



Spaxton Cof E primary School



‘Together we flourish and achieve’

## Premises Management Policy

### Aims

Spaxton Cof E 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
- Complies with the requirements of the Education (Independent School Standards) (England) Regulations 2010, as amended

### 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 Department for Education’s guidance on Good estate management for schools. This policy complies with our funding agreement and articles of association.

### Roles and responsibilities

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

### The QET 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 headteacher about what actions need to be taken to keep the school premises safe

### **Inspection and testing**

The school maintains accurate records and details of all statutory tests which 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, along with their qualifications/certifications and/or experience.

### **Monitoring**

#### **Monitoring arrangements**

The application of this policy is monitored by the QET site manager and the 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 the School Business Manager every 12mths. At every review, the policy will be shared with the governing board and approved by the Chair of Governors.

**R Skews September 2021**

Policy Reviewed by:	IHT – Keith Atkins/Rebecca Skews - Gov –
Signed:	
Dated:	