

## School Facilities Maintenance Policy

### Purpose

The purpose of this policy is to set clear standards for the maintenance, cleanliness and safe use of all school facilities at Brighton International Academy.

The policy supports a safe, clean, well-maintained and welcoming learning environment for students, staff, visitors and contractors.

It also explains how maintenance concerns, cleaning records, contractor access, hazards and safeguarding matters are reported, monitored and followed up.

### Scope

This policy applies to all school facilities, including:

- classrooms, laboratories, libraries and learning areas;
- administrative offices, staff areas and meeting rooms;
- toilets, restrooms, corridors, stairways and common areas;
- cafeteria, clinic, storage rooms and high-use areas;
- sports fields, playgrounds, outdoor areas, parking areas and walkways;
- electrical systems, plumbing, HVAC, fire safety systems, furniture and school equipment.

It applies to school leadership, teaching and non-teaching staff, cleaning staff, maintenance staff, contractors, students and visitors.

### Definitions

**Facilities Maintenance:** The routine care, repair and monitoring of school buildings, equipment and outdoor areas.

**Preventative Maintenance:** Planned checks and repairs used to prevent hazards, damage or breakdowns.

**Hazard:** Anything that may cause harm, injury, illness or risk to students, staff, visitors or contractors.

**Contractor:** An external person or company carrying out repairs, servicing, maintenance, cleaning, inspection or renovation work on school premises.

**Cleaning Log Book:** A written or electronic record used to confirm when areas have been cleaned, checked and followed up.

**Safeguarding:** Actions taken to protect students from harm and to ensure their safety, privacy, dignity and wellbeing.

## Procedures

### 1. Reporting Maintenance Issues

All staff must report any broken, unsafe, unhygienic or damaged facility to the Facilities Manager, Maintenance Team or school administration as soon as possible.

- Urgent hazards must be reported immediately and the area must be made safe or closed until repaired.
- Maintenance requests must be recorded, tracked and followed up until the issue is resolved.
- Where a facility issue creates a safeguarding concern, staff must also report it to the DSL or DDSLs.

### 2. Maintenance Schedules and Follow-Up

The school will maintain a planned schedule for key systems and facilities, including HVAC, plumbing, electrical systems, fire safety equipment, playgrounds, toilets, furniture and general building condition.

- Routine checks will be completed and recorded by the Maintenance Team or Facilities Manager.
- Seasonal maintenance, such as grounds work, air-conditioning checks and drainage checks, will be planned in advance.
- Follow-up inspections will be completed to confirm that repairs have been completed safely and properly.

### 3. Emergency Maintenance Procedures

In urgent situations such as power outages, gas leaks, flooding, electrical faults, blocked exits or serious damage, staff must immediately alert school administration and the maintenance team.

- Affected areas must be secured and students must be kept away from the hazard.
- Emergency repairs must be prioritised to protect health, safety and safeguarding.
- An after-hours response plan should be used for emergencies outside normal school hours.

### 4. Cleaning and Sanitation

The school will maintain a daily cleaning routine for classrooms, toilets, corridors, offices, high-touch surfaces, cafeteria areas and shared spaces.

- Toilets, corridors, stairways and high-use areas must be checked regularly throughout the school day.
- Soap, tissue and hand-drying facilities must be available and replenished as needed.
- Cleaning products must be suitable, safely stored and used according to health and safety requirements.
- Waste must be collected and disposed of safely, with recycling encouraged where possible.

### 5. Cleaning Log Book and Monitoring

A Cleaning Log Book must be used to record cleaning checks for toilets, classrooms, corridors, cafeteria areas and other high-use areas.

- Cleaning staff must sign the log after each scheduled cleaning or check.
- The log should include the date, time and area cleaned.
- The Cleaning Supervisor Facilities Manager must check the Cleaning Log Book daily to make sure cleaning is completed properly.
- School leadership must review cleaning records regularly and follow up on repeated concerns or missed checks.
- Any hygiene, privacy or student safety concern must be reported immediately.

## 6. Safeguarding and Student Safety

All maintenance, cleaning and contractor work must protect students' safety, privacy, dignity and wellbeing. Staff must remain alert to any facility concern that may place students at risk.

Any safeguarding concern must be reported immediately to the DSL. If the DSL is unavailable, it must be reported to the DDSLs.

- Students must not be left unsupervised in areas where maintenance work, tools, chemicals or unsafe conditions are present.
- Student privacy must be protected when maintenance or cleaning takes place near toilets, changing areas or sensitive spaces.
- Staff must report broken toilet locks, damaged doors, unsafe lighting, graffiti, bullying concerns, hidden areas or any privacy concern immediately.
- Facilities must be checked to ensure there are no unsafe gaps, blind spots, broken windows, exposed wires or unsecured access points.

## 7. Contractor Safeguarding Rules

Contractors must follow school safeguarding and health and safety procedures at all times.

- Contractors must sign in and out at reception and wear a visitor badge while on site.
- Contractors must only work in approved areas and must be supervised where required.
- Contractors must not be left alone with students or interact with students unnecessarily.
- Contractors must not use student toilets or enter student-only areas unless authorised and supervised.
- Contractors must not take photographs or videos on school premises without permission from school leadership.
- Tools, ladders, sharp items, chemicals and equipment must never be left unattended where students can access them.
- Contractors must report hazards, accidents, concerns or unsafe behaviour to the Facilities Manager or school administration immediately.

