

Role of the Premises Manager and Policy

Date:	September 2014	Review Date:	September 2015
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We understand that by having in place a premises manager we are complying with legislation such as: the Fire Safety Order, Control of Asbestos at Work Regulations, Legionella Approved Code of Practice and Management of Health and Safety at Work Regulations.

Aims

- To have in place a premises manager and to be compliant with health and safety legislation.

Main Duties

Fire Safety	<ul style="list-style-type: none">• To manage fire safety within the school premises by ensuring:<ul style="list-style-type: none">▪ a fire risk assessment is completed and that the control measures identified in the risk assessment are implemented;▪ a fire logbook is kept up to date;▪ fire alarms and emergency lighting is tested every half term;▪ housekeeping standards are high;▪ new staff have appropriate safety instructions;▪ the premises have a suitable number of fire wardens to assist in the fire management process;▪ fire wardens are trained and they keep up to date staff logs for roll calls;▪ fire evacuations take place every term;▪ visitors report to reception and sign the visitors book;▪ contractors sign in and are made aware of fire evacuation procedures;▪ fire risk checklists are completed annually.
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Asbestos	<ul style="list-style-type: none"> • To manage asbestos within the school premises by ensuring: <ul style="list-style-type: none"> ▪ the ACM register is kept at a central point; ▪ that contractors sign the register; ▪ emergency procedures are implemented if ACM is disturbed; ▪ attendance at appropriate ACM training.
Legionella	<ul style="list-style-type: none"> • To manage Legionella within the school premises by ensuring: <ul style="list-style-type: none"> ▪ the Legionella file is kept at a central point; ▪ the caretaker flushes little used outlets every week;
Security	<ul style="list-style-type: none"> • To manage security within the school premises by ensuring: <ul style="list-style-type: none"> ▪ visitors report to and sign in at reception; ▪ visitors comply with wearing a visitors badge; ▪ staff question unidentified visitors; ▪ security alarms are tested every term.
Electrical Appliances	<ul style="list-style-type: none"> • The premises manager will ensure that all electrical appliances are annually PAT tested and that a register is kept centrally
First Aid	<ul style="list-style-type: none"> • The premises manager will ensure that the school has the appropriate number of first aiders in place and that first aid stock is more than adequate.
Building Maintenance	<ul style="list-style-type: none"> • The premises manager will ensure that all building, mechanical, and water services are functional and well maintained and all problems are reported to the appropriate LA department.

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Headteacher:		Date:	
Chair of Governing Body:		Date:	