

Cedars Manor School



Premises Management Policy

Article 2: Every child has the right to be treated equally and with respect

Approved by:	FGB	Date:
Last reviewed on:	October 2025	
Next review due by:	October 2026	

1. Introduction

The purpose of this Premises Management Policy is to outline the responsibilities and procedures in place to ensure that the premises of Cedars Manor School are safe, secure, clean, and well maintained to support effective teaching and learning environment.

This policy is underpinned by statutory duties outlined in the Health and Safety at Work Act 1974, The Education (Independent School Standards) Regulations 2014, and relevant Department for Education (DfE) guidance, including Advice on standards for school premises and Harrow Council.

2. Aims of the Policy

- Ensure the school environment is safe, clean, and compliant with all relevant legislation.
- Provide clear roles and responsibilities for the management of the school premises.
- Establish procedures for the maintenance, inspection, and improvement of the school site and buildings.
- Promote sustainability and efficient use of resources.

3. Roles and Responsibilities

Headteacher

- Overall responsibility for the school premises and implementation of this policy.
- Ensure that statutory inspections, checks, and risk assessments are carried out.
- Report premises-related issues to the Governing Body.
- Oversee emergency procedures and building evacuation plans.
- Update Harrow Council.

Premises Manager

- Day-to-day responsibility for site maintenance and security.
- Carry out regular site inspections and respond to maintenance issues.
- Ensure statutory testing is up to date (e.g. fire alarms, water testing, asbestos checks).
- Maintain premises-related records and liaise with contractors.
- Maintain records of statutory compliance and maintenance schedules are up to date.

School Business Manager

- Manage premises-related budgets and procurement.
- Ensure that contracts and service-level agreements are in place for site services.
- Ensure that all records of statutory compliance and maintenance schedules.

Governing Body (or Premises/Health & Safety Committee)

- Monitor the implementation of the Premises Management Policy.
- Approve and review the premises development plan and capital works.
- Receive reports on premises issues and health and safety compliance.

4. Statutory Compliance and Testing

The school ensures compliance with all relevant legislation through regular inspections, audits, and servicing, including but not limited to:

Area	Frequency	Responsibility
Fire alarm testing	Weekly	Premises Manager
Fire risk assessment	Annually or after significant change	Premises Manager and Headteacher
Emergency lighting test	Monthly	Contracted by: Harrow Council Building Maintenance SLA 2025/ 2026
Portable Appliance Testing (PAT)	Annually	Contracted by Harrow Council Building Maintenance SLA 2025/ 2026
Fixed Electrical Testing	Every 5 years	Qualified electrician - Contracted by Harrow Council Building Maintenance SLA 2025/ 2026
Gas safety checks	Annually	Gas Safe registered contractor - Contracted by Harrow Council Building Maintenance SLA 2025/ 2026
Legionella checks	Monthly + Risk Assessment	External provider - Contracted by Harrow Council Building Maintenance SLA 2025/ 2026
Asbestos management survey	As required	New building (2017) – No Asbestos registered onsite) Contracted by Harrow Council Building Maintenance SLA 2025/ 2026
Playground equipment inspection	Annually + visual checks	Premises Manager - External Inspector - Contracted by Harrow Council Building Maintenance SLA 2025/ 2026

Premises Manager to keep a Planned Preventative Maintenance Log and updated.

Harrow Council SLA for Building Maintenance scheduled from 1 April to 31 March.

Records of all tests and inspections are retained in the school's Google Drive – Premises – Premises Files CMS

5. Cleaning and Hygiene

- Daily cleaning is carried out by contracted cleaning staff.
- Toilets are cleaned daily and checked regularly throughout the day.
- Deep cleaning is scheduled during school holidays.
- COSHH regulations are followed for storage and use of cleaning products.

6. Maintenance and Repairs

- A rolling programme of planned preventative maintenance is maintained.
- Staff report premises issues via email to Premises Manager and log book located in the Reception Office.
- Urgent repairs are prioritised to ensure health and safety.
- Long-term improvement works are aligned with the school's Premises Development Plan.

7. Security

The school site is secured during school hours and monitored through access control systems, CCTV and perimeter fencing.

All visitors are required to sign in and wear identification.

Fire Evacuation procedures are in place and rehearsed termly.

Lockdown Evacuation is currently under review – October 2025.

8. Accessibility

The school is committed to meeting the requirements of the Equality Act 2010. The Accessibility Plan ensures that the premises support the needs of all pupils, staff, and visitors with disabilities.

9. Sustainability and Energy Management

The school seeks to improve energy efficiency and environmental impact through:

- Recycling and waste reduction.
- Monitoring energy use.
- Harrow Council guidance's
- Sustainable procurement and use of resources.

10. Monitoring and Review

The Headteacher and Governing Body will monitor the effectiveness of this policy through regular site inspections, audits, and review of compliance documentation. This policy will be reviewed annually or in response to changes in legislation or school operations.

Signed:

Headteacher: _____

Date: _____

Chair of Governors: _____

Date: _____