

Premises Management policy



RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

Approved by: Ms Leila Amri

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1. Aims

Riverside Bridge School is a specialist all-through provision for pupils with complex learning needs, autism, communication difficulties and physical disabilities.

This policy ensures that the school:

- manages its buildings and specialist equipment efficiently, effectively and in line with all statutory and trust requirement;
- promotes the safety, dignity and wellbeing of all pupils, staff, visitors and contractors;
- maintains accessible, therapeutic and communication-inclusive environments across classrooms, therapy rooms and specialist learning space;
- complies with the [Health and Safety at Work Act 1974](#), [The School Premises \(England\) Regulations 2012](#), and the [statutory framework for the EYFS](#);
- supports the school's motto - Inspire, Empower, Achieve - by providing a safe, well-maintained learning environment that enables independence and preparation for adulthood.

2. Guidance

This policy aligns with the Department for Education's [Good Estate Management for Schools](#) and Partnership Learning Trust's premises procedures, supplemented by local authority and trust health and safety advice. This document is based on the Department for Education's guidance on.

3. Roles and responsibilities

The Governing Board, Headteacher, Health and Safety Lead and caretakers will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The Headteacher, Health and Safety Lead and caretakers are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The caretakers are responsible for:

- conducting daily opening and closing checks and maintain site security;
- inspecting and maintaining the school premises;
- completing termly health and safety inspections with the Business Lead and H&S Lead;
- undertaking repairs and maintenance, monitoring contractors, and reporting defects promptly;
- being the first point of contact for any issues with the premises;
- liaising with the Headteacher about what actions need to be taken to keep the school premises safe.

This list is not intended to be exhaustive.

External Contractors and Partnership Learning Trust are responsible for:

- undertaking scheduled statutory inspections and servicing (e.g. fire alarms, water testing, lifts, gas safety);
- providing certification and reports, which are reviewed by the Business Lead and uploaded to *Every*.

The Health and Safety Lead is responsible for:

- conducting and keeping a record of risk assessments and incident logs related to the school premises;
- liaising with the caretakers regarding the school premises;
- liaising with the Headteacher about what actions need to be taken to keep the school premises safe.
- maintains oversight of all statutory inspections, risk assessments and remedial actions.
- ensuring records are stored securely on *Every* portal and within the SLT SharePoint;
- liaising with Partnership Learning Trust to commission works and monitor SLAs;
- coordinating compliance with CDM Regulations during construction or refurbishment projects.

This list is not intended to be exhaustive.

The Headteacher

- has overall responsibility for the safety and suitability of the premises;
- delegates operational tasks to the School Business Lead and Health and Safety Lead.

4. Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates. These documents are kept on *Every* portal and are commissioned by Partnership learning trust who we have an SLA with.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary by Partnership learning.

The table below sets out the issues that partnership learning inspects and the inspection frequency. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the checks and testing sections of the DfE estates guidance.

Code	Type	Service	Frequency
AS1	Access & Security	Access Control Service	12 Month(s)
AS2	Access & Security	CCTV Service	12 Month(s)
AS3	Access & Security	Doors (Automated) Service	6 Month(s)
AS4	Access & Security	Intruder Alarm Service	6 Month(s)
CD1	Cleaning	External Window Cleaning	6 Month(s)
CD2	Cleaning	High Level Equipment Clean	12 Month(s)
CD3	Cleaning	Kitchen Equipment Deep Clean	12 Month(s)
CD4	Cleaning	Kitchen Extract Duct Clean	12 Month(s)
CD5	Cleaning	Kitchen Extract Filter Clean	12 Month(s)
ES1	Electrical Safety	Emergency Lighting Annual Test	12 Month(s)
ES2	Electrical Safety	Fixed Wire Testing - All Buildings (100%)	60 Month(s)
ES3	Electrical Safety	Lightning Conductor Test / Inspection	11 Month(s)
ES4	Electrical Safety	Portable Appliance Testing (PAT)	12 Month(s)
ES5	Electrical Safety	Roller Shutter Service	12 Month(s)
ES6	Electrical Safety	Solar Panel Service	12 Month(s)
ES7	Electrical Safety	Stage Equipment Service	12 Month(s)
ES8	Electrical Safety	UPS Service	1 Year(s)
FS1	Fire Safety	Evacuation Chair Service	12 Month(s)
FS2	Fire Safety	Fire Alarm Service	12 Month(s)
FS3	Fire Safety	Fire Curtains	6 Month(s)
FS4	Fire Safety	Fire Detection Aspirating	6 Month(s)
FS5	Fire Safety	Fire Extinguisher Service	12 Month(s)
FS6	Fire Safety	Fire Suppression System Service (Kitchen)	12 Month(s)
FS7	Fire Safety	Sprinkler System Service	12 Month(s)
FS8	Fire Safety	Staircase Refuge Intercom Service	12 Month(s)
KM1	Kitchen Maintenance	Descale kitchen equipment	12 Month(s)
KM2	Kitchen Maintenance	Kitchen Equipment / Appliance Service	12 Month(s)
KM3	Kitchen Maintenance	Kitchen Fridge / Freezer Service	12 Month(s)
KM4	Kitchen Maintenance	Kitchen Insectocuter Service	12 Month(s)
KM5	Kitchen Maintenance	Oven Water Filter	12 Month(s)
LS1	Lift	Hoist Service (Access WC / SEN)	12 Month(s)
LS2	Lift	Lift Service	6 Month(s)
MS1	Mechanical	Air & Dirt Separator Service	12 Month(s)
MS2	Mechanical	Air Conditioning Service	6 Month(s)
MS3	Mechanical	Air Handling Unit (Gas Burner) Service	12 Month(s)
MS4	Mechanical	Air Handling Unit Service	12 Month(s)
MS5	Mechanical	Ambirad High Level Gas Heater Service	12 Month(s)

