PREMISES MANAGEMENT POLICY

Maintaining safe spaces. Supporting learning.
Developing our environment.



RIVERSIDE BRIDGE SCHOOL

INSPIRE, EMPOWER, ACHIEVE

This policy forms part of the Riverside Bridge School Policy Framework
and should be read alongside any related policies, procedures and guidance.

RIVERSIDE BRIDGE SCHOOL
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OUR COMMITMENT

At Riverside Bridge School, every policy reflects our commitment to creating a safe, inclusive and ambitious school community in which every pupil is valued, every voice matters and every family is respected and supported.

Our policies translate our values into consistent practice. They support high expectations, clear responsibilities, effective partnership and informed decision-making, ensuring that the needs, rights, wellbeing and future outcomes of our pupils remain at the heart of our work.

We work collaboratively, act with integrity and continually reflect upon and improve our practice to achieve the best possible outcomes for every pupil.

POLICY PRINCIPLES

Our Policy Principles underpin how we work together and guide the decisions and actions we take to support every pupil and their families.



POLICY PURPOSE & FRAMEWORK

Riverside Bridge School policies set out the expectations, responsibilities and approaches that support safe, consistent and high-quality practice across the school. They translate our values, statutory responsibilities and professional expectations into clear guidance for everyday decision-making and practice.

Each policy forms part of the Riverside Bridge School Policy Framework and should be read alongside any related policies, procedures, statutory guidance and school frameworks referenced within the document.

Policies apply to the members of the school community identified within each document, including staff, governors, parents and carers, volunteers, contractors and other professionals where relevant. Everyone is expected to understand and apply the requirements appropriate to their role and to seek further guidance where clarification is required.

CURRICULUM DRIVERS



Our Drivers provide a shared golden thread across curriculum, school life, policy and leadership, helping ensure that our decisions and practice remain focused on the experiences and futures we want for every pupil.

STATEMENT OF INTENT

This policy sets out Riverside Bridge School's approach to the management, maintenance and development of its premises. It establishes the principles, responsibilities and arrangements through which the school maintains safe, secure, accessible and well-managed environments that support high-quality education, safeguarding, wellbeing and the effective operation of the school.

Riverside Bridge School recognises that the physical environment is an important part of pupils' educational experience. As a specialist school supporting pupils with complex special educational needs and disabilities, our buildings, grounds and specialist facilities must do more than meet basic standards of safety and compliance. They must support communication, regulation, participation, independence and access to learning.

The school is committed to managing its estate proactively through effective maintenance, statutory compliance, risk management and strategic planning. Buildings, facilities, infrastructure and specialist equipment will be monitored and maintained so that they remain safe, fit for purpose and responsive to the changing needs of pupils and the school community.

Premises decisions will take account of accessibility, safeguarding, curriculum requirements, specialist provision, environmental sustainability and value for money. Where the estate is adapted or developed, the school will seek to ensure that improvements strengthen the quality, accessibility and effectiveness of the learning environment while supporting the school's longer-term strategic priorities.

Effective premises management requires clear accountability and coordinated working. The Governing Board, Headteacher, Health and Safety Lead, Site Team, Trust and external contractors each have responsibilities for maintaining appropriate standards of estate management, with all staff expected to report defects, hazards and concerns promptly.

Our responsibilities to pupils

We will maintain and develop environments that are safe, accessible and responsive to pupils' communication, sensory, physical, medical and regulation needs. Premises management will support reasonable adjustments and seek to remove environmental barriers that unnecessarily restrict pupils' learning, participation or independence.

We will consider how classrooms, specialist spaces, shared areas and outdoor environments can support pupils to understand their surroundings, navigate the school, communicate effectively and participate with increasing independence. Changes to the estate will be informed by pupils' needs and the educational purpose of the environment as well as technical and statutory requirements.

Through these commitments, Riverside Bridge School aims to maintain an estate that is safe, compliant, inclusive and purposeful while continuing to respond to the changing needs of our pupils and school community. We will use effective estate management and strategic development to ensure that our physical environment continues to support high-quality education, participation and increasing independence.

