Premises Management Guidance G637

Contents

1. Premises management 2
2. Establishing who the premises manager is 2
   2.1 The premises manager role & responsibilities 2
3. Competency 3
4 Contractor approval and other procurement activity 3
   4.1 Contractor approval 3
   4.2. Procurement 3
   4.3 Relevance of the Construction, Design and Management (CDM) 4
   4.4 Resourcing health and safety 4
5. Ongoing management of premises, plant and equipment 4
   5.1 Premises assessments and monitoring 4
   5.2 Plant and equipment maintenance, inspection and test 5
   5.3 Building condition 5
6. Works on site 5
   6.1 Working on NCC premises 5
   6.2 Other specific site requirements 5
7. Information, report implementation and reporting systems 5
   7.1 Implementing contractor risk assessment and inspection report actions 5
   7.2 Connect 2 – property database 6
   7.3 Incident reporting 6
   9.4 Defect reporting 6

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1. Premises management

This document outlines a sensible risk based approach to health and safety in premises management. In addition to safety requirements there are often other premises management responsibilities to consider which include issues such as energy management, site security, business continuity and other customer service focused areas.

2. Establishing who the premises manager is

Premises managers are those persons who have a responsibility for ensuring the safety, security and maintenance of the school premises.

Arrangements must be in place to ensure that there are an adequate number of trained staff to carry out premises management duties during periods of absence. Details of relevant competencies are contained in this document, there are no set requirements to identify how many trained staff there should be, this will depend on the safety management needs of the school.

2.1 The premises manager role & responsibilities

The extent of the role will vary and depend on a number of factors such as:

- Type and size of school
- Level of risk (e.g. fire risk, site equipment, out of hours use of the school).
- Resource available (e.g. caretaker provided) External facilities management services provided to the school (e.g. Norfolk Property Services or other privately contracted premises management services).
- How contractors are approved in respect of their health and safety arrangements.

Responsibilities will vary, depending on site requirements but will include to:

- Ensure the *fire compliance code* is implemented including: arranging for control measures to be put in place; provision of appropriately trained staff to carry out evacuation; maintaining and testing fire safety equipment.
- Undertake a first aid risk assessment and ensure there is an adequate number of trained first aid personnel.
- Implement the requirements of the *asbestos management compliance code* including: developing and maintaining the local asbestos management plan;
- Implement the *legionella control and water hygiene management compliance code* including actioning remedial actions and implementing the written scheme for controlling legionella risk.
- Undertake premises inspections to ensure maintenance and safety issues are monitored and identified for action as appropriate.
- Ensure trees are inspected using the schools *Tree Management Policy.*
- Ensure that contractors are competent to carry out work, facilitate and monitor the work (on a risk basis)
- Ensure that the requirements of the *CDM compliance code* are implemented.
- Ensure that plant and equipment is adequately maintained and tested, including: gas, electrical, heating, ventilation, play equipment, curriculum related equipment.
- Attend health and safety training.
- Ensuring a premises condition survey is carried out.

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3. Competency

Premises management (general requirements, asbestos and premises management and fire safety risk assessment are core premises management courses provided to ensure competency.

In addition training is provided in Procurement and Commissioning and Construction, Design and Management Regulations. Premises Managers should attend this training where it is identified that their role requires these competencies.

Refresher training is recommended on a 3 yearly basis. Please note: Head teachers may find it useful to attend this training in order to have a full understanding of the requirements they are responsible for.

4 Contractor approval and other procurement activity

4.1 Contractor approval

Premises Managers must ensure that all contractors are competent and that risks introduced on the school are adequately controlled (proportionate to the level of risk).

Please note: if the school is not using the NCC approved contractor list (through the BMPP) then the *procurement and commissioning compliance code* must be implemented by the Premises Manager. The only exception to the requirement for approval is for emergency works (however, the guidance for procurement and commissioning provides information on action you must take under these circumstances).

Premises Managers must attend the Health and Safety in Procurement and Commissioning Activities half day workshop where they require competency to undertake the approval process (details of this training are available in the learning and development directory).

Premises Managers are responsible for ensuring that contractor monitoring is carried out.

4.2. Procurement

The risk assessment process should apply to other procurement activities where appropriate. Examples of factors to consider when procuring equipment or substances is given below:

- Where and how will it be used? (such as outdoors, in a wet environment, etc).
- Who will use it? (such as skilled employees, pupils)
- What risks to health and safety result from the use of the equipment or substance, e.g. eye strain, vibration, noise, repetitive movements? Don’t just think of the more obvious risks. It may help to imagine how you would use it and the problems you may experience.
- Is there a safer piece of equipment or substance that can do the job, or a different and safer method available?
- What additional control measures, such as local exhaust ventilation or personal protective equipment, will be necessary?
- Does equipment comply with the relevant EU product directive? i.e. 'CE' marked.
- What information, instruction and training will be necessary for those who use and/or maintain equipment?

