the premises teams and external competent parties.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Head of Estates
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.	Head of Estates
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Head of Estates
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	Head of Estates
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.	Head of Estates For Kitchen areas the caterer
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).	Head of Estates
CCTV systems	Inspections by competent parties conducting operational maintenance and data protection compliance checks on an annual basis.	Head of Estates
Lightning protection systems	Inspections by competent parties annually testing (or an 11-month cycle to cover seasonal variations) in line with BS EN 62305.	Head of Estates

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Pressure systems	No fixed maintenance requirement (our 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 by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).	Head of Estates
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in guidance for each type from the HSE.	Head of Estates
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Head of Estates
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.	Head of Estates
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections maintenance and tests by a competent person. Annual fire risk assessment by a competent person.	Premises Colleagues Premises Colleagues Head of Estates
Fire doors	Regular checks by a competent person which include monthly visual and annual detailed inspection.	Premises Colleagues

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Firefighting equipment	Most equipment – extinguishers, fire blankets, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Head of Estates
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person. More routine checks also set out in system logbooks.	Caterer's competent person Head of Estates
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 HSE guidance on COSHH assessment).	Premises Colleagues
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.	Head of Estates
Tree safety	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. A qualified Tree surgeon should conduct and arboricultural survey at least every 3 years.	Head of Estates

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	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. Radon measurements will last for 3 months, using radon monitors, in line with UK Health Security Agency (UKHSA) radon guidance for schools. Where measurements show radon levels below 300Bq/m3, radon levels will be re-measured at least every 10 years. If significant changes are made to the buildings or work processes, re-measurement 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 re-measurement frequency.	Head of Estates

5. Risk assessments and other checks

Please refer to our Health and Safety Policy for information about the Trusts approach to risk assessment.

In addition to the risk assessments, we are required to have in place (please refer to our health and safety policy for more information), we ensure we have risk assessments in place, regularly updated, to cover as a minimum:

- Car parking and vehicle/pedestrian segregation
- Traffic management on site
- Lettings
- Site-wide security and counter-terrorism assessments, ensuring full compliance with statutory obligations under Martyn's Law (*Terrorism (Protection of Premises)* legislation), including Standard Tier protective security measures, staff awareness training, and emergency response protocols (lockdown, invacuation, and evacuation).

We also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment
- Ensuring energy efficiency, heating system performance, and climate resilience in alignment with DfE sustainability targets.

6. Monitoring arrangements

The application of this policy is monitored by the Head of Estates, Principal and Chief Operating Officer through, among other things, visual checks of the site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in each academy.

This policy will be reviewed by the CEO every year. At every review, the policy will be shared with and approved by Directors.

7. Links with other policies

This premises management policy is linked to:

- Health and Safety policy
- Estates Strategy
- Academy Risk Assessments