RIVERSIDE BRIDGE SCHOOL
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TABLE OF CONTENTS

01	PURPOSE AND SCOPE	02	LEGISLATIVE AND PROFESSIONAL FRAMEWORK
03	PREMISES MANAGEMENT PRINCIPLES	04	ROLES AND RESPONSIBILITIES
05	ESTATE MANAGEMENT	06	STATUTORY COMPLIANCE, INSPECTION AND TESTING
07	LEARNING ENVIRONMENT AND ACCESSIBILITY	08	SECURITY AND SITE MANAGEMENT
09	CAPITAL PROJECTS AND ESTATE DEVELOPMENT	10	ENVIRONMENTAL SUSTAINABILITY
11	MONITORING, REVIEW AND CONTINUOUS IMPROVEMENT	12	RELATED POLICIES AND FRAMEWORKS

APPROVED BY: Governing Board

APPROVED ON: September 2026

REVIEWED DUE ON: September 2027

Section 01

PURPOSE AND SCOPE

Defining expectations. Managing effectively. Supporting school life.

The purpose of this Premises Management Policy is to establish a clear framework for the effective management, maintenance, development and safe operation of Riverside Bridge School's buildings, grounds, facilities and specialist environments.

The policy applies to all school premises, external areas, specialist facilities, equipment and infrastructure under the control of Riverside Bridge School, together with all staff, governors, pupils, contractors, volunteers and visitors who use or access the site.

The school recognises that the quality of its physical environment has a direct impact on safeguarding, wellbeing, learning, communication, independence and the overall educational experience of pupils.

Effective premises management therefore extends beyond statutory compliance and routine maintenance. It involves creating and sustaining environments that actively support the school's curriculum, therapeutic approaches and preparation for adulthood.

This policy aims to ensure that the school:

- provides premises that are safe, secure and fit for purpose;
- maintains compliance with all relevant legislation and statutory guidance;
- delivers planned and responsive maintenance to minimise disruption and reduce risk;
- promotes accessibility, equality and inclusion throughout the estate;
- provides specialist learning environments that meet the diverse needs of pupils with SEND;
- manages resources effectively to support long-term sustainability and value for money;
- maintains high standards of environmental quality, cleanliness and security across the school site.

This policy should be read alongside the school's Health and Safety Policy, Risk Assessment Policy, Fire Safety procedures, Emergency Management and Business Continuity Plan, Accessibility Plan and other related documents that contribute to the safe and effective management of the school estate.

Section 02

LEGISLATIVE AND PROFESSIONAL FRAMEWORK

Meeting duties. Maintaining standards. Managing responsibly.

Riverside Bridge School is committed to managing its premises in accordance with current legislation, statutory guidance and recognised good practice relating to health and safety, education, safeguarding, accessibility and estate management.

This policy has been developed with reference to, but is not limited to, the relevant legislation, statutory requirements and national guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- The School Premises (England) Regulations 2012
- Equality Act 2010
- Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Special Educational Needs and Disability Code of Practice (2015)
- Department for Education guidance, including Good Estate Management for Schools and Building Bulletin 104: Area Guidelines for SEND and Alternative Provision
- Relevant guidance issued by the Trust, Local Authority and regulatory bodies.

The management of the school's premises is closely aligned with Riverside Bridge School's wider responsibilities for safeguarding, health and safety, risk management, accessibility and educational provision. Premises management decisions are therefore informed not only by statutory compliance, but also by the school's commitment to providing environments that enable pupils with complex SEND to learn, communicate, regulate and develop independence. The Governing Board and Headteacher will ensure that premises management arrangements are reviewed regularly to reflect changes in legislation, statutory guidance, operational practice and the evolving needs of the school community.

Section 03

PREMISES MANAGEMENT PRINCIPLES

Creating safe spaces. Removing barriers. Supporting learning.

The management of Riverside Bridge School's premises is guided by a commitment to providing environments that are safe, inclusive, accessible and conducive to learning. As a specialist school for pupils with complex special educational needs and disabilities, the school recognises that the physical environment plays a fundamental role in supporting communication, emotional regulation, independence, therapeutic intervention and educational achievement.

Premises management extends beyond maintaining buildings and infrastructure. It encompasses the strategic planning, maintenance and continuous improvement of the school estate to ensure that every area supports the wellbeing, safety and development of pupils, staff and visitors.

The school's approach is underpinned by the following principles.

Safety and compliance

The safety of pupils, staff, visitors and contractors is paramount. The school will ensure that all buildings, grounds, facilities and specialist equipment are maintained in a safe condition and comply with relevant legislation, statutory guidance and recognised good practice. Robust inspection, testing and maintenance arrangements will be implemented to identify, manage and reduce risk.

Supporting learning through the environment

The school believes that the learning environment is an integral part of the curriculum. Classrooms, therapy spaces, sensory environments and shared areas will be designed, organised and maintained to promote communication, engagement, independence and meaningful participation. The environment should actively reduce barriers to learning and enable pupils to access education successfully.

