

Greenleys Junior School



LEARNING *for* LIFE

Premises Management Policy

Date of Approval:	8 November 2018
Date of Next Review:	November 2021
Signed: Executive Headteacher	M Talbot
Signed: Chair of Governors	M Hall

Premises Management Policy

Aims

This document has been adopted by the Governing Body as the basis for the maintenance and upkeep of Greenleys Junior 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 building and site of the school for the benefit of pupils, staff and visitors.

1. 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).

2. Maintenance of the buildings

Cleaning

Cleaning staff are 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. 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

Electrical testing: By law, the school's electricians 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.

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 yearly 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.

Asbestos: With the presence of asbestos on the school premises, the risks should regularly be assessed and ongoing measures include the following:

- Monitoring the condition of any asbestos.
- Maintaining the asbestos or removing it.
- Keeping a register identifying the type and location of any asbestos.

3. Maintenance of the External Site

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. The grass area, including the field should be mown regularly during the growing season, and nettles etc must be regularly removed to reduce the likelihood of accidents.

Cleaning

The school site is cleaned and tidied by the site manager 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.

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

Budget: The Resources Committee delegates a budget for repairs, maintenance, fixtures and fittings. It is the Business Manager's responsibility to control this budget.

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

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.

All visitors are required to sign in the Visitor's book, held in the school reception, and to wear a visitor badge throughout their stay at the school.

External doors are to be kept closed and security locked which staff can open via their security fob. Care must be taken when opening the door to visitors.

6. Roles and Responsibilities

The role of the Governing Body is:

- To be responsible for the overall management of the premises of the school
- To approve expenditure on major capital projects and to seek LA approval before proceeding where necessary
- To ensure appropriate staff are aware of this policy and adhering to its content

- 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 inspect the premises and grounds regularly in accordance with Health and Safety procedures and report its finding back at a Governing Body meeting
- 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.

The role of the Business Manager is:

- To advise the Resources Committee on spending priorities
- 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
- To prepare budget estimates in conjunction with the Site Manager with regard to premises improvement
- To ensure the Site Manager is adhering to their roles and responsibilities

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.
- 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 Management Team, restricting pupil access to the 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.

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 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, through the Health and Safety Committee, on the condition, suitability and sufficiency of the premises

7 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)

8 Monitoring

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