



Premises Management and Maintenance Policy

Review Date	Spring 2025
Review Frequency	Annual
Date for Next Review	Spring 2026
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Head Teacher Approval	Autumn 2025
Governor Approval	Autumn 2025

This document has been adopted by the Governing Body as the basis for the maintenance and upkeep of Caedmon 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.

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.

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. The initial prioritisation will take account of health and safety, length of time since last decoration, appearance and cost.

2.2 Cleaning

Cleaning staff will be employed to conduct daily cleaning of the premises, and 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

All repairs and maintenance are conducted in a timely fashion without 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.

2.4 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

2.5 Electrical testing

By law, the school's electrics should be tested every five years, this was last completed in 2022. The school will ensure that money to pay for the testing is set aside in the budget for this.

2.6 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 an evacuation plan, and drills are held at least termly to practise quick and safe evacuations. Fire extinguishers and fire alarms are serviced regularly, and the fire risk-assessment is reviewed annually, or when changes occur to the buildings.

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 site manager, as and when needed. In addition, a 'deep clean' of the outdoor areas is organised during the school holidays when needed. 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 without 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 delegates a budget for repairs, maintenance, fixtures and fittings. It is the Headteacher's responsibility to control this budget, and to ensure that it is not exceeded.

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, having been buzzed through the gate.
- 5.2 All visitors are required to sign in using the electronic visitor system, 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 at all times.

6 Capital Projects

- 6.1 The Local Governing Body will ensure that projects and expenditure is planned and undertaken according to health and safety, the impact of day-to-day school life and cost.
- 6.2 Based on the school's condition survey, premises development plan and emergency or unforeseen occurrences, the Local Governing Body, passes on its recommendations for capital spending to the Trust Board.

8 Roles and Responsibilities

- 8.1 The role of the Trust Board is:

To be responsible for the overall management of the premises of the school.

To meet in full at least once a term.

To approve a Building Development Programme & Asset Management Plan

To approve the annual budget based on recommendations from the Local Governing Body.

To ensure the requirements of Government Statutory Instruments and other associated guidance are met.

To ratify policies.

To approve expenditure on projects over the value of £20,000

To maintain minutes of meetings.

To prepare a Letting and Charges Policy for the approval of the governing body, and to monitor its implementation.

- 8.2 The Role of the Local 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 projects between the value of £10,000 and £20,000

To inspect the premises and grounds regularly and prepare a statement of priorities for maintenance and development.

To recommend to the Trust Board, 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.

8.3 The role of the Headteacher is:

To prepare budget estimates in conjunction with the School Business Manager with regard to premises improvement.

To advise the Local Governing Body on spending priorities.

To ensure that school expenditure reflects priorities in the Premises Development Plan, 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 regulations and instructions are adhered to.

To maintain appropriate documentation and records of transactions to specified standards.

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

To inform the Site Manager at the earliest opportunity of any risks or dangers presented by the school's premises. This is done using the notice board in the Site Manager's office.

To ensure, to the best of their ability, that any danger or risk is managed effectively until the Site Manager can assess it. This may include informing a member of the office staff, contacting a member of the Senior Leadership 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 the Site Manager 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 Site Manager or Headteacher at the earliest opportunity. These should also be recorded in the Site Manager's notice board.

8.4 The role of the Site Manager is:

To ensure that the site and buildings are clean, safe and secure, and to ensure that the school can fulfil its core purpose of educating children.

To ensure that facilities and resources are in a good state of repair.

To organise for repairs and maintenance to take place quickly and effectively, and with due regard to budget implications and limitations, and in liaison with the School Business Manager and the Headteacher.

To manage the repairs and maintenance budget effectively, following, where necessary, principles of Best Value.

To advise the Governing Body, on the condition, suitability and sufficiency of the premises within the scope of the Premises Development Plan.

9 Best Value

9.1 The Governing Body will apply the four principles of best value to all financial and school dealings, to ensure the most effective, economic and efficient means available, namely:

Challenge – regularly reviewing how and why the services of the school are provided and setting targets and performance indicators for improvement.

Comparison – monitoring outcomes and performance of similar services with other schools and within the school.

Consultation – with appropriate stakeholders before major decisions are made.

Competition – through quotations and tenders to ensure that the school are secured in the most efficient and effective way (i.e. to ensure Best Value).

10 Monitoring

10.1 It is the responsibility of the Governing Body to monitor the effective deployment of this policy.

10.2 This policy will be reviewed annually.