

Roe Farm Primary School



Premises Management

Approved by: Full Governing Body

Date: October 2024

Next review due by: October 2025

Date of amendment	By Whom	Summary of Changes	Date amendment/s shared with governors
Sept 2024	SBM	Headteacher changed to Co-Headteacher	October 2024

Roe Farm Primary School Premises Management

1. Aims

Our school aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Maintained schools: Complies with the requirements of the [School Premises \(England\) Regulations 2012](#)
- If your school has an Early Years Foundation Stage (EYFS) setting: Complies with the requirements of the [statutory framework for the EYFS](#)

2. Guidance

This document is based on the [Compliance Monitoring in Council Buildings report](#) from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Education and Skills Funding Agency's [Essential School Maintenance guidance](#) for schools.

3. Roles and responsibilities

The governing board, the Co-Headteacher and the site manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Co-Headteacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the Co-Headteacher about what actions need to be taken to keep the school premises safe
- This list is not intended to be exhaustive

4. Inspection and testing

The school maintains accurate records and details of all statutory tests that are undertaken. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, the school includes the dates when the works were undertaken and the details of the individual or company who completed them.

Please refer to the Roe Farm Primary School Premises Inspection & Maintenance Document.

5. Risk assessments and other checks

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

In addition to the risk assessments the school is required to have in place we ensure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Tree safety

The school also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 on letting of a construction project
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

6. Monitoring arrangements

The application of this policy is monitored by the site manager and the Co-Headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the school office.

This policy will be reviewed by health and safety governors as and when required. At every review, the policy will be shared with the governing board and approved by the Resource Committee.

7. Links with other policies

This premises management policy is linked to:

- Health and safety policy