



Premises Management Policy

Reviewed by:	Luke Collins, Principal
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Approved by:	Tracey Storey, CEO

Aims

This policy is produced to provide a framework and point of reference for the maintenance and improvement of the school premises, numbers 44 and 121 Nuxley Road, Belvedere, Kent DA17 5JX. It will also outline on a summary basis, the numerous elements of building management, the aims and objective of each element along with reference to further individual policies and procedures.

This policy will also aim to ensure that there is a framework, which will as a consequence ensure the premises are fit for purpose in terms of providing a suitable, safe, secure, and well-maintained environment within which our learners can learn.

Standards

This policy has been developed with reference to the Independent School Standards as set out within Part 5 of the Education (Independent School Standards) Regulations and reflects current Department for Education expectations for independent schools. The policy also reflects relevant health and safety legislation, fire safety legislation, Equality Act 2010 duties and associated guidance relating to school premises.

The school aims to meet standards and requirements as prescribed by the Secretary of State as set out in Part 5 of The Education (Independent School Standards) (England) Regulations 2010 (having come into force on 1st January 2013).

Premises Compliance

The Proprietor and Principal are responsible for ensuring that the school premises remain suitable, safe, and compliant with the Independent School Standards at all times.

The school operates a planned programme of:

- routine premises inspections
- preventative maintenance
- statutory testing
- health and safety monitoring
- risk assessment
- remedial works

Records are maintained centrally and reviewed regularly to ensure that any defects are identified promptly, appropriate action is taken and the premises remain suitable for education.

Building Summary and Plan

The buildings are across two sites, converted residential properties, both two floors.

121 comprises of:

- Reception area
- Middle room
- Small therapeutic/meeting room
- Centrally located small kitchenette (staff use)
- 1 staff toilet (2 users)
- 1 learner toilet
- ICT suite
- Maths room (external to courtyard)
- English classroom
- Therapy room
- Principal's office – adjacent to English room

44 and 44a comprises of:

- Two door entry
- Science room
- Middle room, used as various teaching environments
- Small admin office
- Kitchen for cooking and nutrition
- Larger classroom (KS3, art, KS4 sports vocational, enrichment, reading)
- PSHE room

- Staff toilet (1 x user at a time)
- Learner toilet (1 x user at a time)
- small kitchenette / staff area

Summary of Occupancy Levels

The school is registered for a capacity of 45 learners across the two buildings.

Security and Safeguarding During Operating Hours

To ensure the safety, safeguarding, and monitoring of learners whilst under our care, there are various measures in place. These are as follows:

- There is a secured access system on the external doors which hinders the unauthorised movement of persons within the premises, along with ensuring access is limited only with permission for visitors.
- There is a sign in and out app for all staff, contractors, and visitors
- The sites are manned by staff in reception at all times who will sign in and out visitors.
- Certain rooms in the building can only be accessed with a key for confidentiality or safety reasons.

All visitors will be recorded within the premises and escorted to their internal destination by staff. Visitors are all given the safeguarding leaflet. Once recorded, visitors are issued with visitor lanyards clearly giving their identity.

Fire Safety

As per the Regulatory Reform (Fire Safety) Order 2005, the school undertakes risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. These include ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and learners with emergency evacuation procedures. These risk assessments are updated if any significant changes to the premises or their use takes place. Records of risk assessment, risk management and general fire safety maintenance are recorded within the 'Fire Safety' section of the company's health and safety server-based folder. The building has a fully automated door access system which in the event of fire alarm activation will disengage all external doors. The building will meet the standards as set out in the Regulatory Reform (Fire Safety) Order 2005. Reference is also made to document Building Bulletin 100: Design for fire safety in schools. Consultation has been carried out with local authority building control and London Fire Brigade Business Safety Officer.

Toilet and Washing Facilities

The school provides toilet and washing facilities solely for the use of learners. These comprise of:

- Learner unisex – 1x toilet, 1x hand basin with hot and cold water.
- Shower cubicles and changing area, in the event of need arising following physical exercise.

The school also provides toilet and washing facilities for adult persons which comprise of:

- Adult unisex – 1x toilet, 1x hand basin with hot and cold water.

