

Premises Management Policy



Approved on:	16 July 2026
Approved by:	Board of Trustees
Last reviewed on:	July 2026
Reviewed by:	Vincent Reidy
Next review due by:	July 2027

Summary of Changes

[Use the table below to insert any changes made to the document since the last approval. Please delete text as appropriate]

Date	Updates	Page No.

1. Introduction and Aims

At The Beckmead Trust, the safety, welfare, and wellbeing of our pupils, staff, and visitors are of paramount importance. Because our academies specialise in supporting young people with SEMH or autism and challenging behaviours and other categories of SEN our premises must be more than just functional buildings. They must provide safe, secure, and highly therapeutic environments that promote calm, support de-escalation, and protect vulnerable individuals.

This policy outlines the framework for the effective management, maintenance, and security of all premises across The Beckmead Trust. It ensures compliance with the Health and Safety at Work Act 1974, Department for Education (DfE) statutory guidance, and our internal Trust directives.

2. Roles and Responsibilities

The Trust operates a four-level governance structure to ensure rigorous oversight of health, safety, and premises management:

- **Level 1: Board of Trustees & CEO:** Hold ultimate legal accountability for Trust-wide compliance and ensure adequate capital and revenue resources are allocated for premises maintenance and security.
- **Level 2: Central Trust H&S Committee & Executive Team:** Provide strategic oversight of the Regional Hubs. The **Director of Estates** and the **Compliance Directorate** manage "hard" compliance (e.g., statutory servicing, external audits) and monitor the central compliance tracker.
- **Level 3: Regional Hub Committees (London, Croydon, East Sussex, Essex):** Responsible for regional operational governance, monitoring compliance data, and ensuring premises standards are upheld for the academies within their geographic area.
- **Level 4: Academy/School Headteachers:** Responsible for the day-to-day implementation of this policy on-site. They work closely with the **Hub Manager** and on-site **Premises Officers/Caretaker** to ensure site-specific logbooks are accurate, daily visual checks are completed, and local risks are managed.
- **All Staff:** Responsible for actively maintaining a safe environment. Any defects, damages, or security concerns must be reported immediately via the Estates helpdesk.

3. Security, Access, and Safeguarding

Given the unique needs of our pupil cohort, robust physical security is critical to safeguarding.

Site Boundaries and Access Control

- Perimeter fencing and gates must be highly secure to prevent unauthorised access and mitigate the risk of pupils absconding.
- Physical boundaries must strictly separate Trust sites from any shared community spaces or neighbouring provisions.

- Access points must be monitored (via CCTV where installed) and managed by site staff or reception personnel. Entry systems must ensure visitors are verified and safeguarding checks are completed before access is granted.

Managing Environmental Risks

Academies must conduct continuous environmental risk assessments tailored to pupil behaviour. This includes proactively identifying and mitigating:

- Potential climbing hazards and vulnerabilities regarding roof access.
- Blind spots where pupils could isolate themselves or remain unsupervised.
- Fixtures, fittings, or equipment that could be damaged or used to cause harm during moments of pupil dysregulation.

4. Maintenance and Upkeep

The Director of Estates coordinates both Planned Preventative Maintenance (PPM) and reactive repairs to ensure all sites remain fit for purpose.

- **Statutory Compliance:** All statutory testing—including fire alarms, emergency lighting, gas safety, electrical testing (EICR), asbestos monitoring, and Legionella risk assessments—must be conducted at required intervals. All evidence and certification must be uploaded to the Trust's central compliance tracker.
- **Reactive Maintenance:** Damages to the physical environment must be repaired swiftly. A visibly damaged environment can negatively impact the therapeutic atmosphere and trigger further behavioural incidents. Priority must be given to repairs that compromise security or safety.
- **Contractor Management:** External contractors must be strictly managed. Comprehensive Risk Assessments and Method Statements (RAMS) are required, and contractors must be thoroughly vetted. Where necessary, a formal Permit to Work will be issued by the Central Estates Department, and safeguarding supervision must be arranged while contractors are on-site during school hours.

5. Emergency Procedures and Business Continuity

Premises management is closely tied to the Trust's Business Continuity Plan (BCP).

- **Incident Management:** In the event of a disaster relating to the built environment (e.g., severe structural damage, fire, or prolonged utility failure), the Incident Management Team (IMT)—led by the CEO—will be convened to manage the crisis and restore normal conditions.
- **Lockdown and Evacuation:** All premises must be equipped to execute lockdown procedures and silent evacuations safely. Site premises staff are responsible for physically securing external gates and main entrances during a lockdown to ensure threats cannot enter or leave the premises.
- **Off-Site Safety:** If an academy site becomes entirely unsafe, pre-arranged off-site places of safety will be utilised, ensuring pupils can be supervised, collected, or safely transported home.

6. Lettings and Community Use

Where Trust premises are let to external groups or community organisations, formal hiring agreements must be in place. These agreements must stipulate that external users comply entirely with the Trust's safeguarding, health and safety, and premises security protocols. Lettings must never compromise the safety, privacy, or therapeutic environment required for Beckmead pupils.