

Premises Management Policy

Roselyn House School

2026 – 2027



Approved by:	Rachel Smith	Date: 14/07/2026
---------------------	--------------	-------------------------

Last reviewed on:	July 2026
--------------------------	-----------

Next review due by:	July 2027
----------------------------	-----------

Contents

1. Statement of Intent	2
2. Legal Framework	3
3. Scope	3
4. Roles and Responsibilities	4
5. Premises Standards	5
6. Planned Maintenance	6
7. Reactive Maintenance	6
8. Health and Safety Inspections	7
9. Fire Safety	7
10. Security	8
11. Safeguarding Through Premises Design	8
12. SEMH-Specific Environmental Risk Management	9
13. Electrical Safety	9
14. Water Safety	10
15. Asbestos Management	10
16. Outdoor Areas	10
17. Accessibility	11
18. Contractors	11
19. Emergency Premises Closure	11
20. Record Keeping	12
21. Monitoring and Review	12
Appendix A – Statutory Compliance Schedule	13
Appendix B – Daily Premises Inspection Checklist	14

1. Statement of Intent

Roselyn House School is committed to ensuring that its premises provide a safe, secure, healthy and suitable environment for all pupils, staff, visitors and contractors.

As an Independent SEMH School, we recognise that the physical environment plays a vital role in supporting pupils' wellbeing, emotional regulation, learning and safeguarding. The school will ensure that its premises are effectively managed, maintained and monitored to reduce risks and support positive educational outcomes.

The school aims to:

- Maintain premises in a safe condition.
- Comply with all statutory health and safety requirements.

- Ensure effective safeguarding through premises management.
- Provide an environment suitable for pupils with SEMH needs.
- Maintain systems for inspection, maintenance and repair.
- Minimise risks arising from the condition of buildings, grounds and equipment.
- Promote accessibility and inclusion.

2. Legal Framework

This policy has regard to:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010.
- Children Act 1989 and 2004.
- Independent School Standards Regulations.
- Keeping Children Safe in Education (KCSIE).
- Control of Asbestos Regulations 2012.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Health and Safety Executive (HSE) guidance.

3. Scope

This policy applies to:

- School buildings.
- Classrooms.
- Therapy rooms.
- Outdoor learning areas.
- Sports facilities.
- Offices.

- Ancillary accommodation.
- Grounds and boundaries.
- School transport facilities.
- Temporary buildings and structures.

The policy applies during:

- School hours.
- Extended provision.
- Holiday activities.
- Educational visits where premises are used by the school.

4. Roles and Responsibilities

Proprietors

The Proprietors will:

- Ensure compliance with legal requirements.
- Monitor premises-related risks.
- Allocate sufficient resources.
- Review premises management reports.
- Ensure health and safety oversight.

Headteacher

The Headteacher will:

- Ensure implementation of this policy.
- Monitor premises safety.
- Ensure statutory inspections are undertaken.
- Authorise corrective actions.
- Report significant issues to governors.

Senior Business Manager

The Senior Business Manager will:

- Conduct routine inspections.
- Arrange maintenance and repairs.
- Maintain statutory compliance records.
- Manage contractors.
- Monitor security arrangements.
- Report defects immediately.

Staff

Staff must:

- Report hazards promptly.
- Follow health and safety procedures.
- Maintain safe learning environments.
- Cooperate with inspections and risk assessments.

5. Premises Standards

The school will ensure that:

Buildings

Buildings are:

- Structurally sound.
- Weatherproof.
- Secure.
- Well maintained.
- Suitable for educational use.

Classrooms

Classrooms will be:

- Appropriately furnished.
- Adequately lit.
- Ventilated.

- Heated.
- Free from significant hazards.

SEMH Provision

The physical environment will support:

- Emotional regulation.
- Therapeutic interventions.
- Safe de-escalation.
- Sensory needs.
- Supervision requirements.

The school will maintain designated calm or reflection spaces where appropriate.

6. Planned Maintenance

The school will operate a planned preventative maintenance programme covering:

- Roofs.
- Heating systems.
- Electrical systems.
- Water systems.
- Security systems.
- Fire systems.
- Fencing and gates.
- Grounds maintenance.

Maintenance requirements will be recorded and reviewed regularly.

7. Reactive Maintenance

Urgent defects will be prioritised according to risk.

Examples include:

High Risk

- Fire safety failures.
- Structural damage.

- Security breaches.
- Electrical hazards.
- Water contamination.

Medium Risk

- Heating failures.
- Plumbing leaks.
- Damaged flooring.

Low Risk

- Cosmetic repairs.
- Minor decoration issues.

All defects will be logged and tracked to completion.

8. Health and Safety Inspections

Formal inspections will occur:

Daily

- Security checks.
- Fire escape inspection.
- Site condition checks.

