Woodlands School

Premises Management Policy

REVIEWED: October 2026

HEADTEACHER/CHAIR OF GOVERNORS: _____

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Statement of intent

Woodlands School has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider each building's:

- Condition – focussing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

1. Legal framework

1.1. This policy will have consideration for and comply with the following legislation:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- The Equality Act 2010

1.2. This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Managing asbestos in your school'
- DfE (2023) 'Advice on standards for school premises'

1.3. This policy operates in conjunction with the following school policies:

- Asbestos Management Policy
- Asset Management Policy
- Health and Safety Policy
- Lettings and Charging Policy
- Critical IncidentPolicy

2. Roles and responsibilities

2.1. The governing body is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

2.2. The Business Lead is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Managing any lettings in line with the Lettings and Charging Policy.
- Purchasing new equipment and resources for the school.

2.3. The site supervisors responsible for:

- In collaboration with the school business lead, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- Conducting the Health and Safety Audit.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing body.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.

2.4. The Headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the site supervisors and governing body as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and site supervisors.
- Reviewing this policy in liaison with the site supervisors.

3. Asbestos

3.1. The governing body, headteacher and site supervisors will ensure that the school meets its duty to manage asbestos in school.

3.2. The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times.

3.3. The site supervisors and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

3.4. The headteacher, site supervisors and governing body will establish an Asbestos Management Plan (AMP).

3.5. The site supervisors will ensure that all staff are informed of any asbestos located within the school.

3.6. The site supervisors, governing body and business lead will arrange for any necessary repairs to the school regarding asbestos.

3.7. The site supervisors will review the school's AMP annually.

4. Water supply

4.1. The site supervisors will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.

5. Temperatures

5.1. Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C.

5.2. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.

5.3. Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.

5.4. The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.

5.5. The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

6. Toilet and washing facilities

6.1. Toilet and washing facilities will be planned to ensure that:

- Hand washing facilities are provided within the vicinity of every toilet.
- The facilities are properly lit and ventilated.
- They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.

6.2. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

6.3. Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.

6.4. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.

6.5. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.

6.6. The Headteacher will ensure that there are appropriate facilities in place for pupils who are ill, including:

- A room for medical or dental examination.
- A washbasin.

7. Accessibility

7.1. To be compliant with the Equality Act 2010, the headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND.

7.2. The accessibility strategy will include the health and safety needs of pupils with SEND.

7.3. The school will take account of its Accessibility Policy when managing and maintaining the school site.

8. Drainage

8.1. The site supervisors will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

9. Lighting

9.1. Lighting will be appropriate for a learning environment.

9.2. Where possible, natural lighting will be used.

9.3. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.

9.4. Lighting controls will be easy to use.

9.5. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

9.6. External lighting will be provided to ensure safe pedestrian movement after dark.

9.7. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.

9.8. Emergency lighting will be provided for areas which are accessible after dark.

9.9. As all pupils at Woodlands have SEND, the school will ensure adaptations that may include:

- Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
- Avoiding glare, including high gloss paint.
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

10. Security

10.1. The Headteacher and site supervisors will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

11. Lettings

11.1. The business lead will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.

11.2. The school's Charging and Lettings Policy will be adhered to at all times.

11.3. When letting to commercial businesses, the school will first seek the permission of the LA and the DfE; to contact the DfE, the school will email the details of the proposed letting to schoolsassetsesacapital@education.gov.uk.

11.4. Hirers will make an application for hire to the governing body.

11.5. When determining whether to approve an application; the governing body will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

11.6. An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

12. Weather

12.1. The site supervisors will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks.

13. Invacuations and evacuations

13.1. The site supervisors will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

13.2. Any issues will be reported to the governing body, where appropriate.

14. Suitability

14.1. The Headteacher will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.

14.2. The Headteacher and site supervisors will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

15. Fire safety

15.1. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.

15.2. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.

15.3. Staff and pupils will be familiarised with emergency evacuation procedures.

15.4. Risk assessments will be updated if there are any significant changes to the premises.

15.5. All school procedures and provisions relating to fire safety are outlined in the school's Health and Safety Policy

16. Catering

16.1. The Headteacher, in consultation with the catering manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.

17. Cleaning

17.1. The Headteacher will be responsible for the cleaning contract and the site supervisors will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

17.2. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

18. Maintenance

18.1. The Headteacher will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit.

18.2. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

19. Furnishings

19.1. The headteacher and relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the age and needs (including medical conditions) of all pupils registered at the school.

