



Oakfield Community Primary & Nursery School

Premises Management Policy

2023 - 2025



*At the end of the day, the goals are simple:
safety and security.*

JODI RELL

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](#)
- Complies with the requirements of the [The School Premises \(England\) Regulations 2012](#)
- Complies with the requirements of the [statutory framework for the EYFS](#)

Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

Roles and responsibilities

The governing board, headteacher, site manager and health and safety officer will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher, site manager and health and safety officer 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 headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. 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, we include 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.

Our site manager holds accurate records of inspection and testing.

Risk assessments and other checks

Please refer to our Health & Safety Policy for information about the school's approach to risk assessment.

We ensure we have risk assessments in place, regularly updated, to cover all aspects of day-to-day school life.

We also make sure 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 during construction projects
- 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

Monitoring arrangements


The application of this policy is monitored by the site manager and 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 Headteacher/Health & Safety Officer annually.

Headteacher: Mrs J Makin
July 2023

Signed:



Date: 15th

Chair of Governors: Mr E Burke
2023

Signed:



Date: 15th July

Policy Schedule

| <u>Date</u> | <u>Details</u> | <u>Shared</u> |
|--------------------|-----------------------|---------------------------------------|
| July 2023 | Policy Created | Staff: July 2023 Govs: Autumn Term |