

**Russell Lower School
Premises Management Policy
Spring 2025
Review Spring 2028**

Aims

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

- **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).

- **Maintenance of the buildings**

Redecoration

- The school plans, within budget constraints, to run a rolling programme of redecoration, during which all classrooms, offices and communal areas will be redecorated once every five years. The initial prioritisation will take account of health and safety, length of time since last decoration, appearance and cost.

Cleaning

- Cleaning contractors or staff will be 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 electrics should be tested every three years. The school will ensure that money to pay for the testing is set aside in the budget for this. School does this more frequently than the legal limit to retain confidence in safety.

- 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. Drills are held at least termly 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.

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. Lawns should be mown regularly during the growing season, and nettles etc must be regularly removed to reduce the likelihood of accidents. The garden also needs to be well maintained – grass cut and free from nettles and brambles.

Cleaning

The school site is cleaned and tidied by the site manager on a regular basis in a planned rolling programme. In addition, a 'deep clean' of the outdoor areas is organised during the school holidays. Playground rubbish should be cleared on a daily basis as this can give a bad impression to parents and visitors alike.

Repairs and Maintenance

All repairs and maintenance are conducted in a timely fashion without impacting on the running of the school, whenever possible. The Finance and Resources Committee will maintain a list of planned works and these are managed by the Site Agent. Work will be prioritised according to health and safety, impact on day-to-day school life and cost.

Repairs and Maintenance

Budget: The budget is set each year with the Finance and Resources Committee and Full Governors. This takes into consideration planned needs and some contingency for unforeseen events. This budget must not be exceeded without permission of the Headteacher and must be explained to the Finance and Resources Committee during variance reporting.

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.

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 using Inventory, in the school foyer, and to wear a visitor lanyard throughout their stay at the school.

External doors are to be closed and locked if they are not supervised.

Asset Management Plan

The Asset Management Plan sets out the capital and asset management framework within which all other LA strategic plans operate.

The Plan assesses school premises in terms of three main aspects:

Condition

Suitability

Sufficiency

Condition assessments address the physical state of the buildings and provide a basis for preparation of planned maintenance programmes. They also cover some aspects of health and safety matters.

Suitability assessments address how well premises meet the needs of teachers, pupils and other users, and their implications in raising educational achievement. These assessments are concerned with the numbers and characteristics of each type of internal or external space. They also cover aspects of physical accessibility and some health and safety issues.

Sufficiency assessments focus on total areas and on the quality and organisation of pupil places within the school, in relation to demand.

The school uses the information gathered in these assessments as a basis for its budget setting and School Development Plan, which is reviewed at least termly.

Capital Projects

The Finance and Resources Committee will ensure that capital projects and expenditure is planned and undertaken according to health and safety, the impact of day-to-day school life and cost.

Priorities for capital spending are decided by the Headteacher in consultation with the Finance and Resources Committee. Decisions are made based on the school's condition, the School Development Plan and emergency or unforeseen occurrences.

Roles and Responsibilities

The role of the Governing Body is:

To be responsible for the overall management of the premises of the school

To meet in full once a term

To plan the budget and delegate responsibility to budget holders

To ensure the requirements of Government Statutory Instruments and other associated guidance are met

To ratify policies drawn up by the relevant committees

To approve expenditure on major capital projects and to seek LA approval before proceeding (this duty has been delegated to the Finance and Resources Committee)

To maintain minutes of meetings that may be open to a full Governing Body meeting

To maintain confidential minutes that will have limited access

The Role of the Finance and Resources committee of the Governing Body is:

To provide support and guidance for the Headteacher on all matters relating to the premises and grounds to ensure that the school premises are fit for purpose

To approve expenditure on major capital projects and to seek LA approval before proceeding (this duty has been delegated by the Full Governing Body)

To inspect the premises and grounds regularly and prepare a statement of priorities for maintenance and development, including Health and safety issues and other external recommendations, for the approval of the governing body

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 prepare a Letting Policy for the approval of the governing body, and to monitor its implementation

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 Headteacher is:

To prepare budget estimates in conjunction with the Finance Manager and members of the Finance and Resources Committee with regard to premises improvement

To advise the Finance and Resources Committee on spending priorities

To ensure that school expenditure reflects priorities in the School Development Plan including plans for money held in reserve for future projects.

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 government regulations and instructions are adhered to

The role of the Teaching and Non-Teaching staff is:

To inform the Site Agent at the earliest opportunity of any risks or dangers presented by the school's premises. This is done through the Site Agent's Book or by speaking to him.

To ensure, to the best of their ability, that any danger or risk is managed effectively until the Site Agent 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 common 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 Agent 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 Agent or Headteacher at the earliest opportunity. These should also be recorded in the Site Agent's Book.

The role of the Site Agent 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 Finance Manager and the Headteacher.

To manage the requisition and spending of the repairs and maintenance budget effectively, following, where necessary, principles of Best Value

To advise the Governing Body, (via the Headteacher and Finance Manager) through the Finance and Resources Committee, on the condition, suitability and sufficiency of the premises within the scope of the School Development Plan

To maintain appropriate documentation and records of transactions to specified standards

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)

Monitoring

It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Finance and Resources Committee.