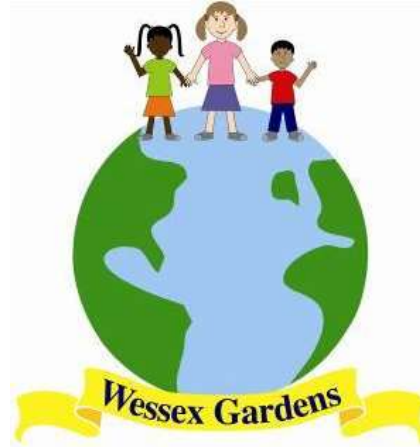


Wessex Gardens Primary & Nursery School



Premises Management Policy 2025 - 2026

At Wessex Gardens we believe that every child has the right to feel safe and to be protected from any situation or practice that could result in them being harmed. Each child's welfare is of paramount importance and we are committed to safeguarding and promoting the welfare of all children in our care and we expect all staff, governors, placements and volunteers to share this firm commitment.

Growing Together

Wessex Gardens is a place where we grow kind, confident, resilient and independent lifelong learners in a trusting and honest environment. Here everyone is welcome and valued. We are motivated and supported to reach our full potential as we continue to aspire to excellence.

This policy was considered by the Governing Body on 16 July 2026

Approved by:	Alexander Banks	Jacqui Zinkin
Designation:	Headteacher	Chairman of the Governing Body
Review due by:	July 2026	

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Statement of intent

Wessex Gardens Primary and Nursery School has a duty to ensure that buildings under its 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

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2012
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The School Premises (England) Regulations 2012
- The Education (School Premises) Regulations 1999
- The Equality Act 2010
- School Standards and Framework Act 1998
- DfE (2024) "Keeping children safe in education 2024"
- DfE (2023) Working together to safeguard children
- DfE (2022) Keeping children safe in out-of-school settings
- DfE (2015) Advice on standards for school premises
- DfE (2000) Guidance on first aid for schools
- DfE (2021) Health and safety: responsibilities and duties for schools
- DfE (2019; updated July 2024) Site security guidance
- DfE (2020) Managing asbestos in your school
- DfE (2020) Good estate management for schools
- DfE/Buying for Schools (2023) Fire door safety standards –

This policy operates in conjunction with the following school policies:

- [Finance Policy and Terms of Reference July 2025 - 2026.docx](#)
- [AMP 23178 Wessex Gardens Primary School.docx](#)
- [Lettings Policy 2024 - 2025.docx](#)
- [Accessibility plan 2024 - 2027.docx](#)
- [Invacuation, Lockdown, Evacuation & Bomb Threat Policy 2025-2028](#)
- [9. Health and Safety Policy 2025 - 2026 \(July\).docx](#)
- [Fire Safety Policy 2025 - 2028.docx](#)
- [First Aid Policy 2023 - 2026 \(with Analphylaxis and Allergens Policy\).docx](#)

2. Roles and responsibilities

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 and Asbestos Management Plan.
- Ensuring the school is accessible and suitable for children, staff and visitors with disabilities.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The School Business Manager (SBM) is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and good value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary.
- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and the caretaker.

The caretaker is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher and/or SBM.
- Identifying and undertaking any maintenance and repair work.
- Conducting the [health and safety audit](#).
- Completing the [asbestos management checklist](#).
- 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.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

The headteacher is responsible for:

- Ensuring the safety of the school's staff and children.
- Reporting any issues with the premises to the caretaker, SBL and governing body as appropriate.
- Ensuring that the premises-related needs of people with disabilities are met, e.g. accessibility.
- Reviewing this policy in liaison with the caretaker.
- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.

3. Asbestos

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

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register (including associated remedial actions) and an Asbestos Management Plan.

The School Business Manager will review the school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled.

The School Business Manager will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the governing body and Headteacher, will arrange for any necessary repairs to the school regarding asbestos.

The School Business Manager and headteacher will ensure that an asbestos re-survey is undertaken by a specialist asbestos contractor every 3 years, or whenever necessary, and that the outcomes are recorded.

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

All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

4. Water supply

The caretaker 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.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.
- Sources of risk will be identified and assessed in line with the HSE's [Approved Code of Practice L8](#).
- A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services every two years.

5. Temperatures

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

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

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

Closed water circuits which operate under pressure will be checked periodically for leaks.

Fan heaters will be checked and inspected periodically to check the fan operation and condition of electrical connections.

Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years.

Bi-annual checks and an annual maintenance schedule will also be undertaken.

6. Toilet and washing facilities

The following toilet and washbasin facilities will be in place:

- For children aged 3-5, there will be 1 toilet and washbasin for every 10 children.
- For children aged 6-10, there will be 1 toilet and washbasin per 15 children, which will be segregated into male and female for those over 8.
- No more than two thirds of male toilets will be urinals.

Toilet and washing facilities will be planned to ensure that hand washing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for children and allow for supervision by members of staff, without compromising the privacy of children.

