



Policy Name: Premises Management Statement (GHES)	
Last updated:	November 2020
Date of next review:	November 2021
Member of staff responsible for the policy:	Carmel Herrick
Dissemination of the policy:	Management Committee, staff, website

GHES occupies office space in County Offices, St George's Road, Cheltenham GL50 3EW and in the Children's Centre of Gloucestershire Royal Hospital, Gloucester GL1 3NN.

County Offices, Cheltenham

These premises are a GCC-run building, managed by the Buildings Manager, **John Fitzpatrick**. The Buildings Manager is responsible for the following:

- To provide a comprehensive facilities management service for the Cheltenham County Offices building, St George's Road, Cheltenham.
- To oversee arrangements and specification for Contract Services cleaning and for monitoring performance against specifications.
- To undertake the administration and management of spaces within the on-site car park.
- To implement and comply with Health & Safety Directives as set down in the County Council's Health & Safety statement – including preparation, monitoring and review of risk assessments, security, evacuation procedures for fire and bomb alerts, maintaining the fire certificate and log book for evacuation exercises.
- To Timetable and monitor fire drills for the whole building and report to the Estates Manager.
- To monitoring the contract covering the security of the building out of office hours and deal with emergencies that may occur at any time.
- To monitor the contract for waste disposal arrangements, including recycling.
- To oversee and implement arrangements for maintaining the fabric of the building including servicing fixed plant and equipment such as lifts, heating and fire precaution equipment.
- To liaise with appropriate officers within Corporate Building Services and Corporate Property Services over the prioritization and implementation of the maintenance programme, having regard to future operational requirements.
- To hold and update as necessary the Asbestos Register for the building and to check this as necessary prior to any works being undertaken.



- To arrange and chair meetings of the User Group on a twice yearly basis. To write up the Minutes and distribute them.
- To hold the Administration Budget for the building and to be accountable to the Budget Manager for the building. In consultation with the Estates Manager and Budget Manager to identify areas for improving efficiency and running costs.
- To undertake any other general service requirements related to the management of the building.
- To adhere to all health and safety instructions and to take all reasonable care not to do anything that might endanger themselves or others; to report to their line manager any dangerous situations in the workplace or any shortcomings in health and safety arrangements that they perceive.

GHES Managers hold the responsibility for organising the testing of portable electrical equipment within their office areas. *(See Health and Safety Policy).*

GHES Outpatient Team has two team managers trained as Fire Marshalls by John Fitzpatrick. *(See Health and Safety Policy)**

GHES Health and Safety Representative attends all User Group Meetings (held twice yearly).

The School Room, GRH

GRH is an NHS building . The GRH School Room is with The Children’s Centre at Gloucestershire Royal Hospital. It is managed by Apleona who own the building.

There are 3 documents for Fire Risk from the Estate Management Team, 2017 related to The School Room at GRH.

* COVID19 – Addition November 2020

GHES Outpatients will ensure that with reduced staffing there is always one trained Fire Marshall on site when students are present.