



OUR MISSION: TO TRY OUR BEST, TO TELL THE TRUTH, TO LOOK AFTER EACH OTHER AND THE COMMUNITY

“Pupils’ personal development, behaviour and welfare is OUTSTANDING” (Ofsted, 2019)

Premises management policy

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1. Aims

Stanley Crook Primary School aims to ensure that it:

- Manages its buildings, grounds, facilities and equipment in an efficient, safe and legally compliant manner.
 - Maintains a secure environment for pupils, staff, visitors and contractors.
 - Inspects and tests buildings, systems and equipment regularly, taking account of statutory requirements, Durham County Council procedures and best practice.
 - Promotes the safety, welfare and wellbeing of all members of the school community in accordance with the Health and Safety at Work etc. Act 1974.
 - Complies with the School Premises (England) Regulations 2012.
 - Complies with the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework.
 - Maintains suitable arrangements for safeguarding, accessibility, emergency planning and business continuity.
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2. Legislation and Guidance

This policy is based on:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The School Premises (England) Regulations 2012.
- The Construction (Design and Management) Regulations 2015.
- The Equality Act 2010.

- The Regulatory Reform (Fire Safety) Order 2005.
 - The EYFS Statutory Framework.
 - Department for Education guidance on Good Estate Management for Schools.
 - Durham County Council Health and Safety Procedures and Guidance.
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3. Roles and Responsibilities

Governing Body

The Governing Body is responsible for:

- Ensuring effective strategic oversight of premises management.
- Monitoring compliance with statutory health and safety requirements.
- Allocating sufficient resources to maintain safe premises.
- Receiving reports relating to premises safety, maintenance and compliance.

Headteacher

The Headteacher is responsible for:

- Day-to-day implementation of this policy.
- Ensuring relevant inspections and statutory checks are completed.
- Reporting matters of significance to governors.
- Ensuring hazards are addressed appropriately and promptly.
- Ensuring premises management contributes to safeguarding arrangements.
- Ensuring risk assessments remain up to date.

Site Manager/Caretaker

The Site Manager/Caretaker is responsible for:

- Inspecting and maintaining school premises.
 - Conducting repairs and maintenance.
 - Acting as the first point of contact for premises-related issues.
 - Maintaining inspection records and maintenance logs.
 - Monitoring contractors working on site.
 - Undertaking site security checks.
 - Reporting defects and hazards to the Headteacher.
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4. Site Security

Safe premises management forms part of the school's safeguarding responsibilities.

The school will ensure:

- Secure perimeter fencing and gates are maintained.
- Visitors sign in, wear identification and are supervised as appropriate.
- Contractors follow safeguarding and health and safety procedures.
- External doors and access points are secured when not in use.
- Site security inspections are undertaken regularly.
- Any safeguarding concerns relating to premises security are reported immediately to the Headteacher and Designated Safeguarding Lead.

The school operates clear procedures for:

- Visitor management.
 - Contractor supervision.
 - Access control.
 - Out-of-hours use of premises.
 - Site locking and unlocking arrangements.
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5. Inspection and Testing

The school maintains accurate records relating to all statutory inspections, servicing, testing and maintenance.

All recommendations arising from inspections are reviewed and acted upon as necessary.

Records include:

- Inspection dates.
- Contractor details.
- Qualifications and certifications.
- Actions completed.
- Follow-up actions.

Key Inspection Schedule

Area	Frequency	Responsible Person
PAT Testing	In accordance with risk assessments and HSE guidance	Durham County Council ICT Services
Fixed Electrical Installation	In accordance with statutory requirements	Approved Contractor
Emergency Lighting	Monthly and six-monthly checks	Competent Contractor
Gas Systems	Annual safety inspection	Gas Safe Engineer
Legionella Monitoring	As specified in risk assessment	Competent Contractor
Asbestos Management	Annual review and ongoing monitoring	DCC Building and Facilities
Fire Alarm System	Weekly checks and annual servicing	Competent Contractor
Fire Doors	Regular inspections	Site Manager/Caretaker
Firefighting Equipment	Annual service	Competent Contractor
Playground Equipment	Annual and periodic inspections	Competent Contractor
Tree Safety	Periodic inspections	DCC SLA
Radon	As required by risk assessment	Competent Contractor
AED Checks	In accordance with manufacturer guidance	Appointed Staff
Fire Evacuation Drills	At least termly	Headteacher and Site Manager
Site Security Checks	Weekly	Site Manager/Caretaker
Premises Inspection	Termly	Headteacher and Site Manager/Caretaker

6. Risk Assessments and Other Checks

The school follows its Risk Assessment Policy and Health and Safety Policy when managing premises-related risks.

Risk assessments are maintained and reviewed for:

- Fire safety.
- Asbestos management.
- Legionella control.
- Working at height.
- COSHH.
- Educational visits.
- Contractors.
- Playground equipment.
- Site security.
- Severe weather conditions.

The school also ensures:

- Information displayed on notices remains current.
- Contractors hold relevant qualifications and insurance.
- CDM Regulations 2015 requirements are met.
- Accessibility requirements under the Equality Act 2010 are considered whenever alterations are made.

Accident and incident records are reviewed periodically to identify any premises-related trends, environmental hazards or maintenance issues which require action.

7. Emergency Planning and Business Continuity

The school maintains arrangements for emergency response and business continuity.

These include:

- Fire evacuation procedures.
- Severe weather arrangements.
- Snow clearance and gritting procedures.
- Utility failures.
- Building closures.
- Emergency site access.
- Continuity of education arrangements.

Premises management arrangements support the effective operation of the school's Business Continuity Plan.

8. Monitoring Arrangements

The implementation of this policy will be monitored by the Headteacher and Site Manager through:

- Visual inspections.
- Statutory compliance checks.
- Risk assessment reviews.
- Accident trend monitoring.
- Health and safety inspections.
- Governor monitoring visits.

Copies of inspection reports, certificates, maintenance records and risk assessments will be retained securely within the school office and relevant compliance files.

This policy will be reviewed annually and approved by the Governing Body.

9. Links with Other Policies

This policy should be read alongside the following:

- Health and Safety Policy.
- Risk Assessment Policy.
- Safeguarding and Child Protection Policy.
- First Aid Policy.
- Supporting Pupils with Medical Conditions Policy.
- Educational Visits Policy.
- Accessibility Plan.
- Fire Safety Procedures.
- Business Continuity Plan.
- Intimate Care Policy.
- Attendance Policy.
- SEND Policy.