

# 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**

Last review date: **2nd August 2020**

Date of next review: **1st August 2021**

Signed

Date: 2nd August 2020



Craig Dembicki  
Managing Director  
Education 1st

## **Purpose**

This policy applies to all members of staff at Education 1st; 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 1st 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 1st 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 Director 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 1st's sites are monitored by the Managing Director, Operations Director 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 1st 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 1st will work with the premises manager('s) to ensure that the sites 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 45°C as stated in legislation.

### **Asbestos**

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

### **Glazing**

Education 1st 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 each evening, has a secure entrance and that the parameters of the site are also sufficiently secure.

Education 1st will work with the premises manager('s) to ensure security arrangements are based upon a risk assessment, which is regularly reviewed, explicitly taking into account the following:

- Location of the site.
- Physical layout of the premises.
- Movements required on the premises.
- Arrangements for visitors.
- Staff/Students training in security measures.
- Staff/Students aware of access for emergency evacuations so that this can be accomplished safely for all individuals including individuals with special needs.

### **Contractors**

Education 1st and its Senior Leadership Team will ensure that adequate arrangements are in place regarding the selection, appointment and monitoring of anyone undertaking works on the premises; The SLT will consider the following:

- The competence of the contractors; this will be judged from past experience, recommendation, pre-selection evaluation or a combination that takes into consideration the nature and scale of the works required.
- Where necessary, the contractor has the appropriate qualifications e.g. GAS SAFE or NICEIC registered for works in connection with gas and electrical installations.
- The contractor has a current health and safety policy, has current suitable insurances in place and examines the risk assessments to check that contractors and others have correctly interpreted any site specific conditions.

### **Commissioning a Large Project**

Education 1st will seek out a property professional to work with the organisation when undertaking large building projects. The property professional commissioned would carry out the following:

- Feasibility study - checking the feasibility of the project and providing an early cost estimate.
- Specification - with the organisation to produce a technical specification for the work.
- Tender - going out to tender an appropriate number of contractors.
- Evaluation of Tenders - checking the validity and accuracy of the tenders.
- Site Management - regular site visits to check the progression and quality of work, and that it is to an acceptable standard and that it complies with the Health and Safety requirements and the relevant legislation and regulations.
- Handover - accepting the finished project. Moreover, carrying out the necessary snagging and testing.
- Invoice check - checking the validity and accuracy of the invoices.

### **Furnishings**

Education 1st's Health and Safety Lead will work with the premises manager('s) to ensure that all furniture and fixings are appropriate for the ages and needs of the students (including SEND and any medical conditions).

Consideration will be given to specific requests for furniture and fittings as a result of the annual review of the Accessibility Plan.

### **Welfare**

Education 1st will work with the premises manager('s) to ensure that there are sufficient washrooms for staff, students and visitors. This will include reasonable adjustments for any individuals with special educational needs or disabilities.

This includes:

- Separate washrooms for students.
- Separate washroom for staff.
- Accessible washroom.
- Disabled Toilet. (Where reasonable)
- Shower facilities for students.
- Lift access (where necessary).

Education 1st will also ensure that the appropriate measures and facilities are in place for any individual that may be taken ill, including:

- A designated room for medical and therapy needs.
- Access to a wash facility.
- Reasonable access to a W/C.

### **Classrooms**

Education 1st will ensure that all of its classrooms have appropriate lighting, heating and ventilation so that they are suitable for the use of staff and students.

The Health and Safety Lead will monitor the use of these rooms and the factors noted above with the assistance of feedback from staff using the classrooms.

Staff will ensure that the classrooms are maintained and kept clean, tidy and in an hygienic state. The cleaning and upkeep of the room will be monitored by the Health and Safety Lead.

Education 1st will ensure that all classrooms are an appropriate size to allow effective teaching regarding:

- Class size
- Age of students
- Needs of students (Including SEND)

Education 1st will ensure and make any necessary and reasonable adjustments for students accessing the provisions facilities.

### **Accessibility**

Education 1st will work with the premises manager('s) to ensure that all access to its buildings will allow all staff/students access and egress including those with special needs. All individuals will be allowed to enter and leave the premises in safety and comfort by ensuring that the entrances are well maintained and unencumbered with the appropriate access, where reasonable, for wheelchair users.

Education 1st will also ensure that there is sufficient access so that emergency evacuations can be completed safely for all Staff/Students, including those with special needs.

### **Cleaning**

Education 1st will work with the premises manager('s) to ensure that the premises are maintained to a clean, tidy and hygienic level through the services of a cleaning contractor, staff or the building management's cleaning staff. The cleaning and upkeep of the premises will be monitored by the Health and Safety Lead and Operations Manager.

### **Catering**

Education 1st will ensure that where food is served or made, that there are adequate facilities for its hygienic preparation, serving and its consumption.

Staff will ensure that students are monitored using the catering facilities available on the premises.

### **Health and Safety**

All of Education 1st's premises and activities are subject to regular Health and Safety audits by the Senior Leadership Team. Any matters of concern from members of staff should be reported to the Health and Safety Lead as described in the health and safety handbook. Furthermore, all risk assessments will be monitored and reviewed at least annually and when necessary by the Health and Safety Lead.