Accessibility and inclusion

The school is committed to ensuring that its premises remain accessible and inclusive for all members of the school community. Buildings, facilities and external spaces will be maintained and developed to promote equality of access, independence and participation, taking account of physical, sensory, communication, cognitive and other accessibility needs across the school community.

Safeguarding and security

The physical environment contributes significantly to safeguarding. The school will maintain appropriate security arrangements, controlled access systems, visitor management procedures and site supervision

to ensure that the premises remain safe and secure whilst continuing to provide a welcoming environment for pupils, families and professionals.

Planned maintenance and asset management

The school is committed to a proactive approach to estate management through planned preventative maintenance, effective lifecycle management and timely repairs. Maintaining buildings and specialist equipment to a high standard reduces disruption, protects assets and supports the continuity of education.

Environmental sustainability

Riverside Bridge School recognises its responsibility to manage its estate in an environmentally responsible manner. Decisions relating to maintenance, procurement and development will seek to improve energy efficiency, reduce waste, conserve resources and promote sustainable practices wherever reasonably practicable.

Continuous improvement

Premises management is an ongoing process of monitoring, evaluation and improvement. The school will regularly review the suitability, safety and effectiveness of its environment, using audits, inspections, stakeholder feedback and operational experience to inform future investment and estate development.

Section 04

ROLES AND RESPONSIBILITIES

Defining accountability. Coordinating management. Maintaining oversight.

Effective premises management relies upon clear governance, defined responsibilities and a shared commitment to maintaining a safe, secure and well-managed environment. Whilst specific responsibilities are allocated to designated roles, every member of the Riverside Bridge School community has a responsibility to contribute to the safe use, maintenance and continuous improvement of the school estate.

The management of the school's premises is coordinated through a structured approach that ensures statutory compliance, effective maintenance, proactive risk management and the ongoing development of learning environments that support pupils with complex special educational needs and disabilities.

The Governing Board is responsible for providing strategic oversight of the school's estate and ensuring that appropriate arrangements are in place for the safe, effective and compliant management of the premises. In fulfilling this responsibility, the Governing Board will:

- ensure appropriate policies and procedures are in place for premises management;
- monitor statutory compliance relating to the school estate;
- receive assurance regarding maintenance, health and safety and compliance activities;
- support strategic estate planning and capital investment;
- monitor risks relating to buildings, infrastructure and specialist facilities;
- ensure sufficient resources are available to maintain safe and suitable learning environments.

The Headteacher has overall responsibility for the management, safety, suitability and strategic development of the school premises. The Headteacher will:

- provide strategic leadership for premises and estate management;
- ensure that statutory responsibilities relating to the premises are fulfilled;
- ensure that appropriate arrangements are in place for statutory compliance, maintenance and risk management;
- oversee significant estate development, capital and improvement projects;
- ensure that appropriate resources are allocated for premises maintenance and compliance;
- oversee premises-related budgets and approve expenditure in accordance with the school's financial arrangements;
- ensure effective partnership working with the Trust, professional advisers and external contractors;

- ensure that the premises continue to support safeguarding, accessibility, learning and wellbeing;
- report significant premises risks, compliance concerns and estate priorities to the Governing Board.

Health and Safety Lead is responsible for co-ordinating premises-related health and safety and compliance arrangements and for providing assurance that statutory requirements, identified risks and required actions are being managed effectively. The Health and Safety Lead will:

- maintain oversight of the school's statutory premises compliance programme;
- coordinate premises-related health and safety risk assessments;
- monitor statutory inspections, servicing, testing and certification;
- maintain oversight of compliance records and associated documentation;
- monitor identified defects, recommendations and remedial actions through to completion;
- undertake regular premises inspections with the Site Team;
- coordinate with the Trust and competent contractors regarding statutory inspections and specialist compliance requirements;
- support contractor management from a health and safety and compliance perspective;
- support investigations where premises or environmental factors contribute to accidents or incidents;
- escalate significant or overdue compliance matters to the Headteacher;
- provide assurance and advice to the Headteacher and Governing Board regarding premises-related health and safety and compliance.

The Site Team is responsible for the day-to-day operation, maintenance, security and monitoring of the school premises, working within the arrangements established by the Headteacher and Health and Safety Lead. The Site Team will:

- open, secure and monitor the school site;
- undertake routine site checks and planned premises inspections;
- identify and report hazards, defects and maintenance requirements;
- undertake minor repairs and maintenance within their competence;
- support planned preventative and reactive maintenance arrangements;
- facilitate access for approved contractors and support the safe coordination of works on site;
- undertake routine compliance checks allocated to the Site Team;
- maintain the safety and condition of external areas;
- monitor building systems, plant and specialist premises equipment within their responsibilities;
- maintain appropriate operational premises records;
- implement temporary control measures where defects create an immediate risk, escalating concerns as necessary; and
- respond promptly to premises-related issues affecting the safe operation of the school.

