



Whittingham
C of E PRIMARY SCHOOL

Premises Management Policy



Whittingham School Vision

As a school, we take inspiration from the story of the Good Samaritan (Luke 10:25-37). In this story, the Samaritan was **kind** by going the extra mile so that all the injured man's needs were met. He was **collaborative** to make sure the man received the best care from him and others. Finally, he was **courageous** in helping someone who was different to him.

These three values are at the heart of the community we seek to be at Whittingham School.

Through our daily worship, we acknowledge the presence of God in our lives.

Through our learning environment, we provide space for everyone to flourish.

Through our broad and balanced curriculum, we aspire for each child to be the very best they can be.

At Whittingham, we are:

Kind



Caring for everyone's safety, happiness and well-being by treating others how we'd like to be treated ourselves.

Collaborative



Providing opportunities for all to be involved in the daily life of school; preparing learners to be active in the wider world and fostering a supportive relationship between school, home and church.

Courageous



Celebrating what makes each of us unique and special; equipping us to make healthy choices in all areas of our life; and empowering us to step out for justice.

Whittingham C of E Primary School

Premises Management Policy

Approved by Governors: Autumn 2025

Review Date: Autumn 2029 or sooner if necessary

Policy Lead: Headteacher / Caretaker if appointed

1. Statement of Intent

At Whittingham Church of England Primary School, we are committed to providing a safe, secure, and welcoming environment that reflects our Christian ethos and supports the learning, wellbeing, and development of all pupils and staff. This policy outlines how we manage and maintain our school premises to ensure high standards of safety, cleanliness, accessibility, and compliance with legal responsibilities.

2. Aims

The key aims of this policy are to:

- Ensure the school premises are safe, secure, and well-maintained.
- Comply with all statutory and regulatory requirements.
- Provide an environment conducive to high-quality teaching and learning.
- Promote good stewardship of our resources in line with Christian values.
- Support inclusivity and accessibility for all users of the premises.

3. Legal and Regulatory Framework

This policy aligns with the following key legislation and guidance:

- Health and Safety at Work etc. Act 1974
- The Education (School Premises) Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2012
- Equality Act 2010
- DfE Guidance: *Health and Safety: Responsibilities and Duties for Schools*
- DfE Guidance: *Managing Asbestos in Your School*

4. Roles and Responsibilities

Governing Body

- Monitor and review the condition and safety of the premises.
- Ensure appropriate funding is allocated for maintenance and development.
- Ensure compliance with legal obligations.

Headteacher

- Ensure effective day-to-day management of the premises.
- Ensure regular inspections, maintenance, and health and safety checks are carried out.
- Report significant issues to the governing body.

Headteacher / Caretaker (if appointed)

- Carry out regular maintenance, cleaning, and minor repairs.
- Manage contractors on site and ensure compliance with health and safety procedures.
- Maintain appropriate records (e.g. fire logs, asbestos register, maintenance schedules).

All Staff

- Report any concerns regarding premises, maintenance, or safety immediately to the office where there is a fault log to complete.
- Follow school procedures relating to health and safety.

5. Maintenance and Inspections

The school will maintain a **Planned Preventative Maintenance Schedule (PPM)** covering:

- Electrical systems and PAT testing
- Fire safety systems (alarms, extinguishers, emergency lighting)
- Heating and water systems (including Legionella testing)
- Roofs, windows, and external structures
- Playground and outdoor equipment
- Intruder alarms and site security systems

Reactive maintenance will be prioritised and completed in a timely manner. A **fault log** will record all reported issues, actions taken, and completion dates and is kept in the school office.

6. Health, Safety and Risk Management

- All statutory risk assessments (e.g. fire, asbestos, Legionella) will be conducted and reviewed regularly.
- Fire drills will be carried out **once per term**.
- The school will maintain an up-to-date **Health and Safety Policy**.
- All staff will receive training relevant to their responsibilities.
- Accidents and near misses will be recorded and investigated appropriately.

7. Cleaning and Hygiene

- The school premises are cleaned daily to ensure a hygienic environment for pupils and staff.
- When possible, toilets are checked and restocked throughout the school day.
- Additional cleaning will be implemented during periods of heightened health concerns (e.g. during flu season or outbreaks).

8. Security of the Premises

- The school site is secured with fencing and controlled access points.
- All visitors must sign in at the main office and wear identification.
- Staff are encouraged to challenge unknown individuals on site.
- The SLT (in the absence of a caretaker) conduct daily security checks, including perimeter and lock-up procedures. All staff are expected to check the area before taking children out and to report any issues immediately.

9. Accessibility

- The school is committed to ensuring full accessibility in line with the **Equality Act 2010**.
- An **Accessibility Plan** is in place and regularly reviewed to improve access for pupils, staff, and visitors with disabilities.

10. Contractors and Onsite Work

- All contractors must be DBS-checked where appropriate, and sign in at reception.
- Risk assessments and method statements must be submitted before work begins.
- Contractors are supervised as necessary and must comply with the school's health and safety expectations.

11. Sustainability and Stewardship

In line with our Christian commitment to stewardship of God's creation, the school aims to:

- Use energy, water, and materials efficiently.
- Promote recycling and responsible waste disposal.
- Encourage sustainable travel and transport options.
- Seek environmentally sustainable options when planning premises improvements.

12. Monitoring and Review

This policy will be:

- Reviewed annually by the Headteacher and Governing Body.
- Informed by regular site inspections, risk assessments, and incident reports.
- Updated in response to changes in legislation, guidance, or school needs.