Premises, Facilities & Property Maintenance Policy

PREMISES, FACILITIES & PROPERTY MAINTENANCE POLICY
Creative Makers CIC

1. Overview

Creative Makers CIC operates from a purpose-built 12m x 6m standalone building comprising:
• 9m x 6m main art studio classroom with kitchenette
• 3m x 6m secondary room for music, therapy or small-group work
• Toilet facilities
• Enclosed garden outdoor space

The premises are suitable for small-group and 1:1 arts-based provision delivered during school hours.

2. Suitability of Premises

The studio provides adequate workspace, ventilation and supervision visibility.
Furniture is arranged for safe movement and accessibility.
The smaller room supports low-arousal or therapeutic sessions.
The outdoor garden space is risk assessed and supervised.

3. Regular Safety Checks

Daily checks:
• Visual inspection of all rooms
• Safe storage of tools and materials
• Hygiene checks (toilet and kitchenette)
• Clear access to exits

Weekly checks:
• Visual electrical safety inspection
• Furniture stability check
• Outdoor hazard inspection
• First aid supplies review

Termly checks:
• Fire alarm and smoke alarm testing
• Fire exit and evacuation route checks
• Review of risk assessments

All checks are recorded in the Premises Safety Log.

4. Maintenance Reporting

• Issues are logged immediately.
• Urgent safety issues are addressed the same day.
• Specialist contractors are engaged where required.
• Director oversight ensures timely resolution of all property matters.

5. Equipment Maintenance

• Fixed and portable equipment is visually checked regularly.

• Unsafe items are removed from use immediately.
• Repairs or replacements are arranged promptly.
• Electrical equipment is visually inspected and PAT tested where appropriate.

6. Outdoor Safety

• Garden space is checked prior to use.
• Activities are risk assessed.
• Outdoor sessions are supervised at all times.

7. Personal Emergency Evacuation Plans (PEEPs)

Creative Makers CIC recognises that some pupils, staff or visitors may require additional support to evacuate safely in the event of an emergency.

Where mobility, sensory profile, medical condition or emotional regulation needs may impact safe evacuation, a Personal Emergency Evacuation Plan (PEEP) will be developed at placement start or when needs are identified.

PEEPs will:
• Identify the individual's evacuation needs
• Outline support arrangements
• Assign responsible staff
• Be reviewed termly or when circumstances change

At present, where no active PEEPs are required, systems remain in place to implement them immediately if needed.

8. Accountability & Oversight

Overall responsibility:
Rebecca Knee
Director
Creative Makers CIC

Operational premises oversight:
Tom Knee
Director
Creative Makers CIC

Tom Knee is responsible for:
• Conducting and recording regular safety checks
• Maintaining the Premises Log
• Reporting and arranging repairs
• Reviewing building-related risk assessments
• Ensuring PEEP arrangements are implemented where required

Directors review premises safety arrangements termly.

Signed:
Rebecca Knee
Director
Date: 02 March 2026