All members of staff share responsibility for maintaining a safe and well-managed environment.
Staff are expected to:

- use school buildings and equipment safely and appropriately;
- report defects, hazards or maintenance concerns promptly;
- maintain classrooms and specialist areas in a safe and organised condition;
- follow relevant health and safety procedures;
- support pupils in using specialist facilities safely;
- contribute to maintaining environments that promote communication, independence and positive learning.

Contractors and external providers undertaking work on behalf of the school are responsible for complying with all relevant legislation, contractual requirements and school procedures.
They are expected to:

- work safely and in accordance with agreed risk assessments and method statements;
- comply with safeguarding and visitor management procedures;
- provide appropriate certification and evidence of competence;
- minimise disruption to the school day wherever reasonably practicable;
- report any concerns relating to the safety or condition of the premises.

The Trust provides strategic support and oversight for the management of the school estate.
This includes:

- commissioning statutory inspections and servicing programmes;
- supporting capital investment and major maintenance projects;
- monitoring compliance with statutory estate requirements;
- providing professional advice relating to premises management;
- supporting procurement and contractor management;
- working collaboratively with the school to ensure that the estate remains safe, compliant and fit for purpose.

Section 05

ESTATE MANAGEMENT

Maintaining proactively. Protecting assets. Planning ahead.

Riverside Bridge School adopts a proactive approach to estate management to ensure that its buildings, grounds, specialist facilities and infrastructure remain safe, compliant, accessible and fit for purpose. Effective estate management supports the delivery of high-quality education, safeguards the wellbeing of the school community and protects the long-term value of the school's assets.

The school recognises that well-managed premises contribute directly to learning, communication, emotional regulation and independence. Estate management therefore extends beyond the maintenance of buildings to include strategic planning, lifecycle management and continuous improvement of the physical environment.

Planned preventative maintenance

The school operates a planned preventative maintenance programme to ensure that buildings, services, plant and specialist equipment remain safe, reliable and operational.

Planned maintenance reduces the likelihood of equipment failure, minimises disruption to education and supports compliance with statutory requirements.

Maintenance programmes will be prioritised according to:

- statutory compliance;
- health and safety;
- safeguarding;
- operational need;
- lifecycle replacement;
- educational impact.

Reactive maintenance

Where faults, defects or damage occur unexpectedly, the school will implement appropriate reactive maintenance arrangements to restore the safe operation of the premises as quickly as reasonably practicable.

Reported defects will be assessed according to the level of risk they present. Where immediate risks to health, safety or safeguarding are identified, appropriate temporary control measures will be implemented until permanent repairs can be completed.

Staff are expected to report defects promptly through the school's agreed reporting procedures.

Specialist facilities and equipment

The school maintains specialist facilities and equipment to support pupils with complex SEND, including environments and equipment used for therapy, personal care, accessibility, moving and handling, sensory provision and specialist teaching. These will be maintained, inspected and serviced in accordance with relevant statutory requirements, manufacturer guidance, risk assessment and operational need.

The suitability and condition of specialist facilities will be considered as part of the school's wider estate-management and improvement arrangements.

Asset management

The school is committed to managing its estate responsibly through planned investment and effective asset management.

This includes:

- monitoring the condition of buildings and infrastructure;
- maintaining accurate asset records where appropriate;
- planning for replacement of equipment and facilities;
- prioritising investment according to risk and educational need;
- supporting long-term financial planning for the school estate.

Where significant investment is required, priorities will be informed by compliance requirements, safeguarding considerations, curriculum delivery and the needs of pupils.

Contractor management

External contractors play an important role in maintaining and improving the school estate.

The school will ensure that contractors:

- are appropriately appointed and monitored;
- comply with safeguarding and visitor procedures;
- provide suitable evidence of competence and statutory certification;
- work in accordance with relevant legislation and school procedures;
- minimise disruption to teaching and learning wherever reasonably practicable;
- complete works to an appropriate professional standard.

All works will be monitored to ensure that any identified defects or recommendations are addressed appropriately.

Record keeping

Accurate records are essential to effective estate management.

The school will maintain appropriate documentation relating to:

- statutory inspections;

- servicing and maintenance;
- risk assessments;
- compliance certificates;
- remedial works;
- contractor reports;
- condition surveys;
- planned maintenance programmes.

