

## Premises Manager Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
<b>SITE MANAGER (Premises Manager)</b>	<b>DIRECTOR OF COLLEGE SERVICES</b>	<b>NIGEL PAMPLIN</b>

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.

We believe this policy relates to the following legislation (click on the link below to access information):

- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
- [Health and Safety at Work, etc Act 1974](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)
- [The School Premises \(England\) Regulations 2012](#)

The following documentation and online guidance is also related to this policy (click on the link below to access information):

- [Health and Safety Executive website](#)
- [Advice on Standards for School Premises: For local authorities, proprietors, school leaders, school staff and governing bodies](#)
- [Boarding Schools: National Minimum Standards](#)

### Aims

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

### Procedure

#### Role of the Board of Directors

The Board of Directors has:

- delegated responsibility to the Principal to appoint a Premises Manager;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated the Director of College Services to visit the school regularly, to liaise with the Principal and the coordinator and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### Role of the Principal

The Principal will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- work closely with the Director of College Services and the premises manager;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

- monitor the effectiveness of this policy;
- annually report to the Board of Directors on the success and development of this policy

### Role of the Premises Manager

- To manage **fire safety** within the school premises and any residential accommodation by ensuring:
  - 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 at least 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
- To manage **asbestos** within the school premises and any residential accommodation by ensuring:
  - 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 if required
- To manage **Legionella** within the school premises and any residential accommodation by ensuring:
  - the Legionella file is kept at a central point;
  - the caretaker flushes little used outlets every week
- To manage **security** within the school premises and any residential accommodation by ensuring:
  - 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
- To ensure that all electrical appliances are annually PAT tested and that a register is kept centrally.
- To ensure the school has the appropriate number of first aiders in place and that first aid stock is more than adequate.
- To ensure all building, mechanical, and water services are functional and well maintained and all problems are reported to the Principal.

### Role of the Director of College Services

The Director of College Services will:

- work closely with the Principal and the premises manager;
- ensure this policy and other linked policies are up to date;
- annually report to the Board of Directors on the success and development of this policy

### Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training, where necessary;



- work closely with the premises manager to ensure the health and safety of student, school personnel and visitors to the school

### **Role of Students**

Students will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the Aims of the College and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Student Consultation**

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/ Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- support the Aims of the College and guidance necessary to ensure smooth running of the school

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with school personnel
- Principal reports to the Board of Directors
- information displays in the main school entrance

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the Director of College Services.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)



## Linked Policies

- Kings Health and Safety Policy
- Kings Hygiene Policy
- Kings First Aid Policy
- Kings School Security and Intruders Policy
- Kings Visitors and Contractors Policy

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students ✓	School Personnel ✓	Parents/ carers	Directors	School Visitors ✓	Wider School Community			
Question	Protected Characteristics							Conclusion		
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'	
<b>YES</b>									<b>Yes</b>	<b>No</b>
<b>NO</b>	✓	✓	✓	✓	✓	✓	✓	✓		✓
<b>UNSURE</b>										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'	
<b>YES</b>	✓	✓	✓	✓	✓	✓	✓	✓	<b>Yes</b>	<b>No</b>
<b>NO</b>										✓
<b>UNSURE</b>										
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.									



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

<b>Date of Last Review:</b>	
<b>Date of Next Review:</b>	
<b>Is this policy being implemented fully, with all outlined procedures followed as prescribed?</b>	YES/NO
<b>If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...</b>	
<b>How are staff made aware of this policy?</b>	
<b>Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?</b>	
<b>Monitoring the Effectiveness of the Policy</b>	
<b>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</b>	
<b>Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...</b>	



<b>Coordinator:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>	<i>Nigel Paul</i>	<b>Date:</b>	
<b>Name of School:</b>			
<b>Next Review Date:</b>			

