

Woodside Academy



Premises Management Policy

1. Introduction

1.1 Legislative Framework

This policy sets out how Woodside Academy ensures that its premises are safe, suitable and compliant with all relevant statutory requirements. The Academy complies with the following key legislation and guidance:

- The Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The School Premises (England) Regulations 2012 (where applicable)
- The Education (Independent School Standards) Regulations 2014 (applicable to academies and free schools)
- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Relevant Health and Safety Executive (HSE) guidance, including Approved Code of Practice L8 for the control of Legionella bacteria in water systems

1.2 Scope

This policy applies to all buildings, grounds and facilities at Woodside Academy and covers all staff, pupils, parents, visitors and contractors who may use or access the premises.

1.3 Aims

Woodside Academy aims to ensure that it:

- Manages its buildings, grounds and equipment efficiently and in full compliance with legal and regulatory requirements
- Inspects, tests and maintains buildings and equipment in line with statutory requirements and best practice
- Promotes the health, safety and wellbeing of staff, pupils, parents and visitors
- Ensures that the premises provide a safe, secure and suitable environment for teaching and learning

2. Key Staff and Responsibilities

The premises of Woodside Academy are monitored and maintained through a collaborative approach involving:

- Site Manager – day-to-day monitoring, inspections, maintenance and compliance checks
- Health and Safety Officer – oversight of health and safety compliance and risk assessments
- CFO – strategic oversight and contractual arrangements

3. Key Areas of Compliance

3.1 Water Supply and Legionella Control

The Site Manager ensures that the Academy has a wholesome and sufficient supply of water for drinking and domestic purposes. This includes:

- Ensuring adequate hot and cold water supplies to WCs, wash basins, sinks and showers
- Ensuring hot water temperatures at outlets do not exceed 43°C
- Implementing and maintaining a written Legionella risk assessment in line with HSE Approved Code of Practice L8
- Carrying out routine temperature checks, flushing and inspections at appropriate intervals

3.2 Drainage

The Site Manager ensures that there is an adequate drainage system for the hygienic disposal of wastewater and surface water. Regular visual inspections are carried out, and specialist contractors are engaged where necessary.

3.3 Load-Bearing Structures

The Site Manager undertakes regular visual inspections of all load-bearing structures, including cross-laminated timber walls and steel columns, and reports any concerns immediately for further investigation.

3.4 Security Arrangements

The Academy maintains appropriate security arrangements for its buildings and grounds, including:

- Secure perimeter fencing
- Controlled access points and a secure main entrance
- Intruder alarm systems
- Locking and alarming of buildings each evening
- Daily perimeter checks conducted each morning and evening by site staff

4. Risk Assessment

The Academy's premises and security arrangements are informed by comprehensive risk assessments. The Site Manager is responsible for ensuring that:

- Risk assessments are completed for relevant areas
- Risk assessments are reviewed at least annually or following any significant change
- Control measures are implemented and monitored

5. Lettings

The Academy premises may be used outside of normal operating hours. The management and administration of lettings are set out in the Academy's Lettings Policy, which ensures safeguarding, health and safety and security arrangements are maintained.

6. Resistance to Weather

The Site Manager ensures that Academy buildings provide reasonable resistance to rain, snow, wind and ground moisture. Regular visual inspections are carried out, and remedial works are arranged in consultation with senior leadership where required.

7. Emergency Evacuation

The Site Manager ensures that the premises allow safe and effective emergency evacuation for all occupants, including those with disabilities or special educational needs. This includes:

- Keeping all escape routes and exits clear and unobstructed
- Regular inspection of exits
- Compliance with the Academy's Fire Safety Policy

8. Accessibility

The Academy ensures that the premises are accessible to all pupils, staff and visitors, including those with disabilities, enabling them to enter, move around and exit the building safely and comfortably.

9. Asbestos Management

An up-to-date Asbestos Register is held on site and is available at reception. The register:

- Is made available to contractors prior to any work commencing
- Is inspected and signed each time it is accessed
- Is retained for reference to ensure the safety of all occupants and contractors

10. Catering

Where food is prepared or served, the Site Manager ensures that suitable facilities are provided for hygienic preparation, storage, serving and consumption. Catering staff provide regular feedback on the suitability of facilities, with specific attention to allergies and intolerances in accordance with the Food Safety Policy.

11. Cleaning

The Academy maintains a competitive cleaning contract to ensure that the premises are kept clean, tidy and hygienic at all times. All cleaning activities comply with COSHH requirements.

12. Mechanical Services

The Site Manager ensures that lighting, heating and ventilation systems are maintained and monitored in line with statutory requirements and the Workplace (Health, Safety and Welfare) Regulations 1992 through a Service Level Agreement with Property Services.

13. Gas Safety

All gas appliances and installations are inspected and serviced annually by a competent person in accordance with statutory requirements, as managed through the Service Level Agreement with Property Services.

14. Fire Safety, Emergency Lighting and Intruder Alarms

The Site Manager ensures that:

- Fire alarm systems are tested weekly
- Emergency lighting and intruder alarm systems are tested and maintained in accordance with statutory guidance
- Records of all tests and maintenance are retained

15. Portable Appliance Testing (PAT)

All portable electrical equipment is subject to annual PAT testing coordinated by the Site Manager and Health and Safety Officer.

16. Fixed Electrical Installations

Fixed electrical installations, including wiring and distribution boards, are inspected and tested at least every **five years**, or more frequently where required following a competent person's assessment.

17. General Site Maintenance

A planned site maintenance programme is in place, with major works undertaken during Academy holiday periods where possible. Procedures for fault reporting and emergency repairs are set out in the Academy's Site Policy.

18. Health and Safety Oversight

18.1 Policy Framework

The Academy maintains a comprehensive Health and Safety Policy which underpins all premises-related activity.

18.2 Monitoring and Review

The Academy premises are subject to an annual health and safety inspection by Governors. Any identified issues are reported and addressed through the Senior Leadership Team and Governing Body.

Approved by: Jen Ryder, Principal

Date: January 2026