20. Playing fields

20.1. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

20.2. Any playing fields which have been in use as playing fields for over 10 years are protected.

21. Grounds

21.1. The headteacher, deputy headteacher and relevant heads of department, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

21.2. The condition of all playground areas will be monitored by the site supervisors and deficiencies addressed.

22. Health and safety audit

22.1. The site supervisors will ensure that the school's premises are subject to a regular Health and Safety Audit.

23. Monitoring and review

23.1. This policy is reviewed regularly by the Headteache and the site supervisors.

23.2. Any changes to this policy will be communicated to all relevant staff members.

Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit		Survey, report and access statement covering learning, teaching and physical access.	
Air conditioning		Dependent on refrigerant gas used, testing and servicing quarterly, six monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	
Asbestos		Asbestos register and management plan.	
Car parking and vehicle/pedestrian segregation		General risk assessment required.	
Building and grounds condition survey		Inspection of building and facilities for asset management planning (AMP).	
Classroom assessment		Annual assessment with termly review.	
Control of substances hazardous to health (COSHH) risk assessment		For storage and use of any hazardous substances.	

Aspect	Existing document (Y/N)	Requirement	Review date
Display energy certificate (DEC)		Requirement for buildings with floor area over 1000m² to display the energy use of the school buildings.	
Duct hygiene (air conditioning, plenum heating)		Inspection and testing, thorough cleaning routine determined from testing/inspection results.	
Electrical - Portable appliance testing (PAT)		Safety checking and testing of electrical appliances.	
Electrical – Fixed wire testing		Testing of all fixed wiring boards and all distribution boards every three to five years.	
		Testing of all distribution boards in mobile accommodation annually.	
Electrical – Stage lighting		Annual test and inspection by a competent person.	
		Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	
Emergency lighting		Inspection and testing of system, monthly checks by the site supervisors to check functionality and battery discharge tests.	

Aspect	Existing document (Y/N)	Requirement	Review date
Extraction systems, including fume cupboards		Inspection and testing of dust extraction equipment.	
		Local exhaust ventilation.	
Fire risk assessment		Inspection and annual review, or whenever any changes are made that will affect the assessment.	
Fire alarm and detection systems		Weekly fire bell test, six monthly fire drill and annual service and inspection.	
Fire doors		Checked regularly to ensure functioning correctly.	
Fire extinguishers and appliances		Inspection and testing of equipment, if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	
First aid equipment		Regular checks recommended replenishing equipment/stock and replacing out-of-date items.	
Floor plans		Up-to-date floor and roof plans are created when changes are made.	
Fuel oil storage		Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	
Gas safety		Inspection and certification, identification and location of gas equipment and supplies – update.	

Aspect	Existing document (Y/N)	Requirement	Review date
Gas appliance		Annual servicing for efficient operation and combustion.	
Gas pipework		Visual inspection and testing.	
Glazing		Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	
Hydrotherapy and swimming pools		Risk assessment updated annually.	
Incoming services and isolation points		Do you know where your incoming water, gas and electrical mains are? This is useful for emergency planning in the case of an unexpected event.	
Lifts and hoists		Thorough examination, full maintenance and inspection.	
Lightning conductors		Inspection and full test to assess adequacy of earthing, evidence of corrosion.	
Mobile classroom stability		Structural inspection of mobile classrooms.	
Planned preventative maintenance (PMP)		PMP in place for all buildings, plants and equipment.	
		Current servicing records are available.	
		Annual maintenance inspections completed.	

Aspect	Existing document (Y/N)	Requirement	Review date
Fixed playground and gym equipment		Inspection and testing.	
Shared premises		Risk assessment carried out and updated as necessary.	
Slips and trips		Risk assessment carried out and updated as necessary.	
Tree safety		Risk assessment carried out and updated as necessary.	
Water hygiene and safety, legionnaires' disease – water systems, cold water systems		Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	
Legionnaires' disease – Low pressure hot water systems		Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps, etc.	
Water and surface temperature		Risk assessment carried out and updated as necessary.	
Workstation assessment		Analysis of all workstations to assess any health and safety risks.	

Aspect	Existing document (Y/N)	Requirement	Review date
Working at height		Risk assessment carried out and updated as necessary.	
Working at height – Safety eye bolts and cradles		Inspection and testing.	

Asbestos Management Checklist

Criteria	Yes	Further action needed
Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.		
Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.		
Does the management survey highlight the location of ACMs? All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.		

Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.		
Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.		
Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.		
Are any in-house staff who may undertake maintenance work adequately trained? Training needs to be appropriate for the work. **Awareness training** – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs. **Training for work with asbestos that does not require a licence from the HSE** – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials. **Training for asbestos work that does require a licence from the HSE** – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.		

Further action needed			
Action required	**Action taken**	**Date**	**Signature**

Name (and position):	**Signature:**	**Date:**
Woodlands School:		