

**GRANBY PRIMARY SCHOOL**  
**PREMISES MANAGEMENT POLICY**

It is intended that this policy is maintained as a live working document which will be continuously amended, updated to reflect health and safety legislative requirements and health and safety issues relevant to the school.

The statement relates to those aspects over which the Governing Body has control and relates to the management of the school premises. By implementing this policy the governing Body intends to:

- Ensure the school has an environment which is healthy and safe
- Develop performance standards for the organisation of health and safety management and the control of risks
- Establish a framework for carrying out assessments through competent persons; and
- Establish a programme for carrying out inspections of the school for the control of risks.

The Governing Body 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.

The organisation for the implementation of this policy is outlined below.

- a) The Finance and Premises, Health and Safety Committee is elected annually and consists of a chair person, the site manager, and governors. The committee is responsible for ensuring that deficiencies are repaired, and that improvements, alterations and extensions to the premises are carried out to defined standards and within budget constraints.
- b) The committee reports to the Governing Body
- c) The committee is responsible for monitoring and advising on health and safety matters

The arrangements for the implementation of the policy are outlined below.

1. The premises are audited annually for condition of decoration, state of repair, suitability for purpose of use, health and safety or other requested issue.

2. Priorities are established by means of scoring the requirements, and balanced with the budget for the year. A timetable of works is agreed with the head teacher.
3. Specifications and quotations are drawn up for larger works. Contracts are awarded on the basis of value for money, rather than cheapest possible - in order to take proper account of quality.
4. Committee members are required to declare any interests that they may have in connection with a particular programme of work, or contract.
5. Contractors are advised by the site manager of the Health and Safety regulations operating in the school, and are required to go about their work, with due consideration for the safe and smooth operation of school activities.
6. If any works required exceed available funds then priorities will be determined (see below).

The basis for priority is:

1. Work required on an urgent health and safety basis, including electrical safety, heating, dangerous walls, leaking pipes, etc
2. Serious deterioration of building or fabric where delay will lead to increased cost.
3. All other work, including decoration.
4. Routine maintenance is carried out by the site manager who must be competent to carry out these functions. Some of these activities will require specific training.
5. Maintenance contracts are placed for specific items where school does not have the appropriate personnel or expertise. Contracts are reviewed periodically for cost effectiveness.

Premises inspection/management regulations:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety & Welfare) Regulations 1992
- The Education (School Premises) Regulations 1996

Health and Safety walks take place termly.

Classroom audits take place termly.

Premises audit takes place annually.

Particular apparatus and equipment have legal requirements regarding specific checks by qualified personnel at set intervals. These regulations must be adhered to.