Premises Responsible Persons Policy

1. Key Terms and Summary Information

Service Building	Buildings where the Council is the Landlord or management agent except for commercial and domestic properties.
Capital Projects and Property (CPP)	The Service responsible for all non- housing Council buildings.
Portfolio Officer	CPP officer designated as first point of contact for the PRP
Senior Responsible Officer	The Head of Service, to whom the building is assigned as service tenant
Premises Responsible Person (PRP)	The nominated person in day-to-day control of the premises.
Emergency Controller	This is the senior management staff appointed to lead and direct a building emergency evacuation. This role is building specific.
Personal Emergency Evacuation Plan (PEEP)	This is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

2. Introduction and summary

2.1 This policy sets out the roles and responsibilities for day-to-day management of the Council's operational buildings. The purpose of this policy is to provide clarity for all building users, and particularly service managers, about who is responsible for what.

2.2 This policy contributes to the delivery of the Strategic Asset Management Property Improvement Plan (SAMPIP) and the FM Policy.

2.3 This policy is based on a partnership approach between Services and Capital Projects and Property (CPP) to facilitate the delivery of the Corporate Property Model (CPM). Following the adoption of the CPM all non-housing Council buildings are ultimately owned and managed centrally by CPP, and subject to corporate governance and decision-making.

2.4 CPP, delivering the CPM, is responsible for holding, maintaining, and assigning all the council non-housing property assets. CPP will have sole responsibility for undertaking works (repairs, maintenance, alterations, and improvements), and sole responsibility for acquisitions, disposals and granting of leases or entering into any agreement for use with any third party.

2.5 Different models of service provision have been developed by CPP, according to the various 'building types' across the estate. These include:

- Corporate Buildings
- Service Buildings
- Commercial and Community Buildings
- Third Party Leased-in Space
- Schools

Each of the Council's building has been assigned to one of these models. This is outlined in Appendix 1.

Details of the services (the functions) which will be provided across each of these models can be found in the FM Policy document.

2.6   Many of our buildings have been allocated to the 'Service Buildings' model, whereby Services are the main occupiers of the asset, and therefore have responsibilities for the day-to-day running of those buildings, and for the safety of staff and service users within those buildings.

2.7   This policy formalises the role of the Premises Responsible Person (PRP) – an on-site management role, taking overall day-to-day control of a Service Building, nominated, or appointed, by the service head.

3. Scope

3.1   This policy shall apply to all premises where the Council has day-to-day operational control of the activities within the building or premises.

3.2   The following Building Models are therefore out of scope:

- Commercial or Community Buildings, managed by the tenant.
- Domestic properties, managed by Housing Operations.
- Schools. Roles and responsibilities in schools are set out in the Schools Property Handbook.

3.3   Where the property is designated as a Corporate Building, the duties attributable to the Premises Responsible Person are carried out by the person appointed by Capital Projects and Property (a Building Manager).

3.4   Where the Council has leased property from a third party, or where the property is owned by the Housing Revenue account but assigned for operational use, this policy still applies, except that the landlords obligations will be monitored by CPP but carried out as per the lease assignment.

3.5   For every asset assigned to the 'Service Building' Model, there shall be a Senior Responsible Officer, who will be the Head of Service, to whom the building is assigned as service tenant.

3.6   The Senior Responsible Officer will:

- Nominate a suitable officer to be the Premises Responsible Person (PRP);
- Ensure that the PRP undertakes the training required for their role;
- Ensure that they carry out their duties as set out in this document.

4.   Responsibilities for PRP Implementation

4.1   Capital Projects and Property (CPP)

4.1.1. CPP will maintain a list of properties that are within scope of this policy and ensure that the relevant directors, assistant directors, and heads of service are notified of the buildings under their control.

4.1.2   It is the responsibility of CPP to check that all appropriate procedures are being followed. CPP is responsible for identifying what fabric, installations, facilities, and equipment are at the premises for which they are responsible for, and to which compliance legislation applies.

4.1.3.   CPP will provide a portfolio officer who will be the point of contact for the Premises Responsible Person. They will ensure the PRP is familiar with all aspects of the building, provide guidance on resolving building-related issues, and monitor the delivery of compliance related activity (including implementation of this policy).

4.1.4.   CPP will keep a record of all PRPs at each asset and update it as and when required. It is the responsibility of the Services on site to inform the CPP or the Portfolio Officer of a change in PRP responsibilities.

4.1.5   CPP will be responsible for organising all training needs with the PRP

4.2   Directors, Assistant Directors and Heads of Service

4.2.1   Directors and AD's will ensure that every property which is assigned to them for occupation as the main service tenant has a Senior Responsible Officer designated, which should be at least at Head of Service level.

4.2.2   For each property they are assigned, Senior Responsible Officer should nominate a Premises Responsible Person.

4.2.3   The Premises Responsible Person shall be notified of their responsibilities by the Senior Responsible Officer, and provided with such support as is required to enable them to carry out their duties.

