

# Premises Management Policy

*Premises covered in this plan:*

**Filwood Community Centre**

*(Education 1st Learning Centre)*

## **Policy Review**

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **19<sup>th</sup> December 2016**

Reviewed: **16<sup>th</sup> July 2024**

Date of next review: **16<sup>th</sup> July 2025**

Signed



Craig Dembicki  
Managing Director  
Education 1st

## **Purpose**

This policy applies to all members of staff at Education 1<sup>st</sup>; and is related to ensuring that all of the buildings under the control or in use by the organisation comply with the appropriate statutory, regulatory and corporate standards.

This policy ensures that Education 1<sup>st</sup> considers the following regarding the use of its buildings:

- **Condition** - Focusing on the physical state of the premises to ensure safe and continuous operation. Moreover, focusing on other issues involving building regulations and other statutory requirements not relating to education.
- **Suitability** - Focusing on the quality of the premises to meet curriculum and management needs as well as other issues that may impact the role of the organisation raising the educational and sociological standards of its students.

## **Related Policies:**

Health and Safety and Risk Management Policy

Accessibility Plan

Supporting Students with Medical Conditions Policy

## **Roles and Responsibilities**

The management of the buildings that Education 1<sup>st</sup> operates in is the responsibility of the landlord (Leaseholder, Owner or otherwise). The Senior Leadership Team; including but not limited to the Managing Director, Operations Manager and the Health and Safety Lead will monitor that the building complies with relevant legislation.

This is to ensure:

- The management of repairs and improvements.
- Policies for security and safety are prepared, monitored and reviewed.
- All risk assessments are prepared and acted upon.

## **Legislation that applies to the organisation:**

- **The Education (School Premises) Regulations 1999** - which prescribe the minimum standards for school premises. They include a general requirement that every part of the school premises must be such as to reasonably assure the health, safety and welfare of its occupants.
- **The Health and Safety at Work etc Act 1974 (HSWA)** - This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to “ensure so far as reasonably practicable the health, safety and welfare at work for all their employees” and requires employers to conduct their undertaking in a way that does not pose a risk to the health and safety of non - employees. The HSWA is the main health and safety legislation.
- **The Workplace (Health, Safety and Welfare) Regulations 1992** - Which outline provisions that must be made in relation to the work environment.
- **Management of Health and Safety at Work Regulations 1999 (MHSWR)**
- **Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidelines documents and standards.**
  
- **Building Regulations** - which are a legal requirement aimed at achieving adequate standards for construction of buildings. They are laid down by parliament and are supported by separate documents containing practical and technical guidance on compliance, which are known as ‘Approved Documents’.

### **Planning, Monitoring and Maintenance**

Education 1<sup>st</sup>'s sites are monitored by the Managing Director, Operations Manager and the Health and Safety Lead.

Members of staff should raise any observations/concerns about the sites to the Health and Safety Lead so that they are able to implement the following appropriate control measures:

- Develop an asset management plan.
- Preparation of a long term maintenance plan which is prioritised within the available budgets using the school development plan.
- Manage repair and improvement projects.
- The preparation of policies for security, fire safety, health and safety. Including monitoring processes.
- Ensure that risk assessments are prepared and acted upon.
- Consulting and employing Property Advisors, as required, to ensure that large projects are undertaken to an acceptable standard and compliant with the relevant legislation and regulations.

Education 1<sup>st</sup> must ensure the following are undertaken by the premises owner('s) as prescribed by legislation and ensure that the relevant maintenance is carried out, in accordance with best practice and as required by legislation including the following:

- Boiler maintenance
- Electrical appliance checks
- Fixed electrical installation testing
- Emergency lighting testing
- Local extraction ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door and escape route checks
- Fire extinguisher checks
- Lift safety checks
- Gas appliance and safety checks
- Gas pipe soundness checks
- Kitchen deep clean
- Kitchen appliance checks

### **Water Supply**

Education 1<sup>st</sup> will work with the premises manager('s) to ensure that the site's water supply meets regulatory requirements by carrying out the appropriate checks at appropriate intervals so that:

- The site has a clean supply of water for domestic purposes, including a supply of clean drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins and sinks will have an adequate supply of both hot and cold water.
- Kitchen facilities have access to hot and cold water.
- Temperatures don't exceed 45oC as stated in legislation.

### **Asbestos**

Education 1<sup>st</sup> will work with the premises manager('s) to ensure that it meets its duty to manage asbestos on the premises. The SLT will ensure that the premises owner('s) carries out an asbestos survey and it is undertaken by a qualified contractor whenever necessary with the outcomes recorded in an asbestos register and a management plan drawn up.

### **Drainage**

Education 1<sup>st</sup> will work with the premises manager('s) to ensure that there is an adequate drainage system for hygienic purposes and the disposal of wastewater and surface water by carrying out regular visual checks and calling in drainage specialists should a problem arise with the drainage system.

### **Waste**

Education 1<sup>st</sup> is committed to reducing its waste and recycling as much as possible e.g. cardboard, paper, electrical equipment and ICT equipment. Education 1<sup>st</sup> will strive to achieve any awards relating to effective waste management and recycling in the future.

### **Glazing**

Education 1<sup>st</sup> will work with the premises manager('s) to ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is preferred.

### **Security**

The Senior Leadership Team will work with the premises manager('s) to ensure that the site has adequate security arrangements in place by ensuring that the building is locked and alarmed.