



Premises Management Policy

The wellbeing of our school community is at the heart of all that we do and is linked to our Core Values of Belief, Effort, Community & Kindness. These values help us to better understand and improve the wellbeing of our school community with this policy, and all others, being consistent in promoting those values.

Approved by: [Name]

Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

Policy Statement

All school premises require regular maintenance and estate management if they are to be kept in good repair and operate well. Without maintenance, the quality of school buildings will rapidly decline and frequent sudden breakdowns will occur.

The Aims of the Policy

This policy aims to ensure that the school's buildings and grounds are kept in a safe and well-maintained condition at all times so that they are suitable for educational purposes and offer the best possible environment for pupils and staff.

Procedure

Responsibilities

Responsibility for the school premises is delegated to the Head who manages this function through the premises manager.

The condition of the premises and the management of the grounds and premises will be constantly monitored by the Health and Safety and Sites Committee of the governing body to ensure that:

- repairs and improvements are managed effectively and promptly
- security and safety policies are prepared, monitored and reviewed
- premises risk assessments are prepared, reviewed and acted upon
- an up-to-date maintenance and school improvement plan is in place
- the accessibility plan is regularly reviewed.

Fault Reporting and Emergency Repair

- As well as periodic inspections and checks for faults and problems, the school operates a system of fault reporting whereby issues are reported to the premises manager.
- The premises manager will assess the priority of such requests and act on them as required.
- Urgent faults will be acted upon immediately to ensure the safety of all site users.
- The school strongly supports a programme of planned preventative maintenance, to prevent faults and problems arising.

Planning and Scheduling

The premises manager, acting under authority from the Head, will prepare, keep and monitor a site plan. This includes a schedule of inspections, surveys, checks and improvement works relating to all aspects of the management of the school site and its buildings, including:

- roofs and exterior walls
- rainwater gutters, fascia and soffits
- windows and doors
- internal areas, fixtures and fittings
- asbestos management (site surveys and registers)
- water supply systems, drainage and sewers, including control of legionella
- electrical systems
- heating, lighting and ventilation systems and equipment
- fire alarm systems

- intruder alarms
- mechanical systems and plant
- grounds and fencing
- accessibility, including disabled access ramps and doors, pathways and pavements
- car parks and roadways
- waste collection areas and recycling.

Inspections, surveys and checks will be conducted termly, annually or less frequently according to best practice guidance and buildings manuals. Full records will be kept. Where necessary specialist contractors or consultants will be employed to conduct such works and to advise, especially in areas such as asbestos safety, legionella and electrical safety.

Improvement plans will incorporate necessary option appraisals and costings.

The plan relating to the design, structure and fabric of buildings, and relating to the longevity, efficiency and sustainability of plant, equipment and services, will, where relevant, indicate the cost-effectiveness of ongoing maintenance against that of renewal. Such calculations will be made with reference to the asset management plan.

Sustainability

It is the intention of the school to be as sustainable as possible in its use of its premises and grounds. This is both to reduce costs and to provide an ethical model of building use for pupils. All relevant aspects of premises management will be completed with reference to the sustainability plan, including:

- energy and water consumption
- supply chain/contracting
- display energy certificates
- waste and recycling.

Contractors

The school will ensure that:

- adequate arrangements are in place to select, appoint and monitor any contractors undertaking building or maintenance works on the premises
- contractors' safety record and competence are checked as well as their professional qualifications, registration and certification
- all contractors have a current health and safety policy and suitable insurance in place
- health and safety issues are considered before work commences and a suitable health and safety plan developed in any project or work that requires one
- appropriate risk assessments are conducted and reviewed to ensure the safety of all using the site
- contractors are shown the asbestos register for the school
- contractors abide by site rules at all times.

Trees

The school ensures that a regular tree survey takes place and that all arboriculture work is carried out by a competent contractor.

Lettings and Community Use

The school ensures that the premises and facilities are available to be used for purposes other than conducting the school curriculum. Governors and the school leadership team believe that

the school can provide a valuable resource for the local community while at the same time introducing a helpful source of income through lettings.

Policy Review

This policy will be reviewed at least once per year by the governing body and the Head. The next scheduled review date is given below. The school improvement plan will be reviewed on a termly basis.