



## **Premises Management Policy – Ujima House**

### ***Asbestos***

Ujima House was built using no asbestos.

### ***Fire safety***

Terry Springer is the fire warden. He is competent to carry out this responsibility and has undertaken fire safety training.

We display the necessary fire action poster around the building.

Fire drills are carried out every term.

Visitors and students are made aware of our fire evacuation procedures.

### ***Electrical safety***

All electrical equipment conforms to safety requirements and is checked regularly; at least once a year (in May) or sooner if there are safety concerns.

Our electrical switchgear cupboard is PAT tested and inaccessible to students.

Heaters, electrical sockets, wires, and leads are properly guarded. There are sufficient sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation are adequate in all storage areas.

### ***Gas safety***

Gas central heating is controlled by a boiler, which is inaccessible to New Level Academy students and staff. Safety testing is carried out at least once a year.

**This version: August 2021**

**Date of next review: August 2022 (alongside Safeguarding Policy)**

### ***Lettings/Renting of NLA property***

There will be times that NLA/LRFC will rent out its facilities to people who will use the facilities for a place of worship or language lessons. NLA/LRFC ensure that appropriate arrangements are in place to keep children safe. The governing body will also ensure safeguarding requirements are included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

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