

Site Inspection and Maintenance Policy



Written by	Harriet Carter	September 2025
Reviewed on		

1. Introduction

Earley Springs School is committed to maintaining a safe, high-quality and fully compliant learning environment through effective site inspections, planned maintenance and swift responses to hazards. This policy should be read alongside the Health and Safety Policy, Site Access and Security Policy and the Risk Assessment Policy, which collectively outline the overarching safety management framework in place across the school. It also supports compliance with ISS Part 5, DfE Premises Guidance, the Health and Safety at Work Act and the school's Safeguarding and Child Protection Policy, which states that the physical environment must not place pupils at risk.

2. Aims

The purpose of this policy is to ensure the school site remains safe at all times. Site maintenance and inspections work hand-in-hand with the school's Risk Assessment Policy, which sets out the approach for identifying, rating and managing risks across classrooms, outdoor areas and specialist spaces such as the immersive room and sensory room. The systems in this policy ensure that the physical environment contributes to the safe operation of the Behaviour Policy and aligns to the school's Positive Handling Policy by providing safe environments where staff can de-escalate or regulate pupils appropriately.

3. Roles and Responsibilities

The Executive Board has strategic responsibility for ensuring the premises are compliant with the Independent School Standards, and this responsibility is reflected in the Scheme of Delegation. The Headteacher retains overall operational responsibility for ensuring the environment remains safe and that all inspections, preventative maintenance and contractor arrangements are robust and aligned with the Health & Safety Policy.

The Operations Manager carries out day-to-day site checks, maintenance planning and contractor oversight, in accordance with the contractor expectations outlined in the Site Access and Security Policy. All staff must report hazards immediately, consistent with their duty to safeguard pupils under KCSIE and the Staff Code of Conduct. Staff must also actively participate in maintaining safe learning spaces, as described in the Health & Safety Policy under "Staff Responsibilities".

4. Site Inspections

Different levels of inspection take place depending on the level of risk:

Daily inspections cover external fencing, gates, digital locks, the forest school area, play equipment, the dining area (including the raised drain and safety matting), classroom spaces, breakout areas, toilets, fire exits and any area highlighted within the Risk Assessment Policy. These checks ensure that all risk-assessed areas remain compliant on a day-to-day basis.

Weekly inspections include drainage covers, emergency lighting, the CCTV system, furniture and fixtures. These inspections link directly to the Site Access and Security Policy, ensuring physical and digital access points remain secure.

Monthly inspections include testing for door closers, reviewing the immersive room, examining surfacing and checking for environmental wear. This supports the school's Fire Safety and Emergency Procedures Policy by ensuring escape routes and fire doors remain safe.

Termly inspections include a comprehensive sweep of all rooms, external areas, specialist environments and equipment. These checks also ensure compliance with the First Aid and Medical Needs Policy by confirming medical rooms and equipment remain safe and accessible.

Annual statutory checks cover fire safety equipment servicing, water hygiene and Legionella checks (linking to the school's Water Hygiene Risk Assessment), fixed wiring checks, gas safety inspections and PAT testing. These checks cross-reference the Health and Safety Policy section on statutory compliance.

5. Maintenance Procedures

All defects are logged and prioritised according to risk, with high-risk hazards addressed immediately in line with the school's Risk Assessment Policy. Urgent defects relating to pupil safety trigger dynamic risk assessments, as set out in both the Behaviour Regulation Policy and the Positive Handling Policy, which require that physical spaces remain safe during episodes of dysregulation. Contractors carrying out maintenance must follow the procedures outlined in the Site Access & Security Policy and Safeguarding Policy.

6. Record Keeping

Records of all inspections, servicing, compliance checks and contractor reports are kept in accordance with the requirements of the Health and Safety Policy and the Data Protection Policy. Records also support Ofsted compliance by demonstrating systematic monitoring and implementation of safety measures.

7. Monitoring and Review

The Headteacher and Operations Manager jointly review inspection data, incident patterns and maintenance needs. Findings are cross-referenced with risk assessments, accident logs (First Aid & Medical Policy), behaviour incident logs (Behaviour Regulation Policy) and any concerns identified through safeguarding procedures. The policy is reviewed annually or earlier if required.