



SCHOOLS
ADVISORY SERVICE

The UK's largest supplier of
Staff Absence Insurance

SCHOOLS

NORTHEAST

The future of our region is in school

Being *Brilliant* at...

**GETTING TO GRIPS WITH
MANAGING YOUR PREMISES**

#SBM15

Best Practice in Premises Management

Ian Bond

Director

tesfoundation



Managing H&S, Compliance and your Premises More Effectively

successful strategies



What are the Foundations?

- **The minimum is knowing:**

- **What** do you have to do and **why**?
- **When** do you have to do it?
- How **often**?
- **Who** is doing it?
- How much are you **paying**?
- **Start** and **end** dates
- **Break clauses** and dates
- **Renewal/termination** clauses
- **Liabilities**/whole life cost



This is Essential Because...

- Schools are **unique**
- The rules are **changing**
- **Fast** pace of change
- Huge **impact** from getting it wrong



Approximately 150 Activities

- Dust & fume extractors
- Display Energy Certificates
- PAT
- Legionella
- DfE Statutory Policy reviews
- Vehicle MOTs
- Emergency lighting
- Lightning conductors
- Fire alarm testing
- Fire drills
- Risk assessments
- Fire-fighting equipment testing
- Kitchen equipment testing
- Swimming pools
- Playground equipment
- PE equipment testing
- Pedestrian doors
- Lifts (passenger & goods)
- Pest control
- Kilns servicing
- Workshop machinery testing
- Boiler servicing
- Gas certificate
- Air conditioning



Keys to Becoming More Effective



Knowing



Planning



Doing



Recording



Reporting



Knowing

- Property **handbook**
- Historic **records** (diary/invoices)
- **Site manager** (memory)
- Request for **information** (LA)
- **Ongoing** (record when done)



Planning

- Listing **when**
- How **often**
- **Responsibility**
- **Preparation**
- **Who and how much**



Doing and Recording

- **Confirm**
- **Record**
- **Review**
- **Certificates**
- **Reports**



Reporting

- **Governors**
- **Site team**
- **LA inspectors**
- **HSE**
- **Others**





Being Effective Means...

- Doing the **right** things for the **right** reasons
- Being **prepared** and efficient in the task
- Using the right **tools** that put you in control



Time Management

Focusing on what needs to be done right **now** helps
 you to become more **effective** and **efficient** 



Any Questions?

