



Bladon C of E Primary School

## Premises Management (P03)

Date of policy: October 2013

Reviewed:

Authorised by:

Approved by:

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(Tracey Fletcher, Head Teacher)

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(Ray Banks, Chairman of Governors)

### Purpose

This policy relates to those aspects over which the Governing Body and the Head Teacher have control and relates to management of the school's premises. It is in addition to health and safety legislation and any policy or statement by OCC or the Education Authority that may be in force.

By implementing such a policy the Governing Body and the Head Teacher intends to establish and maintain a safe and healthy working environment for all pupils, staff and visitors.

### Objectives

This policy aims to ensure that

- The school premises are fit to teach in by provision of adequate management for the funding, maintenance and review for the upkeep of the fabric of the school.
- Ensure the school has an environment which is healthy and safe.
- Establish a programme for carrying out inspections of the school for the control of risks.

### Governors' Responsibilities:

The Resources Committee has the responsibility for ensuring that deficiencies are repaired, and that improvements, alterations and extensions to premises are carried out to defined standards and within budget constraints. It will also ensure that:

- The premises are audited annually for condition of decoration, state of repair, suitability for purpose of use, health and safety, and deficiencies recorded.
- Proper consideration is given to any regular maintenance checks and servicing required by law and that suitably qualified personnel are appointed to carry out that work.
- Priorities are established and, balanced with the budget for the year; a timetable of works is agreed with the Head Teacher.
- Where appropriate specifications & quotations will be drawn up for larger works. Contracts will be awarded on the basis of 'Best value for money' with regard to quality and timing.
- If any works required exceed available funds then priorities will be determined as:
  - Work required on an urgent Health & Safety basis, including electrical safety, heating, dangerous walls, leaking pipes etc.
  - Serious deterioration of building or fabric where delay will lead to increased cost.
  - All other work

### Head Teacher's Responsibilities:

The Head Teacher has overall responsibility for the implementation of work covered by this policy and described above and to ensure that:

- Contractors are advised of the Health & Safety Regulations operating in the school, and are required to go about their work with due consideration and safety for the smooth operation of the school activities.
- Regular maintenance checks and servicing required by law are carried out in a timely fashion.
- Any deficiencies that are identified by the annual inspection and/or by ad hoc inspection are remedied in accordance to their seriousness.
- Routine cleaning maintenance is carried out by the Caretaker.
- Grounds maintenance work is carried out as contracted and scheduled to a satisfactory standard.

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