Weekly

- Grounds inspection.
- Premises walk-through.

Termly

- Comprehensive premises audit.

Annually

- Health and Safety review.

Inspection records will be retained.

9. Fire Safety

The school will maintain robust fire safety arrangements including:

- Current fire risk assessment.
- Fire alarm testing.
- Emergency lighting inspections.
- Fire extinguisher servicing.
- Fire drills.
- Evacuation plans.

All staff will receive fire safety instruction during induction.

Personal Emergency Evacuation Plans (PEEPs) will be developed where required.

10. Security

The school will maintain effective site security through:

- Controlled entry systems.
- Visitor management procedures.
- Secure perimeter fencing.
- Intruder alarm systems.
- Staff identification processes.

Visitors must:

- Sign in.
- Wear identification.
- Be supervised unless authorised otherwise.

11. Safeguarding Through Premises Design

The school recognises that premises management contributes directly to safeguarding.

The school will:

- Eliminate blind spots where possible.
- Ensure appropriate supervision areas.
- Secure hazardous locations.
- Restrict access to maintenance areas.

- Monitor secluded spaces.

Safeguarding concerns identified through premises inspections will be reported immediately.

12. SEMH-Specific Environmental Risk Management

Given the needs of SEMH pupils, the school will consider:

- Ligature risks.
- Self-harm risks.
- Aggression-related risks.
- Absconding opportunities.
- Environmental triggers.

Risk assessments will consider:

- Furniture.
- Fixtures and fittings.
- Windows.
- Doors.
- Outdoor areas.
- Therapeutic spaces.

Additional controls may include:

- Enhanced supervision.
- Environmental modifications.
- Individual pupil risk assessments.

13. Electrical Safety

The school will ensure:

- Periodic electrical installation testing.
- Portable appliance testing where applicable.
- Defective equipment removal.
- Safe use of extension leads.

- Suitable maintenance records.

No damaged electrical equipment may be used.

14. Water Safety

The school will maintain arrangements to control water hygiene risks, including:

- Legionella risk assessment.
- Temperature monitoring.
- Regular flushing procedures.
- Water system maintenance.

Records will be retained and reviewed.

15. Asbestos Management

Where asbestos is present:

- An asbestos register will be maintained.
- Contractors will be informed before commencing work.
- Disturbance of asbestos-containing materials will be prevented.
- Periodic surveys will be undertaken where required.

16. Outdoor Areas

The school will ensure that outdoor areas:

- Are appropriately maintained.
- Remain free from significant hazards.
- Have secure boundaries.
- Support recreational and educational activities safely.

Regular inspections will include:

- Play equipment.
- Surfacing.
- Paths.
- Fencing.

- Vegetation.

17. Accessibility

The school will work to ensure accessibility for all users by:

- Removing unnecessary barriers.
- Providing reasonable adjustments.
- Maintaining accessible facilities.
- Considering accessibility in refurbishment projects.

The Accessibility Plan should be read alongside this policy.

18. Contractors

All contractors working on site must:

- Provide evidence of competence.
- Comply with safeguarding requirements.
- Follow health and safety procedures.
- Sign in and out.
- Report hazards immediately.

Contractor activities will be monitored by the Premises Manager.

19. Emergency Premises Closure

The Headteacher may close all or part of the premises where there is a significant risk arising from:

- Severe weather.
- Structural failure.
- Fire.
- Flooding.
- Utility failure.
- Public health emergencies.

Business continuity procedures will then be implemented.

20. Record Keeping

The school will retain records relating to:

- Premises inspections.
- Fire safety checks.
- Maintenance activities.
- Risk assessments.
- Statutory testing.
- Contractor work.
- Health and safety audits.
- Accident investigations.

Records will be stored securely and made available for inspection when required.

21. Monitoring and Review

The Headteacher and Senior Business Manager will monitor:

- Premises condition.
- Compliance activities.
- Maintenance trends.
- Accident data.
- Health and safety findings.
- Safeguarding concerns linked to premises.

This policy will be reviewed:

- Annually.
- Following legislative changes.
- Following significant incidents.
- Following inspection recommendations.

Appendix A – Statutory Compliance Schedule

Requirement	Frequency
Fire Alarm Test	Weekly
Fire Drill	Termly
Emergency Lighting Test	Monthly
Fire Risk Assessment Review	Annual
Electrical Installation Condition Report	Every 5 Years or as advised
Legionella Monitoring	As identified by risk assessment
Asbestos Review	Annual
Health & Safety Audit	Annual
Premises Inspection	Termly
Security Review	Annual

Appendix B – Daily Premises Inspection Checklist

- External gates secure
- Fencing intact
- Fire exits clear
- Alarm systems operational
- No trip hazards
- Lighting operational
- Toilets safe and clean
- Heating functional
- Water available
- Classrooms fit for use
- Grounds safe