4.3   Premises Responsible Person

4.3.1.   A full list of PRP responsibilities is included in Appendix 2. In summary, the Premises Responsible Person will ensure that:

- Service Operational Risk Assessments are in place.
- A nominated Emergency Controller is always available when the building is operational.
- The Emergency Evacuation Plan is maintained.
- A suitable number of Fire Wardens are appointed and present each day.
- A suitable number of First Aiders are appointed and present each day.
- Building occupants requiring Personal Emergency Evacuation Plans (PEEP) are identified, and PEEPs are prepared.
- Evac Chair trained operatives present when there is a PEEP or an officer requiring mobility support.
- Evacuation Drills are carried out every six months, and recorded, with any lessons acted upon.
- Defibrillator batteries remain charged.
- Building faults and necessary repairs are reported.
- Liaise with the assigned Portfolio Officer to discuss and feedback on the condition of the building and advise of any priority issues for resolution.
- Aware of contractors carrying out works on site and that they have Permits to Work that have been issued by FM .

- In consultation with their Head of Service, follow the capital /minor works process for any additional works proposed on site.

4.3.2   The Premises Responsible Person will also be expected to ensure the following, in consultation with the Head of Operational FM:

- A suitable cleaning regime is in place.
- Security arrangements for the building are adequate, including arrangements of locking and unlocking.
- Suitable arrangements are in place for removal of waste and recycling (including consideration of service-specific waste streams as appropriate – e.g. clinical waste).

4.3.3   The communication channels for the PRP to report to, and who to contact, are detailed in the FM Policy (add hyperlink).

4.4   Responsibilities of the FM team/ Portfolio Officer

4.4.1   A Portfolio Officer will be designated for each building. The responsibilities of the Portfolio Officer will include:
- Regular visits to the property on a risk-based frequency, and formal monitoring with the Premises Responsible Person.
- Providing support to the Premises Responsible Persons role.
- Attending the Building User Forum or equivalent.
- Ensuring statutory inspections (Fire Risk Assessments, Asbestos, etc) are undertaken. The PO works closely with the Hard FM team to ensure that all statutory compliance disciplines are attended to within their required cycle and ensures that any actions assigned to the relevant service are managed and resolved.
- Supporting the engagement of other FM services to the building, including escalation of significant condition issues that may give rise to a capital project.
- Advising on property matters.
- Monitoring all aspects of building compliance, including the implementation of this policy.

4.4.2   The FM team will be responsible for delivery of all statutory compliance and planned preventative maintenance. This will include maintenance of all fixed assets within the building, but excludes digital work equipment (computers, printers etc) or service equipment, audio, Pest Control, or any additional organisational support equipment which was agreed by the Service directly, or any equipment approved for use by a third party.

4.4.3   Where contractors are carrying out works at the site, the FM team will issue the Permit to Work

4.4.4   The FM team will be responsible for provision of several services to an agreed standard as outlined in the FM Policy. The standard each of these services will be delivered to is outlined in their relevant policy document which can be found here (link to be added).

5.   Training

5.1.1   Premises Responsible Persons fall under the category of 'Premises Staff' and shall be trained on the training courses identified by the HSP18 Health and Safety Training.

5.1.2   All Premises Responsible Persons should be identified to CPP, so that appropriate training can be delivered, including an induction for the building(s) they are responsible for. Training and induction will be delivered by CPP in conjunction with Health and Safety.

5.1.3   Induction and training will cover the core components of duties as detailed in Appendix 2 and Appendix 3.

6.   Performance reporting and Governance

7.   Complaints

7.1 Complaints and issues with the service can be raised with the PO in the first instance. Issues not resolved can be escalated to the Portfolio Manager and ultimately to the Head of FM if unresolved.

8.   Monitoring and Review

8.1 Monitoring of this policy will be undertaken by the FM Portfolio Manager to ensure it is being adhered to.

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Appendix One – Asset FM Category Register

The below table provides the current FM asset portfolio.

x Denotes FM service provision.

Building/Asset	Delivery Model 1: Corporate Buildings	Delivery Model 2: Service Buildings	Delivery Model 3: Commercial & Community Buildings	Delivery Model 4: Leased-in Space and HRA	Delivery Model 5: Maintained Schools
Actually Haringey		x			
100 Tower Gardens			x		
2-6 Gourlay Place			x		
3 Shaftesbury Rd			x		
38-46 Station Rd		x			
40 Cumberland Rd			x		
48 Station Rd	x				
58 Burgoyne Rd		x			
594 Tottenham High Rd			x		
684 Tottenham High Rd			x		
69 Bounds Green Rd			x		
7 Holcombe Rd			x		
Tambo Recreation Ground Depot		x			
Alexandra House	x				
Alexandra Park Library		x			
All Ways Community Centre				x	
Berol House, 25 Ashley Rd				x	
Broadwater Farm Community Centre -				x	
Bruce Castle Park / Depot		x			
Bruce Grove Public Convenience		x			
Bruce Grove Youth Space		x			
Brunswick Park		x			
Bury Rd Car Park		x			
Canning Crescent		x			
Chapman's Green Pavilion			x		
Chestnuts Park Public Convenience	x				
Civic Centre	x				