Records will be stored securely using the school's compliance management systems and retained in accordance with the school's record retention procedures.

Section 06

STATUTORY COMPLIANCE, INSPECTION AND TESTING

Inspecting systematically. Addressing defects. Maintaining compliance.

Riverside Bridge School is committed to maintaining full compliance with all statutory requirements relating to the management of school premises, buildings, infrastructure, plant, equipment and specialist facilities. Robust inspection, testing and maintenance arrangements ensure that the school environment remains safe, compliant and fit for purpose.

The school operates a planned programme of statutory inspections, servicing and maintenance, supported by a system of routine monitoring, record keeping and remedial action. Compliance activities are coordinated by the Health and Safety Lead, working with the Headteacher, Site Team, Trust and approved competent contractors as appropriate.

Statutory inspection programme

The school maintains a comprehensive programme of statutory inspections and servicing covering all relevant aspects of the estate.

This includes, where applicable:

- fire detection and alarm systems;
- emergency lighting;
- firefighting equipment;
- electrical installations and portable electrical appliances;
- gas installations and appliances;
- water hygiene and Legionella management;
- lifts and lifting equipment;
- pressure systems and boilers;
- asbestos management;
- lightning protection systems;
- fixed play equipment;
- automatic doors and gates;
- accessibility equipment;
- specialist plant and equipment;
- any additional inspections required by legislation or recognised good practice.

Detailed inspection, servicing and testing requirements are maintained through the school's operational statutory compliance schedule and are reviewed in response to legislative requirements, competent-person advice, manufacturer guidance and risk assessment.

Monitoring compliance

The Health and Safety Lead maintains operational oversight of the school's statutory compliance programme, reporting significant concerns, overdue actions or emerging risks to the Headteacher. The school will ensure that:

- inspections are completed within required timescales;
- certificates and inspection reports are obtained and reviewed;
- any defects or recommendations are risk assessed;
- remedial works are commissioned promptly according to priority;
- completion of remedial actions is monitored and recorded.

Compliance information is maintained within the school's compliance management systems to provide an accurate record of inspection history and statutory certification.

Specialist facilities

Specialist facilities, plant and equipment will be incorporated within the school's inspection and maintenance arrangements according to their purpose, applicable statutory requirements, manufacturer instructions and assessed risk. This includes equipment supporting accessibility, moving and handling, healthcare, therapy, personal care, sensory provision and the school's swimming pool.

Where specialist inspection or servicing is required, this will be undertaken by an appropriately competent person or approved specialist contractor.

Defects and remedial actions

Any defects identified through inspections, maintenance activities or routine use of the premises will be reported promptly through the school's established reporting procedures.

Defects will be prioritised according to the level of risk they present, taking account of:

- health and safety;
- safeguarding;
- accessibility;
- operational impact;
- educational provision;
- statutory compliance.

Where immediate repair is not possible, appropriate interim control measures will be implemented to maintain safety until permanent remedial works can be completed.

Record management

The school maintains accurate records relating to statutory compliance, including inspection reports, servicing records, certification and evidence of remedial works.

These records are retained within the school's compliance management systems and are available for audit, inspection and governance purposes.

Compliance records are reviewed regularly to ensure statutory obligations continue to be met and to support effective estate management.

Section 07

LEARNING ENVIRONMENT AND ACCESSIBILITY

Designing purposefully. Removing barriers. Enabling independence.

Riverside Bridge School recognises that the physical environment is an integral part of teaching, learning and therapeutic practice. Well-designed, well-maintained and accessible environments enable pupils to communicate effectively, regulate their emotions, develop independence and participate meaningfully in school life.

The school is committed to providing learning environments that are safe, inclusive and responsive to the diverse needs of pupils with complex special educational needs and disabilities. Premises management therefore considers not only the condition of buildings, but also how the environment actively supports educational outcomes, wellbeing and preparation for adulthood.

Learning environments

Learning environments will be designed, organised and maintained to promote high-quality teaching, effective communication and positive pupil engagement.

Where appropriate, classrooms and specialist areas will:

- provide clearly defined learning spaces that support structured teaching approaches;
- minimise unnecessary environmental distractions;
- promote communication through the consistent use of visual supports and Total Communication approaches;
- support pupils' sensory and regulation needs;
- encourage independence through accessible resources and well-organised environments;
- provide flexibility to meet changing pupil needs and curriculum requirements.

The school recognises that the organisation of the physical environment is an important component of effective teaching and learning and will continue to review learning spaces to ensure they remain purposeful and responsive to pupils' needs.

