

# PREMISES MANAGEMENT POLICY



## OVERVIEW

The school premises will be kept well maintained, clean and in good condition, so that they provide a safe, healthy, hygienic, secure and appropriate environment for the children and staff. The Governing Body will use the budget wisely for maintenance and improvement in response to the school needs and advice given to them by the Local Authority, the headteacher and other professionals.

## OBJECTIVES

1. To ensure that the school premises and grounds are fit for purpose.
2. To keep the premises and grounds well maintained and in good condition.
3. To develop the premises and grounds so that they are an excellent resource for learning.
4. To ensure that the premises and grounds are accessible to pupils, staff and other users with special needs or disabilities.
5. To keep the school safe and secure.
6. To keep the school clean and hygienic.
7. To ensure that the building and grounds meet health and safety requirements.
8. To make the school and its grounds a bright and welcoming environment for teaching and learning.
9. To conserve energy and to promote sustainable development

## STRATEGIES

1. It is the responsibility of all staff to ensure that any potential Health and Safety risks are remedied or reported to the Headteacher or Premises Manager as soon as is practically possible by completing a yellow maintenance form (found in the staffroom). Risks/hazards which need immediate work can be reported verbally in the first instance but then followed up by completing the necessary paperwork.
2. The Headteacher, leadership team and Governing Body will monitor, evaluate and review the school premises as an important aspect of our school self-evaluation strategy.
3. The Governing body will budget wisely for maintenance and improvement.
4. Parents and governors will be involved and consulted about the quality of the environment, premises and grounds and they will be involved in discussions about improvements.
5. Risk assessments will be carried out, where appropriate to ensure that the school is a safe and healthy place for all who use it. These are updated annually.
6. The site team will ensure that the standard of cleaning and maintenance is excellent to ensure that the premises and grounds are clean, hygienic and safe. Where needed, school will ensure that additional cleaning takes place to reduce to risk of infection/cross contamination e.g. where there has been a case of threadworm, several cases of sickness and diarrhoea.
7. The headteacher and governors will work with the LA and catering staff to ensure that food preparation meets all the statutory regulations.
8. Equipment will be maintained and inspected regularly to ensure that it works; it is safe and fit for purpose.
9. Staff will undertake appropriate training in health and safety, at least annually.
10. Evacuation and emergency procedures will be practiced to ensure that all can be taken to safety in an emergency.
11. Those entering the premises will undergo security and identity checks and then they will be required to wear visible identity.
12. The site staff will ensure that the building is kept secure at all times when it is not in use by the pupils. During term time, the KS2 external gates need to be opened by 8.45am and locked at 8.55am each morning. The KS1 gate will be opened at 7.30 each morning for Kids Club and locked at 8.55. At the end of the school day, both gates should be opened by 3.25pm and the KS2 locked again by 3.40pm. Monday to Thursday, the KS1 gate will remain opened for Kids Club and locked at 6pm. On Friday, the KS1 gate will be locked by 3.40pm.
13. The school field has perimeter fencing to keep the premises safe for all.

## OUTCOMES

This school will be a welcoming, safe and attractive place for teaching, learning, play and social development. The premises and grounds will be well maintained and there will be a planned programme of review and development as resources and funding becomes available. It will promote an awareness of important environmental issues and where possible it will further the principles of conservation, recycling and sustainability.

***Revised and adopted by the Governing Body - March 2017, March 2020, June 2022, May 2023, June 2024***