## 8. Toilets, Privacy and Sensitive Areas

Toilets and sensitive areas must be clean, safe, private and well maintained.

- Toilet doors, locks, lighting, ventilation, floors, soap, tissue and hand-drying facilities must be checked regularly.
- Cleaning and maintenance in toilets must be carried out with appropriate signage and care for student privacy.
- Any toilet or privacy issue that may affect safeguarding must be reported to the DSL or the DDSLs.
- Students should know how to report broken facilities, unsafe areas or concerns to a trusted adult.

## 9. Risk Assessments Before Major Work

A risk assessment must be completed before major repairs, renovation, electrical work, plumbing work, painting, chemical use, work at height or any project that may affect student movement and safety.

- The assessment must consider student access, supervision, noise, dust, tools, chemicals, barriers, emergency exits and timing of the work.
- Work should be scheduled outside student hours where possible.
- If work must happen during the school day, the area must be clearly separated and supervised.

## 10. Repairs, Renovations and Temporary Disruption

- Minor repairs should be addressed promptly to prevent further damage or risk.
- Major repairs and renovation projects must be approved by school leadership and planned carefully.
- Parents, staff and students should be informed in advance if repairs affect classrooms, toilets, entrances, exits or learning arrangements.
- Temporary alternative arrangements must be made where needed to reduce disruption and protect safety.

## 11. Health and Safety Compliance

- Fire alarms, extinguishers, emergency exits and evacuation routes must be checked regularly.
- Electrical and plumbing work must be completed by competent or licensed professionals where required.
- Hazardous materials, cleaning chemicals and laboratory substances must be stored securely and handled safely.
- Staff responsible for hazardous materials must receive suitable guidance or training.

## 12. Grounds and Outdoor Areas

- Playgrounds and sports fields must be inspected regularly for hazards, damage, debris and unsafe equipment.
- Parking areas, walkways and entrances must be clear, safe, well lit and suitable for student arrival and dismissal.
- Landscaping, gardens and trees must be maintained to prevent hazards and keep outdoor areas safe and welcoming.

## 13. Energy and Resource Management

- The school will promote energy efficiency by encouraging staff to switch off equipment when not in use.
- Water conservation should be encouraged through responsible use and suitable fixtures where possible.
- The school will support sustainability by reducing waste and maintaining recycling practices where appropriate.

## Roles and Responsibilities

| Role                                  | Responsibility                                                                                                                                                        |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Leadership                     | Approve significant repairs and renovations, ensure facilities meet health, safety and safeguarding expectations, review repeated concerns and support timely action. |
| Facilities Manager / Maintenance Team | Carry out inspections, respond to maintenance requests, complete repairs, maintain records, manage contractors and make unsafe areas safe.                            |
| Cleaning Supervisor                   | Monitor cleaning standards, check the Cleaning Log Book daily, follow up missed checks and report hygiene or safety concerns.                                         |
| Cleaning Staff                        | Clean assigned areas according to the cleaning schedule, sign the Cleaning Log Book and report hazards, damage, low supplies or safeguarding concerns.                |
| Teaching and Non-Teaching Staff       | Report hazards promptly, supervise students                                                                                                                           |

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**Mission:** We promote intellectual growth, ethical responsibility, and global awareness, empowering students to contribute positively to society.

**Motto:** Rooted in faith, striving for excellence

|                    |                                                                                                                                                 |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | appropriately, prevent access to unsafe areas and report safeguarding concerns immediately.                                                     |
| <b>Contractors</b> | Follow school rules, sign in and out, wear visitor badges, avoid unnecessary student contact, keep tools secure and report hazards immediately. |
| <b>DSL</b>         | Lead and advise on safeguarding concerns linked to facilities, toilets, unsafe spaces, contractor conduct or student safety.                    |
| <b>DDSLs</b>       | Support safeguarding follow-up when the DSL is unavailable or when concerns require additional safeguarding action.                             |
| <b>Students</b>    | Use facilities responsibly and report broken, unsafe or uncomfortable areas to a trusted adult.                                                 |

### Monitoring and Evaluation

The school will monitor facilities, cleaning standards and maintenance records to ensure that the premises remain safe, hygienic and suitable for learning.

- Daily cleaning checks will be recorded in the Cleaning Log Book and monitored by the Cleaning Supervisor or Facilities Manager.
- Routine facility checks will be completed by the Facilities Manager or Maintenance Team.
- Outdoor areas, toilets, corridors, stairways, fire exits and high-use areas will be checked regularly.
- Repeated concerns, incomplete cleaning records or unresolved maintenance issues will be reported to school leadership.
- Safeguarding concerns linked to facilities, toilets, privacy, unsafe areas or contractor conduct will be referred to the DSL or the DDSLs .
- The policy will be reviewed annually or earlier if there is a serious incident, significant change to the site, or repeated facilities concern.

### Policy Management and Review

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|----------------------------|---------------------------|
| <b>Policy Created By:</b>  | Ms. Ziena and Ms. Jihan   |
| <b>Reviewed by:</b>        | Ms. Rehana and Ms. Samina |
| <b>Reviewed on:</b>        | April 2026                |
| <b>Next Review Date:</b>   | April 2027                |
| <b>Review Cycle:</b>       | Annual                    |
| <b>Approval Authority:</b> | Ms. Eman Omar             |

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