



Robert Bloomfield Academy

Premises Management

Current Version	July 2025
Minor changes made	
Significant changes made	
Ratified	
Validity	Yearly
Next Review	July 2026
Author	Louise Barnett, School Manager

Areas	Academy Principal	Delegated Responsibility
Asbestos Management	?	Site Manager/Agent
COSHH	?	HODS; Department Technicians; Site Manager/Agent
Curriculum Equipment General	?	HODS; Department Technicians; Site Manager/Agent
Electricity & Electrical Installations	?	Site Manager/Agent
Electrical Equipment - Curriculum	?	Department Technicians / Site Manager
Emergency Evacuation Plan	?	Principal
Emergency Lighting	?	Site Manager/Agent
Fire Detection and Prevention Systems	?	Site Manager/Agent
Fire Exits and Fire Equipment Checks	?	Site Manager/Agent
Fire Log Book	?	Site Manager/Agent
Fire Risk Assessments & Plans	?	Site Manager/School Manager
First Aid Equipment;	?	First-Aid Coordinator
Food Safety Issues	?	Kitchen Manager
Food Safety – Curriculum	?	HOD; Department Technicians
Gas Safety Checks	?	Site Manager/Agent
Health & Safety Operations (local)	?	Site Manager/Agent/School Manager/Governors
Health & Safety Monitoring (local)	?	Site Manager/Agent/School Manager/Governors
Inspections of Lifts / Hoists	?	N/A
Lab Safety	?	HODS; Department Technicians
Legionella Risk Assessments & Logs	?	Site Manager/Agent
Lightning Protection	?	Site Manager/Agent
Manual Handling	?	HODS; Department Technicians
MEP, Boilers, Lifts, Plant, etc	?	Site Manager/Agent
Portable electrical appliance testing	?	Site Manager/Agent
Risk Assessments	?	HODs; Trip Leaders; Site Manager/Agent/ School Manager
SEN / PEEPs	?	SENCO / Medical Staff
Training Records	?	HODs & Site Manager/Agent/School Manager
Trips	?	Trip Organisers; EVC
Vehicles	?	Site Manager/Agent
Well-being	?	Senior Leadership Team
Work Equipment Registers & Checks	?	HODS; Department Technicians / Site Manager

Author and Date:

Author: Lou Barnett, School Manager

Date: July 2025