Code	Type	Service	Frequency
MS6	Mechanical	Anti-Legionella Flow-through Valve Service	12 Month(s)
MS7	Mechanical	Atria High Level Auto Ventilation Service	12 Month(s)
MS8	Mechanical	BMS / Auto Control Service	12 Month(s)
MS9	Mechanical	Boiler/s Service	12 Month(s)
MS10	Mechanical	Break Tank Servicing	12 Month(s)
MS11	Mechanical	Breathing Buildings Ventilation Service	12 Month(s)
MS12	Mechanical	Buffer Vessel Service	12 Month(s)
MS13	Mechanical	Calorifiers Service	12 Month(s)
MS14	Mechanical	Circulator Pump Service	12 Month(s)
MS15	Mechanical	Clean High-Level Louvres	12 Month(s)
MS16	Mechanical	Coffee Machine Service	12 Month(s)
MS17	Mechanical	Cold Water Storage Tank Clean	12 Month(s)
MS18	Mechanical	Dosing Pot Service	12 Month(s)
MS19	Mechanical	Expansion Vessel Service	12 Month(s)
MS20	Mechanical	Extract Fans (High Level) Service	12 Month(s)
MS21	Mechanical	Extract Fans (Low Level) Service	12 Month(s)
MS22	Mechanical	Fire Damper Service	12 Month(s)
MS23	Mechanical	Flue Condensate Filter Service	12 Month(s)
MS24	Mechanical	Flues Service	12 Month(s)
MS25	Mechanical	Foil I.D Asset Labels	12 Month(s)
MS26	Mechanical	Gas and Heat Safety System Service	1 Month(s)
MS27	Mechanical	Gas Safety Certification	12 Month(s)
MS28	Mechanical	Gas Safety Inspection - Boilers, Water Heaters and Space Heaters	12 Month(s)
MS29	Mechanical	Gas Safety Valve Service	12 Month(s)
MS30	Mechanical	Gas Sniffer	12 Month(s)
MS31	Mechanical	Gas Soundness Checks	12 Month(s)
MS32	Mechanical	Gas-fired Radiator Service	12 Month(s)
MS33	Mechanical	Heat Recovery Unit (High Level) Service	12 Month(s)
MS34	Mechanical	Heat Recovery Unit (Low Level) Service	12 Month(s)
MS35	Mechanical	Hydroboil (staffrooms/kitchens) Service	6 Month(s)
MS36	Mechanical	Inline Filter Service	12 Month(s)
MS37	Mechanical	Instantaneous Water Heater Service	6 Month(s)
MS38	Mechanical	Local Exhaust Ventilation (LEV) Service	14 Month(s)
MS39	Mechanical	Low Loss Header Service	12 Month(s)
MS40	Mechanical	Magnetic Filtration Unit / X-pot Service	12 Month(s)
MS41	Mechanical	Overdoor Heater Service	12 Month(s)
MS42	Mechanical	Plate Heat Exchanger Service	12 Month(s)
MS43	Mechanical	Pressurisation Unit Service	12 Month(s)
MS44	Mechanical	Pressurisation Vessel Service	12 Month(s)
MS45	Mechanical	Single Head Pump Service	12 Month(s)
MS46	Mechanical	Sump Pump Servicing	12 Month(s)

