



Site Maintenance Procedure Policy

Yew Tree Farm School

Bredgar and Wormshill Light Railway

Swanton Street

Sittingbourne

ME9 8AT

Date - 23/10/24

Reviewed by - Executive Board

Next review date - 23/10/25

Introduction

Yew Tree Farm School believes that its children and staff should expect the premises to provide a clean and safe and well maintained environment at all times. We believe that the quality of the physical learning environment is a key factor in the provision of high-quality and effective care.

The purpose of this policy is to ensure that:

- a. All buildings, fabrics, fittings, plant, utilities and equipment are kept in good, safe condition, in efficient working order, and in good repair.

Responsibilities

The checklist will be reviewed by the Headteacher and will delegate jobs to whom appropriate. Any operational responsibilities for buildings maintenance systems lie with the Headteacher. These responsibilities may be delegated and include ensuring that a programme of routine maintenance and renewal of fabric and decoration of the premises is in place and carried out promptly and records are kept of any maintenance activity. Any renewal jobs that do not require Site Maintenance will be carried out by the site manager who is trained to do so eg moving muck heaps.

Procedure

There will be a site inspection carried out termly around the school to ensure the safety of all staff and students whilst working on the farm. Each item/site must be inspected thoroughly by a member of staff.

1. The site inspection checklist can be found in the office and will be filled out by a member of staff that indicates anything that needs to be addressed and will give details of what action needs to be taken in order to fix this.
2. The date is to be filled out on which the inspection is being carried out. This **MUST** be carried out **TERMPLY**.
3. The site manager is to inspect each listed item/area on the checklist and fill out using numbers 1,2 or 3. 1=PASS 2=MONITORING 3=FAIL.
4. Details need to be given on why it is classified as a 2 or 3.
5. Then the 'Action Taken' box will be filled out as to whether it has been referred to the Headteacher to resolve, or if the issue has been resolved by a member of staff at the school.
6. Any issues that need to be referred will be referred to the Headteacher and they will take further action to resolve the issue promptly.

Emergency Repairs

A repair is usually considered to be an emergency if there is a danger to health, a risk to safety or security, or a danger of serious damage to a building. E.g

- insecure property or failure eg broken windows
- flood/fire
- blocked and overflowing drains
- failure of water supply

- serious structural damage

Maintenance

If any maintenance or outside contractors are required to come in and work on the school premises they will need to abide by the school policies and wear a visitors badge/lanyard and sign in when working.