



Settrington All Saints Church of England Primary School

Premises Management Policy

April 7th 2026

Review April 7th 2027

Developing a comprehensive Premises Management Policy is essential for ensuring the safety, functionality, and sustainability of Settrington All Saints Church of England Primary School. This policy aligns with the Model School Health & Safety Policies and Procedures provided by the School HandS Service and adheres to the guidance outlined in the Department for Education's Good Estate Management for Schools (GEMS).

Introduction

At Settrington All Saints Church of England Primary School, we are committed to providing a safe, healthy, and supportive environment that reflects our Christian ethos and promotes the well-being of our pupils, staff, and visitors. Effective premises management is integral to achieving this goal, ensuring that our school buildings and grounds are maintained to the highest standards.

Objectives

The objectives of this policy are to:

- Ensure compliance with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974.
- Maintain a safe and secure environment for all users of the school premises.
- Promote efficient use of resources through proactive maintenance and management.
- Support the educational mission of the school by providing facilities that enhance learning and development.

Roles and Responsibilities

- **Governing Body:** The governing body holds overall responsibility for premises management, ensuring that policies are in place and resources are allocated for effective maintenance and compliance.
- **Headteacher:** The headteacher is responsible for the implementation of this policy, overseeing day-to-day premises management, and ensuring that health and safety standards are met.
- **Premises Manager/Site Supervisor:** This individual is tasked with the practical aspects of premises management, including routine inspections, maintenance scheduling, and liaising with contractors.
- **Staff Members:** All staff have a duty to report any hazards or maintenance issues promptly and to adhere to health and safety guidelines.

Health and Safety Compliance

In line with GEMS (Good Estate Management for Schools GOV.UK) guidance, the school will:

- Conduct regular risk assessments to identify and mitigate potential hazards.
- Maintain up-to-date health and safety documentation, including policies, procedures, and records of inspections.
- Ensure that all building systems, such as heating, ventilation, and electrical installations, are regularly inspected and maintained by qualified professionals.
- Implement a robust system for reporting and addressing health and safety concerns.

Maintenance and Repairs

The school maintenance schedule ensures that all facilities are kept in good condition. This includes:

- Regular inspections of the building fabric, fixtures, and fittings.
- Addressing any identified issues, prioritising those that impact health and safety.
- Budgeting for routine maintenance and unexpected repairs to ensure financial preparedness.

Contractor Management

When engaging external contractors, the school will:

- Verify the competence and qualifications of contractors to ensure they meet required standards.
- Provide contractors with relevant information about the school's health and safety policies and any specific hazards.
- Monitor the work of contractors to ensure compliance with health and safety requirements.

Emergency Preparedness

The school will maintain and regularly review emergency plans to address potential incidents such as fires, floods, or structural failures. This includes:

- Conducting regular emergency drills to ensure readiness.
- Ensuring that emergency equipment, such as fire extinguishers and alarms, are regularly inspected and functional.
- Providing training for staff and pupils on emergency procedures.

Environmental Sustainability

In managing the premises, the school is committed to environmental sustainability by:

- Using - where possible - energy-efficient systems and practices to reduce consumption.
- Promoting recycling and waste reduction initiatives.
- Considering environmental impact in all maintenance and development projects.

9. Monitoring and Review

The governing body will ensure that this policy is reviewed annually and that its implementation is monitored through regular audits and reports. Feedback from staff, pupils, and visitors will be considered to continually improve premises management practices.

References

- Health and Safety at Work etc. Act 1974
- Good Estate Management for Schools (GEMS) Guidance
- School HandS Service Model Health & Safety Policies and Procedures

By adhering to this Premises Management Policy, Settrington All Saints Church of England Primary School ensures a safe, efficient, and supportive environment that aligns with our commitment to excellence and the well-being of our community.