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- Who will provide this information, instruction and training?
- How will any equipment be maintained? (for example, is the equipment subject to annual statutory inspections)
- How will equipment or substances be stored? Are suitable storage facilities currently available?

The *procurement and commissioning compliance code* provides further specific health and safety information.

4.3 Relevance of the Construction, Design and Management (CDM)

A construction project includes the preparation, design, planning, construction work and the clearance or preparation of the site or structure for use or occupation. Health and safety requirements apply where there are construction risks, regardless of the length of time the job takes. The *CDM Compliance Code* takes account of simple construction as well as more complicated work so that risks are managed proportionately

Premises managers must attend the Health and Safety for Project Managers half day training session where they are involved in construction related activities.

4.4 Resourcing health and safety

Adequate resources (staff and budget) should be provided by the School in order to meet costs relating to premises related health and safety which are described in this guidance. Schools can buy into the Building Maintenance Partnership Pool through NPS or management building maintenance directly. In certain circumstances schools may apply for capital funding for major works.

5. Ongoing management of premises, plant and equipment

5.1 Premises assessments and monitoring

The premises manager will need to develop an inventory of all site equipment and site requirements in order to ensure that adequate monitoring and maintenance is carried out, such as: ensuring curriculum equipment provided is managed, areas that may require access equipment such as high light bulbs in school halls. Specific requirements can be found in:

Fire log book (F607)	Template on HR Infospace
Asbestos survey	Local to premises
Legionella scheme (P616)	Local to premises
Workplace Inspection Form (F651)	HR Infospace
The Workplace Inspection Form may not be fully inclusive or applicable at the premises and should be amended to suit the site needs.	

5.2 Plant and equipment maintenance, inspection and test

Details of equipment are detailed *Maintenance, Inspection, Test and Training Frequencies Summary*. This list may not be fully inclusive of all items on site and in this case once activities, plant and equipment on site have been identified further information should be sought through guidance on HR Infospace, manufacturer's recommendations and specialist advice through the Health, Safety and Well-Being Team.

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For all NCC schools and other schools that have purchased this service, the Health, Safety and Well-Being Team will carry out periodic site monitoring visits in order to review the arrangements which have been put in place.

5.3 Building condition survey

A condition survey is an inspection of the building(s) undertaken by a qualified building surveyor and/or engineer/s. It looks at a building in elements – roofs, walls, heating plant etc and its purpose is to determine the condition of those elements and estimate when significant repair or maintenance may be needed.

Unless special arrangements have been made, a condition survey comprises of a visual inspection only. A condition survey may also include estimates for the cost of any repairs or maintenance identified. Whilst useful for budgeting purposes, further investigation will be needed to confirm exact costs. Works identified by the condition surveys should be prioritised by the condition of the element and the repair priority.

The school is responsible for ensuring that a 5 yearly building condition survey is completed using a competent surveying contractor.

Please note: the BMPP includes an annual review on site but this is not a condition survey.

6. Works on site

6.1 Working on NCC premises

Most contracts carried out site contain some element of risk which can involve the contractor, occupiers, third parties and the building itself. This guidance document provides details of the requirements to approve site contractors.

As a minimum, Premises Managers must ensure that contractors have provided a suitable and sufficient risk assessment, that consideration has been given to any increased risks on their site (for example to visitors and employees), that contractors are provided with site information using the *Contractor Information Sheet*.

If any incident occurs on site, the premises manager must report the incident using the schools incident reporting system (on-line system OSHENs for NCC schools). Where the contractor is approved by NCC the Corporate Property Team must be notified of this incident in order to investigate whether their approval is still valid under the circumstances.

Premises managers must ensure that a suitable level of monitoring is carried out. Guidance is available in the relevant compliance codes.

6.2 Other specific site requirements

Premises managers must ensure that suitable arrangements are made for foreseeable emergencies, for example, loss of heating system, broken windows.

7. Information, report implementation and reporting systems

7.1 Implementing contractor risk assessment and inspection report actions

Safety reports and assessments provided by competent contractors such as asbestos surveys and legionella assessments are provided to the Premises Manager who is

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responsible for ensuring that they familiarise themselves with the findings, action required and that adequate arrangements are put in place to implement the actions.

7.2 Connect 2 – property database

Premises Managers for NCC schools can use the Connect 2 database to view information about premises including the asbestos survey, improvement projects, maintenance progress.

Premises managers are responsibility to make sure their site contact details are kept up to date. Further information about C2 can be found under *Premises Manager C2 guidance*.

7.3 Incident reporting

The OSHENS online incident reporting system should be used to report all relevant incidents for NCC schools following the *guidance* available. Non NCC schools should use their in house reporting system.

9.4 Defect reporting

Premises managers should ensure that suitable arrangements are in place for defect reporting. The means of reporting will depend on the size of the premises and contracts in place for facilities management, for example, BMPP schools will use the NPS helpdesk to log enquiries.

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