Specialist facilities

The school provides a range of specialist environments that support education, therapy, health and wellbeing.

These may include:

- therapy rooms;
- sensory spaces;

- medical and treatment rooms;
- hygiene and personal care facilities;
- specialist teaching areas;
- accessible changing facilities;
- outdoor learning environments;
- the swimming pool and associated facilities;
- other specialist spaces that support the curriculum and individual pupil needs.

These environments will be maintained to ensure they remain safe, welcoming and appropriate for their intended purpose.

Accessibility and inclusion

The school is committed to ensuring that its premises remain accessible to pupils, staff, parents, carers and visitors.

When managing or developing the estate, consideration will be given to:

- physical accessibility;
- sensory accessibility;
- communication accessibility;
- equality of access;
- reasonable adjustments;
- wayfinding and signage;
- the needs of individuals with disabilities or additional needs.

Accessibility considerations will form part of all refurbishment, maintenance and development projects and will support the school's Accessibility Plan and Equality objectives.

Communication-rich environments

The school recognises that the physical environment plays an important role in supporting communication. Learning spaces and shared areas will, where appropriate, promote communication through:

- clear visual information;
- consistent signage;
- symbols and visual supports;
- communication-friendly displays;
- structured routines supported by the environment;
- environments that reduce communication barriers.

These approaches support pupils to understand expectations, navigate the school confidently and participate more independently in daily routines.

Outdoor environments

Outdoor spaces are recognised as valuable learning environments that contribute to pupils' physical development, wellbeing, regulation and preparation for adulthood.

The school will ensure that outdoor areas are:

- safe and appropriately maintained;
- accessible wherever reasonably practicable;
- suitable for learning, recreation and therapeutic activities;
- inspected regularly;
- developed to meet the changing needs of pupils and the curriculum.

Section 08

SECURITY AND SITE MANAGEMENT

Managing access. Maintaining security. Protecting everyone.

Riverside Bridge School is committed to maintaining a safe, secure and welcoming environment for pupils, staff, families, visitors and contractors. Effective site management supports safeguarding, protects school assets and ensures that the premises remain suitable for teaching, learning and therapeutic provision.

The school recognises that many pupils have complex communication, sensory, physical, medical and regulation needs. Security arrangements are therefore designed to protect pupils whilst promoting an environment that is calm, supportive and conducive to learning.

Site security

Appropriate physical and procedural security measures are implemented across the school site to safeguard pupils, staff and visitors.

These arrangements include, where appropriate:

- controlled access to school buildings;
- secure perimeter fencing and gates;
- visitor management procedures;
- identification systems for staff and visitors;
- security of specialist facilities and equipment;
- management of deliveries and contractors;
- procedures for securing the premises outside operational hours.

Security arrangements are reviewed periodically to ensure they remain proportionate to the school's needs and emerging risks.

Visitor management

All visitors are expected to comply with the school's safeguarding and security procedures.

Visitors will:

- report to reception on arrival;
- sign in using the school's visitor management system;
- provide appropriate identification where required;
- wear visitor identification whilst on site;
- be informed of relevant safeguarding and emergency procedures;
- remain under appropriate supervision where necessary.

The school reserves the right to refuse access where safeguarding or security concerns arise.

Contractor management

Contractors working on site must comply with the school's visitor, safeguarding and security arrangements. Access to areas used by pupils will be managed according to the nature of the work, associated risks and the level of supervision required. Works will be planned wherever reasonably practicable to minimise disruption and prevent pupils, staff or visitors from being exposed to avoidable hazards.

Significant works will be subject to appropriate planning, risk assessment and communication arrangements.

Site access and traffic management

The school will take reasonable steps to manage the safe movement of pedestrians and vehicles on the school site. This includes consideration of:

- pupil arrival and departure arrangements;
- accessible parking provision;
- emergency vehicle access;
- contractor vehicles;
- deliveries;
- pedestrian routes;
- traffic management during periods of high activity or construction works.

Risk assessments will be undertaken where changes to site access or traffic management are required.

Out-of-hours use

Where school facilities are used outside normal operating hours, appropriate arrangements will be implemented to ensure:

- safeguarding requirements continue to be met;
- the security of the premises is maintained;
- facilities remain safe for users;
- emergency procedures are communicated;
- responsibility for supervision is clearly defined;
- the premises are left in a safe and secure condition.

Any external use of the premises will be managed in accordance with the school's lettings or community use arrangements where applicable.

Site monitoring and review

The condition and security of the school site will be monitored through routine inspections, premises audits and ongoing risk assessment.

