



**Premises Management Policy**  
**Review: Every two years**

<b>Date</b>	<b>HT</b>	<b>Chair</b>	<b>Date of next review</b>
24 November 2025	M Hibbert	C Glynn	Dec 2027

# Premises Management Policy

## Aims

This document has been adopted by the Governing Body as the basis for the maintenance and upkeep of Weston on Trent C of E (Aided) Primary School. The aim of this policy is to provide a framework within which individual members of staff, school Governors and all other interested parties can maintain and improve the buildings and site of the school for the benefit of pupils, staff and visitors.

### **I. Principles of Premises Management**

- 1.1 To ensure that the site and buildings are clean, safe and secure.
- 1.2 To ensure that the school and its staff are able to fulfil their core purpose of educating children
- 1.3 To ensure that the facilities and resources are in a good state of repair and decoration
- 1.4 To make sure the school complies with Health and Safety rules, and other relevant legislation (i.e. the Education (School Premises) Regulations of 1999 and the Building Regulations of 2000).

### **2. Maintenance of the buildings**

#### 2.1 Redecoration

The school plans, within budget constraints, to run a rolling programme of redecoration, during which all classrooms, offices and communal areas will be redecorated as required and affordable. The initial prioritisation will take account of health and safety, length of time since last decoration, appearance and cost.

#### 2.2 Cleaning

Cleaners will be employed to conduct cleaning of the premises and to ensure deep cleans and other activities (e.g. window cleans) are undertaken during school holidays, to ensure that the environment is fit for purpose

#### 2.3 Repairs and Maintenance

2.3.1 All repairs and maintenance are conducted in a timely fashion without impacting on the running of the school, the Full Governing Board will oversee the management of these activities. Work will be prioritised according to health and safety, impact on day-to-day school life and cost.

2.3.2 Cyclical maintenance: The school ensures that systems and equipment are maintained and checked in accordance with Local Authority and other legislative requirements. This includes water testing, fire system and extinguisher testing etc

2.3.3 Electrical testing: By law, the school's electrics should be tested every five years. The school will ensure that money to pay for the testing is set aside in the budget for this.

2.3.4 Fire testing: The school is required to maintain fully working fire alarm and fire-fighting systems, as well as making sure that all possible and practical preventions are in place. Each room has a fire action notice and drills are held at least half termly to practise quick and safe evacuations. Fire extinguishers and fire alarms are serviced regularly, and the

operational fire risk-assessment is reviewed annually or when changes occur to the buildings.

- 2.3.5 Gas testing: The school will comply with all required testing for gas appliances and the gas supply.

### **3 Maintenance of the External Site**

#### **3.1 Grounds Upkeep**

It is important that the school site is clean, tidy and safe. Playgrounds are checked on a daily basis for obstructions, mess and damage. Lawns should be mown regularly during the growing season, and nettles etc must be regularly removed to reduce the likelihood of accidents.

#### **3.2 Cleaning**

The school site is cleaned and tidied by the caretaker on a regular basis. In addition, a 'deep clean' of the outdoor areas is organised during the school holidays. Playground rubbish should be cleared on a daily basis as this can give a bad impression to parents and visitors alike.

#### **3.3 Repairs and Maintenance**

All repairs and maintenance are conducted in a timely fashion with impacting on the running of the school. Work will be prioritised according to health and safety, impact on day-to-day school life and cost.

### **4 Repairs and Maintenance**

- 4.1 Budget: The Headteacher allocates an annual budget for repairs, maintenance, fixtures and fittings,

- 4.2 Tools: The school provides tools for the repair and maintenance of the buildings and grounds. The tools should be stored and supervised securely, and kept out of the reach of unauthorised users, including children. The tools remain the property of the school at all times.

### **5 Security**

- 5.1 The Headteacher is responsible for ensuring that the school is a safe environment for children to learn, staff to work and visitors to participate. All visitors must report to the school office on arrival to the school.

- 5.2 All visitors are required to sign in in the Visitor File, held in the school foyer, and to wear a visitor badge throughout their stay at the school.

- 5.3 External doors are to be closed and locked if they are not supervised. This is especially important for those doors which open into areas outside of the school's security boundary.

- 5.4 The school has a more detailed security policy.

### **6 Capital Projects**

- 6.1 The Full Governing Board will ensure that capital projects and expenditure is planned and undertaken according to health and safety, the impact of day-to-day school life and cost.
- 6.2 Priorities for capital spending are decided by the Headteacher in consultation with the Full Governing Board.

## **7 Roles and Responsibilities**

7.1 The Role of the Governing Body is:

- To provide support and guidance for the Head Teacher on all matters relating to the premises and grounds to ensure that the school premises are fit for purpose
- To approve expenditure on major capital projects and to seek LA approval before proceeding.
- To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocations.
- To oversee the preparation and implementation of service contracts.
- To ensure that the governing body's responsibilities regarding litter are discharged according to the Environmental Protection Act 1990.
- To ensure that the premises are being used to their best potential.
- To ensure any necessary liaison with the Local Authority regarding premises issues.

7.2 The role of the Headteacher is:

- To advise the Governing Board on spending priorities
- To ensure that school expenditure reflects priorities including plans for money held in reserve for future projects.
- To authorise expenditure on a day to day basis in line with the budget
- To ensure that any statutory improvements and repairs are implemented
- To ensure that Local Authority and State regulations and instructions are adhered to
- To maintain appropriate documentation and records of transactions to specified standards

7.3 The role of the Teaching and Non-Teaching staff is:

- To inform the Headteacher at the earliest opportunity of any risks or dangers presented by the school's premises.
- To ensure, to the best of their ability, that any danger or risk is managed effectively until the Headteacher can assess it. This may include informing a member of the office staff, contacting a member of the Senior Management Team, restricting pupil access to common areas and/or supervising an area until the risk is reduced (e.g. by the children returning to class), or has been passed on to Headteacher or a senior member of staff.
- To identify other premises issues which may provide barriers to learning, and bring them to the notice of the Headteacher at the earliest opportunity.