

PERCY HEDLEY EDUCATION SERVICES

Repairs and Maintenance (Locked Premises)

Introduction

Maintenance staff, governors, managers and key education staff need to discuss the use and control of premises.

The school/college caretaker, designated cleaning staff or Head of Care (or delegated senior) are responsible for locking the premises. Central Services personnel have delegated responsibility if school/college staff are unavailable.

Control of facilities and premises

Maintenance staff must consider the use of the buildings in relation to:

- The impact on the school/college/residential – e.g. noise, access.
- Possibility of segregating the land/building to ensure security whilst providing wider community access to designated facilities out of education hours and during holidays.
- Responsibility for ensuring the areas utilised for activities meet relevant standards/regulations.
- Health and Safety issues, including ensuring fire regulations are fully addressed.
- Parking arrangements.
- Ensuring accessibility issues are fully addressed.
- Responsibilities for maintenance and decoration
- Responsibilities for cleaning/caretaking
- Responsibilities for liability e.g. injury, damage, etc. and associated insurance.

Fire Safety

During the setting up of activities, organisers need to ensure key fire safety procedures are followed:

- When only parts of the schools/college/residential are open for evening or weekend use, schools/college and organisers should make sure the necessary escape routes are open.
- Fire exits should be clearly signposted.
- At least one of the users in each activity group needs to be aware of the fire drill and means of escape from the building.

Monitoring

Health & Safety Manager will monitor annually and disseminate information to the Health and Safety Committee.