Clarendon Recovery College		x			
Clock Tower, Broadway, Crouch End	x				
Coldfall Woods		x			
Commerce Community Centre		x			
Coombes Croft Library		x			
Coombes Croft Public Convenience		x			
Coroners Court				x	
Crouch End Public Convenience	x				
Down Lane Recreation Ground Depot		x			
Down Lane Recreation Ground Pavilion			x		
Downhills Recreation Park - Rugby Changing Rooms			x		
Ducketts Common		x			
Eidal and Council of Asian Peoples			x		
Enterprise Row Units 1-26			x		
Ermine Road / Community Support Team		x			
Fairland Park/Falkland Fairfax Open		x			
Family Resource Centre (Pulford Road)		x			
Finsbury Park Arts Hut			x		
Finsbury Park - Staff Depot, Endymion Road		x			
Finsbury Park - Track & Field Area			x		
Finsbury Park Garden Nursery		x			
Former Medical Depot	x				
George Meehan House	x				
Whitehall Community Centre			x		
Grange Day Centre		x			
Haringey Mortuary		x			
Haringey Opportunities Project		x			
Highgate Library		x			
Hornsey Library		x			

Irish Centre			x		
Jacksons Lane Community Centre			x		
Jan Trust			x		
Keston Rd Park Depot		x			
LeeSide Industrial Estate			x		
Linden House		x			
Lordship Lane Depot				x	
Lordship Lane Recreation Ground Parks Depot		x			
Manor House Lodge - Finsbury Park			x		
Marcus Garvey Library		x			
Markfield Project			x		
Markfield Pumping Station Building and beam engine			x		
Markfield Recreation Ground Pavilion		x			
Morrison Yard			x		
Mulberry Junction				x	
Munro Works			x		
Muswell Hill Centre			x		
Muswell Hill Library		x			
Muswell Hill Public Convenience	x				
Muswell Hill/Coppetts Sports Ground		x			
Neighbourhood Resource Centre	x				
New Maya Angelou Centre 39 Winkfield Rd		x			
New River Sport and Fitness Centre		x			
Osborne Grove - homeless centre		x			
Paignton Park		x			
Parkland Walk		x			
Pendarren House		x			
Phase 1-2 Rosebery Industrial Park			x		
Priory Park - Staff Depot		x			
Project 20/20				x	
Pulford House					x
Railway Arches			x		
Railway Fields			x		
Rainbow Works			x		

Respite Care Centre, 4 Haslemere Rd		x			
Rising Green Youth Hub, Unit 2A, Lymington Ave		x			
River Park House	x				
South Grove			x		
St Ann's Library & Hall		x			
Stamford Hill Primary School					x
Stationers Park		x			
Stonebridge Centre			x		
Stroud Green Library		x			
The Hub Building/Lordship Hub			x		
The Pavilion, Chestnuts			x		
The Shell Theatre		x			
Tottenham Green Workshops			x		
Watermead Way Depot		x			
West Indian Cultural Centre			x		
White Hart Lane Recreation Ground		x			
Winkfield Road Resource Centre		x			
Womens and Childrens Centre			x		
Wood Green Library Mall			x		
Wood Green Central Library		x			
Woodside Day Centre	x				
Woodside Park		x			

Appendix 2: Premise Responsible Persons Checklist

Please use this checklist when you undertake the six-monthly audit.

Subject	Task	Initially	Daily	Weekly	Six Monthly	Ongoing	Checked? Yes/no	PRP Signed
Premises Audit with FM Portfolio Officer	Carry out premises audit with Portfolio Officer	✓			✓			
Emergency Controller in place when building operational	Check Emergency Controller in place	✓	✓					
Emergency Evacuation Plan	Check Emergency Plan in place	✓				✓		
Fire Evacuation Drills	Check evacuation drill every 6 months and be involved in debrief				✓			
Weekly fire alarm	Ensure this is taking place			✓				
Fire Wardens	Ensure Fire Wardens in place	✓	✓			✓		
Fire Escape routes	Check that free and unobstructed	✓	✓			✓		
Personal Emergency Evacuation Plans (PEEPS)	PEEPS in place for occupants of building if required	✓				✓		
EVAC Chair trained Operatives when required for PEEPS	Check trained personnel when EVAC chair required	✓				✓		
First Aiders	Check building has required number and escalate if required	✓				✓		
Defibrillator	Ensure batteries charged	✓				✓		
Repairs and Maintenance	Report any faults and repairs to building					✓		
Cleaning	Regular checks to ensure cleaning specification being adhered to	✓				✓		
Security	Ensure staff are aware of security procedures	✓				✓		