



***Pattishall Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.***

## **Premises Management Policy**

### **Aims**

This document has been adopted by the Governing Body as the basis for the maintenance and upkeep of Pattishall CE 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**

- To ensure that the site and buildings are clean, safe, and secure
- To ensure that the school and its staff are able to fulfil their core purpose of educating children
- To ensure that the facilities and resources are in a good state of repair and decoration
- 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).

### **Maintenance of the buildings**

#### *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 once every five years. The initial prioritisation will take account of health and safety, length of time since last decoration, appearance and cost.

#### *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.

#### *Repairs and Maintenance*

All repairs and maintenance are conducted in a timely fashion without impacting on the running of the school. The Resources Committee will maintain a list of planned works and supervise the management of these activities. Work will be prioritised according to health and safety, impact on day-to-day school life and cost.

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. For more information, please see the Health and Safety Policy Statement.

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

#### *Grounds Upkeep*

It is important that the school site is clean, tidy and safe. Playgrounds are checked regularly for obstructions, mess and damage. Grass areas should be mown regularly during the growing season. Hedges, trees etc must be cut back regularly and any nettles or brambles removed to reduce the likelihood of accidents.

#### *Cleaning*

The school site is cleaned and tidied by the handyman on a regular basis under direction of the Headteacher.

#### *Repairs and Maintenance*

All repairs and maintenance are conducted in a timely fashion with impacting on the running of the school. The Resources Committee will maintain a list of planned works and supervise the management of these activities. Work will be prioritised according to health and safety, impact on day-to-day school life and cost.

## **Repairs and Maintenance**

### *Budget*

The Headteacher delegates a budget for repairs, maintenance, fixtures and fittings.

### *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.

## **Security**

For more information, please see the Health and Safety Policy.

## **Asset Management Plan**

The Asset Management Plan sets out the capital and asset management framework within which all other LA strategic plans operate.

The Plan assesses school premises in terms of three main aspects:

- Condition
- Suitability
- Sufficiency

Condition assessments address the physical state of the buildings and provide a basis for preparation of planned maintenance programmes. They also cover some aspects of health and safety matters.

Suitability assessments address how well premises meet the needs of teachers, pupils and other users, and their implications in raising educational achievement. These assessments are concerned with the numbers and characteristics of each type of internal or external space. They also cover aspects of physical accessibility and some health and safety issues.

Sufficiency assessments focus on total areas and on the quality and organisation of pupil places within the school, in relation to demand.

The school uses the information gathered in these assessments to contribute to its Premises Improvement Plan, which is reviewed annually.

## **Capital Projects**

The Resources Committee 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.

Priorities for capital spending are decided by the Headteacher in consultation with the Resources Committee. Decisions are made based on the school's condition survey, the premises development plan and emergency or unforeseen occurrences.

## **Roles and Responsibilities**

*The role of the Governing Body is:*

- To be responsible for the overall management of the premises of the school
- To plan the budget and delegate responsibility to budget holders.
- To ratify policies drawn up by the relevant committee
- To approve expenditure on major capital projects and to seek LA approval before proceeding (this duty has been delegated to the Resources Committee)
- To maintain minutes of meetings that may be open to a full Governing Body meeting
- For more information, please see the Terms of Reference for the Resources Committee

*The role of the Headteacher is:*

- To prepare budget estimates in conjunction with the Bursar and members of the Finance Committee with regard to premises improvement
- To advise the Resources Committee on spending priorities
- To ensure that school expenditure reflects priorities in the Premises Improvement 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 Local Authority and State regulations and instructions are adhered to
- To maintain appropriate documentation and records of transactions to specified standards

*The role of the 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).
- To identify other premises issues which may provide barriers to learning, and bring them to the notice of the Headteacher at the earliest opportunity.

*The role of the Handyman 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 Bursar and the Headteacher.

**Best Value**

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)

**Monitoring**

It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Resources Committee. This policy will be reviewed on a two-yearly basis.