



**Greenhead College
Corporation**

PREMISES MANAGEMENT POLICY

Reviewed November 2023

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 Estates and Operations (DOEAO) with ultimate responsibility being with the Principal.

This document is reviewed annually by the DOEAO 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 DOEAO is responsible for the management of the College premises. The DOEAO is assisted by the caretaking staff. The DOEAO 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:

- Fire alarm serving
- Fire door auto shut-off controls
- Fire shuttering (Lift/Kitchen)
- Smoke ventilation system
- Refuge communication units
- Fire extinguishers
- Evacuation chairs
- Emergency light discharge tests
- Sprinkler service contract
- Fume cupboards
- Water cycle strategy – temperature monitoring, shower disinfections, tank inspections and cleans, thermostatic mixing valve servicing)
- Point of use heaters
- Gas safety checks
- Moondraughts air-con, air handling units
- Outer-door servicing
- Roller shutters
- Disability hoist
- Sanitary and hygiene contract
- Refrigeration and kitchen appliances
- Lift servicing and maintenance
- Lift insurance inspections
- ADT alarm maintenance
- Dry risers
- Pest control
- Lightning protection
- Solar
- Bleacher seating
- Boiler and gas certificates
- Building management service.

Records of maintenance visits are kept by the DOEAO on Sharepoint. The DOEAO is responsible for compiling an annual 'sign off' record, to be approved by the CLT and the Audit and Risk Committee of the Governing Body.

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 DOEAO 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 First Aiders and regular training is arranged on an annual basis. The PA to the Principal 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 water-tight, 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 DOEAO or Premises Manager.
- Contractors are aware of and conform to College health and safety policies and risk assess their work.

Large Projects

The College may 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 DOEAO and premises 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 DOEAO is responsible for carrying out necessary risk assessments. The DOEAO 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 DOEAO.

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 DOEAO. The committee is made up of staff and students.

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

<i>Author:</i>	<i>Director of Estates and Operations</i>
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