

Premises Management (2021)

To be reviewed Autumn Term 2022



<u>Areas</u>	<u>Academy Principal</u>	<u>Delegated Responsibility</u>
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	?	Not Applicable
Well-being	?	Senior Leadership Team
Work Equipment Registers & Checks	?	HODS; Department Technicians / Site Manager

Author and Date:

Author: Lou Barnett, School Manager
Date: September 2021

Approved by Local Governing Body