

**Greenhead College  
Corporation**



**PREMISES MANAGEMENT  
POLICY**

*Reviewed May 2020*

## **Premises Management Policy**

This is a key document of the college and it applies to all college staff. The policy is available to all staff, students, parents, governors and inspectors. It is available via the college web site.

Effective management of the college buildings is the responsibility of the Director of Finance and Resources (DFR) with ultimate responsibility being with the Principal.

This document is reviewed annually by the DFR or as legislation change requires.

### **Background**

Greenhead College has a duty to ensure that its buildings comply with statutory, regulatory and corporate standards. The college needs to consider the building:

**Condition** – focusing on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education requirements.

**Suitability** – focusing on the quality of the premises to meet curriculum or management needs in maintaining high education standards.

### **Legislation applying to the college**

Education (School Premises) Regulations 1999 – states minimum standards for an education building and to assure Health and Safety and wellbeing of occupants

Health and Safety at Work Act 1974 –this is the main health and safety legislation for the college and sets out the broad principles for managing health and safety in the workplace. It imposes a general duty on employers “to ensure as far as reasonably practicable the health, safety and welfare of employees and visitors is maintained” and requires employees to conduct their undertaking in such a way as not to endanger other individuals on the premises

The Workplace Regulations 1992 – outlines provisions that must be made in relation to the work environment

Management of Health and Safety at work regulations 1999 – places a duty on employers to assess and manage risks to their employees

Approved Codes of Practice (ACOPS) and Health and Safety guidance documents and standards

Building Regulations for new and refurbished buildings

The Equality Act 2010

The Regulatory Reform (Fire Safety) Order 2005

## **Key Staff**

The DFR is responsible for the management of the college premises. The DFR is assisted by the caretaking staff. The DFR holds a NEBOSH level 3 qualification and as such leads on college Health and Safety matters and chairs the Health and Safety Committee.

## **Maintenance**

The college ensures that regular maintenance is carried out in the following areas. Records of maintenance visits are kept by the DFR:

- Air conditioning / dual heating units
- Boiler maintenance with gas safety checks
- Fixed wire electrical on a five year rolling basis
- PAT testing (carried out by college Physics, music and drama technicians)
- Emergency lighting
- Fume cupboards
- Fire warning and firefighting equipment
- Gym equipment
- Kitchen ventilation
- Lifts
- Asbestos (see asbestos register)
- Intruder alarms
- Lightning conductors
- Water coolers
- Water hygiene (anti Salmonella) treatment

## **Other premises details:**

**Drainage** – the college ensures that there is adequate free flow of surface and foul water away from the college.

**Glazing** – the college ensures that all glazing is safe and that any damaged glazing is repaired/made safe as soon as possible. Any new glazing conforms to BS regulations.

## **Accommodation**

- The college has a rolling programme of decoration during holiday periods. This concentrates on high volume circulation areas such as corridors.
- Flooring is maintained to a high level by the cleaning staff on a weekly basis. Any damaged flooring is reported to the DFR who will arrange for repair/replacement.
- Suitable seating is supplied to staff and students taking into consideration ergonomics. Seating showing signs of damage is replaced.
- The college employs a team of in house cleaners under the control of the head caretaker who organises a thorough cleaning programme both during term and holiday periods.
- The college provides a medical room for sick students. A number of staff are 1<sup>st</sup> aiders and regular training is arranged on an annual basis. The executive office manager co-ordinates accident reports and ensures that medical supplies are up to date.
- The college ensures that there are sufficient toilets for students and staff including a number of disabled toilets and that they are kept hygienic.

- The college ensures that its buildings are kept watertight and any repairs are carried out as soon as can be arranged.
- The college maintains a fire evacuation plan and holds regular fire evacuations. It ensures that all evacuation routes are safe and enable free passage.
- The college strives to make all areas accessible for individuals with wheelchairs or walking aids. A number of lifts and ramps are in place to ensure most areas are accessible. Lessons for students with mobility difficulties are timetabled in accessible classrooms.
- The college ensures that food preparation and serving areas are kept clean and hygienic.
- The college ensures that lighting, heating and ventilation in all areas are suitable for activities carried out.

### **Contractors**

The college ensures that:

- Adequate arrangements are in place to select suitable contractors for work carried out in college.
- Any contractor is capable of completing work assigned.
- Where applicable the contractor has suitable qualifications for the work carried out.
- Contractors have suitable liability insurance.
- Any work is preceded by detailed instructions from the DFR or head caretaker.
- Contractors are aware of and conform to college health and safety policies and risk assess their work.

### **Large Projects**

The college will employ the services of a project manager when commencing a large building/refurbishment project in college. The project will be tendered or assessed for value for money.

The project manager will be responsible and the college's agent in respect of

- Feasibility study
- Specification
- Assistance in appointing key contractors
- Tendering and evaluation thereof
- Site management including health and safety
- Handover including snagging
- Validating contractor invoices

### **Site safety**

The DFR and caretaking staff ensure that the college has adequate security arrangements in place. External doors are mostly locked after teaching hours and during holidays. Students, staff and visitors must wear lanyards for identification purposes. Visitors must sign in at reception before entering college.

### **Risk assessments**

The DFR is responsible for carrying out necessary risk assessments. The DFR maintains a risk register which is reviewed regularly. A disaster management plan is in force and is regularly assessed.

## **Waste**

The college is committed to reducing waste and to recycling the waste that is produced. Paper (non-confidential) plastic, cardboard and glass can be deposited in special containers to be recycled. This method of waste management reduces costs of waste disposal. Confidential waste is collected on a regular basis and shredded in a regulated environment.

## **Vehicle Management**

The college endeavours to segregate vehicular traffic from pedestrians. The college car park is reserved for staff and visitors only. The college assumes no liability for vehicles parked on site.

## **Outside Lighting**

The college will ensure that pathways and roadways are suitably lit when required.

## **Lettings**

Lettings are subject to a separate lettings policy. No lettings are permitted whilst students are still in college. Any person using the college for outside activities must adhere to agreed health and safety standards. New lettings are firstly vetted by the DFR.

## **Trees and grounds**

The college has a tree register. Contractors employed to maintain the college grounds are suitably trained in tree management and check for dangerous trees.

Matters pertaining to health and safety are discussed at a termly health and safety committee chaired by the DFR. The committee is made up of staff and students.

***“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.***

<i>Author:</i>	<i>Director of Finance and Resources</i>
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