Where security concerns or defects are identified, the school will take proportionate action to:

- reduce identified risks;
- maintain statutory compliance;
- protect pupils, staff and visitors;
- support the continued safe operation of the school.

Findings from inspections, incidents and security reviews will inform future improvements to site management arrangements.

Section 09

CAPITAL PROJECTS AND ESTATE DEVELOPMENT

Planning strategically. Investing purposefully. Meeting future needs.

Riverside Bridge School is committed to maintaining and developing an estate that supports outstanding education for pupils with complex special educational needs and disabilities. The school recognises that investment in buildings, infrastructure and specialist facilities is essential to ensure that the learning environment continues to meet the changing needs of pupils, staff and the wider school community.
Estate development will be informed by educational priorities, statutory requirements, accessibility, safeguarding, sustainability and the long-term strategic vision of the school.

Strategic estate planning

The school will adopt a planned approach to estate development that supports both current operational needs and future growth.
Strategic estate planning will take account of:

- pupil numbers and projected growth;
- changing patterns of need;
- the suitability and capacity of existing accommodation;
- curriculum development;
- specialist teaching and therapeutic provision;
- accessibility requirements;
- statutory compliance;
- safeguarding considerations;
- sustainability objectives;
- available financial resources.

Estate planning will be undertaken collaboratively with the Trust, Governing Board and other relevant stakeholders where appropriate.

Capital investment

Capital investment decisions will be based upon identified priorities and evidence of need.
Investment may include:

- refurbishment of existing buildings;
- replacement of ageing infrastructure;
- development of specialist learning environments;

- accessibility improvements;
- energy efficiency projects;
- security enhancements;
- information technology infrastructure;
- specialist equipment;
- expansion or adaptation of facilities to meet changing pupil needs.

Projects will be prioritised according to educational benefit, statutory requirements, health and safety, safeguarding and value for money.

Project management

Significant building, refurbishment or infrastructure projects will be planned and managed to minimise disruption to education and maintain the safety of pupils, staff and visitors.

Project planning will include consideration of:

- safeguarding arrangements;
- health and safety requirements;
- contractor management;
- temporary accommodation where required;
- communication with stakeholders;
- accessibility throughout construction;
- continuity of educational provision.

Appropriate risk assessments will be completed before works commence and reviewed throughout the duration of the project.

Continuous estate improvement

The school is committed to reviewing the suitability of its premises on an ongoing basis.

Improvement priorities will be informed by:

- condition surveys;
- statutory inspections;
- maintenance records;
- stakeholder feedback;
- curriculum developments;
- changes in pupil need;
- incident reviews;
- strategic school improvement planning.

This continuous review process enables the school to respond proactively to emerging needs whilst ensuring that the estate continues to support high-quality education and specialist provision.

Partnership working

The successful development of the school estate relies upon effective partnership working.

The school will work collaboratively with the Trust, Local Authority, professional advisers, contractors and other relevant organisations to ensure that estate development projects are well planned, appropriately funded and delivered to a high standard.

Partnership working will seek to ensure that developments are completed safely, represent good value for money and contribute positively to the educational experience of pupils.

Section 10

ENVIRONMENTAL SUSTAINIBILITY

Using resources responsibly. Reducing impact. Building resilience.

Riverside Bridge School recognises its responsibility to manage its premises and resources in a manner that supports environmental sustainability whilst continuing to provide safe, accessible and high-quality learning environments. The school is committed to making informed decisions that reduce environmental impact, improve operational efficiency and support the long-term sustainability of the estate.

Sustainability will be considered alongside educational priorities, statutory compliance, safeguarding and financial stewardship when planning maintenance, refurbishment and future development projects.

The strategic approach to sustainability and the school's specific sustainability priorities and actions are established through the Sustainability Leadership Policy and Sustainability Action Plan. This section addresses environmental sustainability specifically as it relates to the management and development of the school estate.

Sustainable estate management

The school will seek to manage its estate in ways that minimise environmental impact while maintaining safe and effective facilities for pupils, staff and visitors.

This includes consideration of:

- energy-efficient buildings and systems;
- responsible use of utilities;
- sustainable procurement where reasonably practicable;
- reducing unnecessary waste;
- responsible management of water resources;
- extending the lifespan of buildings and equipment through effective maintenance.

Energy and resource efficiency

The school will promote the efficient use of energy, water and other resources through the ongoing management of the estate.

Where appropriate, this may include:

- monitoring energy consumption;
- maintaining efficient heating, lighting and ventilation systems;
- replacing equipment with more energy-efficient alternatives at the end of its lifecycle;
- encouraging responsible use of utilities by the school community;
- identifying opportunities to reduce unnecessary consumption.

