

Premises Management Workshop

Course Outline – Day One

1. Session 1 – Current statutory requirements

- a. Fire safety
 - i. Regulatory Reform (Fire Safety) 2005 & Fire Precautions (Workplace) Regulations 1997
 - ii. Fire risk assessments
 - iii. Procedures and records that need to be in place
- b. Asbestos and hazardous materials
 - i. Control of Asbestos Regulations 2006 and HSE guidance
 - ii. Asbestos management plan & asbestos register
 - iii. Procedures and records that need to be in place
- c. Health and safety & hygiene
 - i. Workplace (Health, Safety & Welfare) Regulations 1999
 - ii. The Management of Health & Safety at Work Regulations 1992
 - iii. Procedures and records that need to be in place

2. Session 2 – Current statutory requirements

- a. Accessibility
 - i. Disability Discrimination and Special Educational Needs & Disability Acts 1996 and 2001
 - ii. Accessibility plans and audits
 - iii. Procedures and records that need to be in place
- b. Energy efficiency and sustainability
 - i. The Energy Performance of Buildings Regulations
 - ii. Energy performance and display energy certificates
 - iii. Procedures and records that need to be in place
- c. Other relevant statutes and duties
 - i. Town Planning & Building Regulations
 - ii. Educational (School premises) Regulations 1997
 - iii. Electrical, Gas and Food Safety Regulations

3. Session 3 – Planning maintenance

- a. Asset management planning
 - i. Rationale for Asset Management Plans
 - ii. Building condition assessment
 - iii. Suitability & sufficiency
- b. The school maintenance plan
 - i. How the plan is prepared
 - ii. What form the plan takes
 - iii. The advantage of software applications
- c. Identifying and prioritising maintenance needs
- d. Improving the sustainability performance of school buildings

4. Session 4 – Planning to achieve best value

- a. Maintenance terminology
- b. Moving from an unplanned to a planned approach
- c. Establishing a maintenance policy
- d. Maintenance inspections routines and servicing logs
- e. Premises asset registers, plans and operational manuals

Course Outline – Day Two

5. Session 5 – Good building design & maintenance

- a. Basic principles of building design
- b. Causes of typical defects
- c. Prevention and avoidance strategies
- d. Access for maintenance

6. Session 6 – Identifying common external defects

- a. Roofs and rainwater disposal
- b. External walls
- c. Windows and doors
- d. External grounds and boundaries

7. Session 7 – Identifying common internal defects

- a. Internal wall, floor and ceiling finishes.
- b. Heating, cooling and ventilation
- c. Power and lighting
- d. Drainage and below ground services

8. Session 8 – Maintenance procurement

- a. Organising building repairs & maintenance
- b. Seeking professional assistance
- c. The process of appointing builders
- d. Specifications and contracts
- e. Quotations and tenders