Code	Type	Service	Frequency
MS47	Mechanical	Thermostatic Shower Service	12 Month(s)
MS48	Mechanical	TMT (Thermostatic Mixer Tap) Service	12 Month(s)
MS49	Mechanical	TMV (Thermostatic Mixer Valve) Service	12 Month(s)
MS50	Mechanical	Twin Head Pump Service	12 Month(s)
MS51	Mechanical	Water Booster Kit (Dutypoint Scuba) Service	12 Month(s)
MS52	Mechanical	Water Booster Kit (Flamco with Tank) Service	12 Month(s)
MS53	Mechanical	Water Booster Kit (Pumped) Service	12 Month(s)
MS54	Mechanical	Water Filter Service	12 Month(s)
MS55	Mechanical	Water Fountain Service	12 Month(s)
MS56	Mechanical	Water Heater - Ecoflo Service	12 Month(s)
MS57	Mechanical	Water Heater - Gas Fired Service	12 Month(s)
MS58	Mechanical	Water Heater - Heat Pump Service	12 Month(s)
MS59	Mechanical	Water Heater - Megaflo Service	12 Month(s)
MS60	Mechanical	Water Treatment Plant (ENWA) Service	12 Month(s)
MS61	Mechanical	Water Treatment Plant (Hydrotech) Service	12 Month(s)
MS62	Mechanical	Water Treatment Plant (Kalgard) Service	12 Month(s)
MS63	Mechanical	Water Treatment Plant (Powermag) Service	1 Year(s)
MS64	Mechanical	Aquabion Water Conditioner	7 Year(s)
MS65	Mechanical	RPZ Valves Service	12 Month(s)
PE1	PE Equipment	PE Equipment Service	12 Month(s)
SS1	Site	External Door Service	12 Month(s)
SS2	Site	Gate / Barrier (Automated) Service	6 Month(s)
SS3	Site	Gutter / RWP Clearance	4 Month(s)
SS4	Site	Main Drainage Clearance / Jetting	12 Month(s)
SS5	Site	Roof Edge Protection	12 Month(s)
SS6	Site	Roof Mansafe Inspection / Test	12 Month(s)
SS7	Site	Staircase and Atria handrail/balustrade checks	12 Month(s)
SS8	Site	Tables (particularly centre fold ones such as SICO)	12 Month(s)
WS1	Water Safety	Calorifiers Inspections	12 Month(s)
WS2	Water Safety	Expansion Vessel Drain Down	6 Month(s)

We currently have a mobile swimming pool on site. The mobile pool is inspected and checked by the company we have hired it from; Mobile Pools UK LTD. We hold the documentation listed below:

- Risk Assessment;
- Plant Safety Operating Procedures (PTOP) - this contains information on how to keep the water clean and safe at all times;
- Normal Operating Procedures (NOPs) - this also contains information on water quality.
- Emergency Operating Procedures (EOPs);
- Safeguarding Policy;
- Health and Safety Policy;
- COSHH Sheets for the chlorine (2 types).
- Risk Assessment for COSHH sheets.
- the Stockwell Training Level 3 Pool Water Quality Certificates of the swimming instructors which gives them the relevant knowledge and paperwork to keep the water clean and safe.

5. Risk assessments and other checks

Please refer to our risk assessment policy and health and safety policy for information about the school's approach to risk assessment; however, risk assessments are reviewed annually or when changes occur to buildings, equipment or pupils' needs.

We also make sure further checks are made to confirm the following:

- correct and up-to-date information is displayed in all notices;
- compliance with the Construction, Design and Management Regulations 2015 during construction projects;
- contractors have the necessary qualifications to carry out the specified work and hold appropriate qualifications and DBS clearance;
- compliance with the Equality Act 2010 and accessibility and equality considerations are embedded in all refurbishments;
- all signage reflects the school's Total Communication approach (symbols, visuals, and clear wording).
- pupil-specific and staff Personal Emergency Evacuation Plans (PEEPs) are maintained and practised during drills

The caretakers conduct daily site walks - every morning and evening when opening and locking up the school. They have certain checks they must complete and sign off when they open and close the school, these are stored on Every platform.

Every term the School Business Lead and Health and Safety Lead conduct health and safety inspection with the site team. These are recorded and uploaded onto Every portal.

6. Monitoring arrangements

The application of this policy is monitored through:

- daily visual checks by caretakers;
- termly inspections by SLT and site team;
- trust-level audits via Partnership Learning;
- annual report to the Governing Board summarising compliance and maintenance actions.

Records and certificates are stored securely on *Every* portal and within the SLT SharePoint. This policy is reviewed annually by the School Business Lead and ratified by the Governing Board.

7. Links with other policies

This premises management policy is linked to our:

- Health and Safety Policy
- Fire and Evacuation Policy
- Accessibility and Equality Policy
- SEND Policy
- Lockdown and Critical Incident Policy
- Safer Recruitment and Visitor Policy
- Risk Assessment Policy