The school also outsources its sanitary requirements, which includes the provision and regular collection of sanitary waste by PHS.

Medical Accommodation

In line with the company's First Aid Policy, facilities are provided which:

- Accommodate the medical examination and treatment of learners.
- The accommodation is in the vicinity of washing facilities.
- The accommodation offers privacy.

The location of the medical room is on the first floor at 121 and within the kitchen at 44. The rooms are equipped with washing facilities. Whilst these areas have other uses, where the need arises, priority to medical use would be given and is always readily available.

Acoustics

The acoustic conditions of teaching areas are considered in relation to the activities being carried out. Within classroom areas, the staff can communicate clearly with learners without voice strain or extensive echo. Other noises such as teaching equipment, outside traffic noise, or noise from adjacent rooms are also taken into consideration and no negative effects are experienced.

Lighting

All internal teaching areas are assessed in relation to having adequate lighting. This should be at levels where rooms are lit to enable occupants can clearly see (without strain) each other's faces which ensures good visual communication and avoids eye strain when reading or carrying out other close work. All classroom areas within the building have external facing windows giving a good source of natural light. They are also all artificially lit which assists in the event of fading natural light. Adequate lighting is also present in terms of ensuring safe entry and exit to the building. All entrances and escape corridors are illuminated from above.

Water Supplies

The school recognises the need for hot water to be provided:

- Water not exceeding 43 degrees Celsius to avoid scalding within areas accessible by learners (e.g. washing facilities). This has been remedied by the installation of thermostatic mixing valves to ensure the temperature is regulated.
- Water exceeding 43 degrees Celsius is available in other areas of the building (e.g., kitchens) and relevant measures are in place to ensure compliance with HSE control of legionella guidance.

The provision of suitable drinking water is also addressed by the provision of readily accessible water through duly signalled drinking water taps and those that aren't are also labelled as such.

All other cold-water taps are to be marked with signage advising against its use for drinking. This is particularly important within the washing facilities in the toilets.

The toilets themselves have adequate supplies of water.

The school maintains a legionella monitoring programme, a flushing regime and temperature monitoring.

The school carries out an annual review of these procedures.

Outdoor Space

The school ensures that learners can spend a proportion of their time outside and in natural daylight. The premises has an outdoor area to the rear which is constructed to ensure that the learners are in a safe and secure environment. This provides an area for rest and relaxation during break times.

The school also offers various offsite activities which include physical activities as part of the provision offered. These are varied in nature and offer stimulating activities to allow our learners to explore physical skills and develop fitness.

Routine inspections and maintenance are overseen by the Health and Safety Lead and Principal. Safe surfaces and boundary security are checked and maintained.

Cleaning and Waste Management

The premises are cleaned daily using agreed cleaning schedules.

Cleaning standards are monitored regularly, and enhanced cleaning takes place where required.

Appropriate routines are carried out regarding:

- clinical waste
- sanitary waste
- recycling
- confidential waste

Planned Maintenance

The school operates a planned maintenance schedule which includes:

- daily premises checks
- weekly health and safety inspections
- routine servicing
- contractor inspections
- annual compliance audits

Any defects presenting immediate risk are prioritised and isolated until remedial work is completed.

All contractors are:

- appropriately competent
- insured
- inducted
- supervised where appropriate
- required to comply with safeguarding and health and safety procedures.

Roles and Responsibilities

Proprietor

Responsible for ensuring adequate resources are available to maintain compliant premises.

Principal

Responsible for day-to-day oversight of premises compliance.

Site/Premises Manager (or nominated person)

Responsible for:

- maintenance
- repairs
- statutory inspections
- contractor management
- premises risk assessments
- recording defects
- monitoring health and safety

All Staff

Responsible for:

- reporting hazards immediately
- maintaining safe classrooms
- following evacuation procedures
- reporting damage

Monitoring

The Principal monitors implementation of this policy through:

- premises inspections
- health and safety audits
- risk assessments
- accident reporting
- maintenance records
- compliance checks

The policy is reviewed annually or sooner following changes in legislation, guidance, or school premises.