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting. Disabled toilets will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels. Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.

The SENDCO will ensure that there are appropriate facilities in place for children who are ill, including:

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

7. Accessibility

The headteacher and SENDCO will keep the school's Accessibility Plan up-to-date, to ensure the premises is accessible to staff, children and visitors with disabilities and other specific needs. The Accessibility Plan will include the health and safety needs of individuals with disabilities and other specific needs.

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

8. Drainage

The caretaker 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.

The caretaker will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and in severe cases can overload roofs contributing to structural failure.

9. Lighting

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark. Car parks will be well lit.

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

Security lighting will be provided around the perimeter of school buildings with dusk-to-dawn lighting on all elevations where there is an entrance door.

Lighting will be designed to eliminate potential hiding points.

Some of the adaptations the school will make 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.

The caretaker will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies
- Main panels
- Distribution boards
- Lighting
- Socket outlets
- Air conditioning
- Other fixed plants.

10. Security

The SBM and caretaker 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.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the SBB, caretaker that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

The School Security Policy addresses the school's approach to ensuring the safety and security of all staff members, children and visitors. The headteacher will ensure the school's security arrangements are adequate for the effective safeguarding of children and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

11. Lettings - see [Lettings Policy 2024 - 2025.docx](#)

12. Weather - see [9. Health and Safety Policy 2025 - 2026 \(July\).docx](#)

13. Invacuations and evacuations - See [Invacuation, Lockdown, Evacuation & Bomb Threat Policy 2025-2028](#)

14. Suitability

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

The SBL and caretaker will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

15. Fire safety - See [Fire Safety Policy 2025 - 2028.docx](#)

16. Catering

The School's Catering is provided through ISS and details can be found on the Feeding Hungry Minds website.

17. Cleaning

The SBL and caretaker will be responsible for managing cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Adequate measures should be taken to prevent condensation and noxious fumes in kitchens and other rooms.

18. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

19. Maintenance

The SBL 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 good practice checks outlined in the [health and safety audit](#). Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

20. Furnishings

The SBL, in consultation with the headteacher and relevant heads of department, will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all children registered at the school.

Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the caretaker.

21. Grounds

The SBL, in consultation with the headteacher, deputy headteacher and relevant heads of department, will ensure that there are appropriate arrangements for providing outside space for children to play and exercise safely. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.

The condition of all playground areas will be monitored by the caretaker and deficiencies addressed. The school will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The school will ensure risks associated with individuals entering or leaving the school estate are assessed, and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

22. Health and safety audit

The SBM will ensure that the school premises are subject to a regular health and safety audit. The caretaker will monitor that health and safety risk assessments are completed annually for each department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up-to-date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and children will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

23. Electrical testing and inspection

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person..

A visual inspection will be carried out on all connecting cables, plugs and socket outlets before every use of the unit. The results of the visual inspection will be written in a log book as a permanent record of the condition of the electrical equipment.

It is at the discretion of the designer of the installation to use their professional engineering judgement and indicate the recommended inspection timeline on the certification provided.

Testing of all distribution boards in mobile accommodation will be conducted on an annual basis.

24. Other equipment, systems and storage

In line with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), the school will ensure that lifts used by employees for work are safe to use. Plans will be implemented to ensure the safety of users in the event of the lift breakdown or stopping between floors.

The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

25. Monitoring and review

This policy is reviewed every year by the Finance and Premises Committee.

The next scheduled review date for this policy is July 2026.

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 and pedestrian segregation		General risk assessment required.	
Building and grounds condition survey		Inspection of building and facilities for asset management planning.	
Classroom assessment		Annual assessment with termly review.	
Control of substances hazardous to health (COSHH) risk assessment		For storage and use of any hazardous substances.	
Display energy certificate (DEC)		Requirement for buildings with floor area over 1000m ² to display the energy use of the school buildings.	
Duct hygiene (air conditioning, plenum heating)		Inspection and testing, thorough cleaning routine determined from testing and 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.	

Aspect	Existing document (Y/N)	Requirement	Review date
Emergency lighting		Inspection and testing of system, monthly checks by the caretaker to check functionality, and battery discharge tests.	
Extraction systems, including fume cupboards		Inspection and testing of dust extraction equipment.	
		Local exhaust ventilation.	
Fire risk assessment		Inspection every three years 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 and 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.	
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.	

Aspect	Existing document (Y/N)	Requirement	Review date
Swimming pools		Risk assessment updated annually.	
Incoming services and isolation points		Awareness of incoming water, gas and electrical mains 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 (PPM)		PPM in place for all buildings, plants and equipment.	
		Current servicing records are available.	
		Annual maintenance inspections completed.	
Fixed playground and gym equipment		Inspection and testing.	
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 regularly undertaken.	
Water hygiene and safety, 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.	

Aspect	Existing document (Y/N)	Requirement	Review date
Workstation assessment		Analysis of all workstations to assess any health and safety risks.	
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
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		

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	
Job role	
Name of school	
Signature	
Date	