Waste management

The school will promote responsible waste management by seeking to reduce, reuse and recycle materials wherever reasonably practicable.

Waste management arrangements will support:

- safe disposal of general, recyclable and specialist waste;
- compliance with environmental legislation;
- appropriate disposal of hazardous materials where applicable;
- environmentally responsible procurement and resource management.

Sustainable development

When planning capital projects, refurbishment works or significant maintenance programmes, the school will consider opportunities to improve the environmental performance of the estate.

Where reasonably practicable, projects will seek to:

- improve energy efficiency;
- enhance accessibility and building performance;
- reduce long-term maintenance requirements;
- support biodiversity within the school grounds where appropriate;
- provide value for money through sustainable investment.

Section 11

MONITORING, REVIEW AND CONTINUOUS IMPROVEMENT

Using resources responsibly. Reducing impact. Building resilience.

Riverside Bridge School is committed to maintaining a high-quality estate that remains safe, compliant, accessible and responsive to the changing needs of the school community. Effective premises management requires ongoing monitoring, evaluation and continuous improvement to ensure that the environment continues to support outstanding education, safeguarding and wellbeing.

Monitoring arrangements provide assurance that statutory obligations are met, maintenance programmes remain effective and opportunities for improvement are identified and acted upon in a timely manner.

Monitoring arrangements

The school will implement a programme of monitoring and assurance activities to evaluate the effectiveness of premises management arrangements.

Monitoring activities may include:

- routine site inspections;
- health and safety inspections;
- statutory compliance monitoring;
- planned maintenance reviews;
- condition surveys;
- contractor performance reviews;
- audit activity;
- accident, incident and near miss analysis;
- stakeholder feedback;
- governance reporting.

Findings will be used to identify strengths, address emerging risks and inform future estate planning.

Compliance assurance

The Health and Safety Lead, supported by the Site Team, will maintain oversight of statutory compliance, ensuring that inspections, servicing and maintenance activities remain current and that remedial actions are completed within appropriate timescales. Significant compliance issues or strategic premises risks will be escalated to the Headteacher and reported to the Governing Board as appropriate.

Review of premises performance

The suitability and effectiveness of the school estate will be reviewed regularly to ensure that buildings and facilities continue to:

- support high-quality teaching and learning;
- meet the needs of pupils with complex SEND;
- provide safe and accessible environments;
- support therapeutic and medical provision;
- remain compliant with statutory requirements;
- reflect the strategic priorities of the school.

Where improvements are identified, these will be incorporated into maintenance programmes, school improvement planning or future capital investment.

Learning from experience

The school recognises that incidents, inspections, audits and stakeholder feedback provide valuable opportunities for learning.

Where premises-related issues are identified, the school will:

- investigate underlying causes where appropriate;
- implement proportionate corrective actions;
- review existing procedures;
- share learning where relevant;
- monitor the effectiveness of improvements implemented.

This approach supports a culture of continuous improvement and proactive estate management.

Policy review

This policy will be reviewed annually, or sooner where required by significant legislative, organisational or estate-related change, following a significant premises-related incident, or where monitoring, audit or inspection identifies a need for review.

Section 12

RELATED POLICIES & FRAMEWORKS

Connecting practice. Strengthening consistency.

This policy forms part of Riverside Bridge School's wider framework for safeguarding, health and safety, estate management and operational governance. It should be read alongside other relevant policies, procedures and statutory guidance to ensure a consistent and coordinated approach to the management of the school environment.

Related documents include, but are not limited to:

- Health and Safety Policy
- Emergency Management and Business Continuity Plan
- Fire Safety Procedures
- Accessibility Plan
- Educational Visits Policy
- Positive Support Policy
- Medical Needs, Medication and Allergy Safety Policy
- Safeguarding and Child Protection Policy
- Risk Management and Risk Assessment Policy
- Infection Prevention and Control Policy
- Lockdown and Invacuation Policy
- Lettings Policy
- Sustainability Leadership Policy
- Sustainability Action Plan
- Trust policies relating to premises, procurement and estate management.

Operational premises documentation

Detailed operational arrangements supporting this policy are maintained separately and include statutory compliance and inspection schedules, planned maintenance and premises inspection programmes, premises risk assessments, compliance records, asset and condition information, contractor documentation and estate development planning. These documents may be updated in response to operational need, legislative change, competent-person advice, manufacturer guidance or changes to the school estate without requiring amendment to this overarching policy, provided that they remain consistent with its requirements.