EBOR ACADEMY TRUST

Policy Number

21

Statutory Premises Management Policy

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This is a key document of Ebor Academy Trust and it applies to all staff. The policy is available to all parents/carers, prospective parents/carers and any authorised Inspectors.

Effective management of Trust buildings is the responsibility of the Estates and Facilities Manager along with each academy's premises staff.

This document is reviewed annually by the Estates and Facilities Manager or as events or legislation change requires.

The Estates and Asset Strategy document sets out what the Trust needs to do with the estate to achieve the estate vision. It's a 3 to 5 year medium to long-term strategy which can be found here.

Ebor Academy Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

1. Background

Ebor Academy Trust has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The Trust needs to consider the buildings';

Condition – focus on the physical state of the premises to ensure safe and continuous operation as well as other issues involving building regulations and other non-education statutory requirements.

Suitability – focus on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the academy in raising educational standards.

2. What Legislation Applies To The Academy

a) The Education (Academy Premises) Regulations 1999 - which prescribe minimum standards for academy premises. They include a general requirement that every part of an academy's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

b) The Health and Safety at Work Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees" and requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. The HSWA is the main health and safety legislation.

c) The Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.

d) Managements of Health and Safety at Work Regulations 1999 (MHSWR).

e) Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.

f) Building Regulations which are a legal requirement aimed at achieving adequate standards for the construction of buildings. They are laid down by Parliament and are supported by

separate documents containing practical and technical guidance on compliance, which are known as 'Approved Documents'.

g) CDM Regulations 2015

h) Regulatory Reform Order 2005

The academy premises are constantly monitored by the Trust Estates and Facilities Manager/Trust Health and Safety Officer and by the individual Premises Staff and SLT. The academy gives due regard to the regulations listed above.

The Trust Estates and Facilities Manager;

I. Develops the Asset Management Plan
II. Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the Trust Development Plan
III. Manage repair or improvement projects
IV. Prepare policies for security, fire safety, health and safety, including monitoring processes
V. Ensure that risk assessments are prepared and acted upon
VI. Employ professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.
VII. Monitoring and reporting against compliance

The Trust undertakes the following as prescribed by legislation;

2.1 The academy ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following;

AREA OF CONCERN	CHECKS	RESPONSIBLE
Design and Technology Equipment	Design and Technology Equipment as per CLEAPPS	Technician (Secondary Schools)
Security	Intruder Alarm	Site Manager/Caretaker
	CCTV System	Contractor
Asbestos	5 year Asbestos survey	Contractor
	Annual Asbestos management plan review	Site Manager/Caretaker
	Monthly Asbestos monitoring	Site Manager/Caretaker
COSHH	COSHH check - monthly	Site Manager/Caretaker
Design and Technology Equipment	Design and Technology Equipment Annual Servicing	Contractor
	Design and Technology Equipment H&S Audit	Contractor
Doors (automated)	Doors (automated) annual inspection and testing	Contractor
	Doors (automated) routine servicing (6 monthly)	Contractor

Electrical	Electrical Fixed Installation Testing (5 yearly)	Contractor
	Electrical Fixed Installation Testing (Annual - Swimming Pool)	Contractor
	Electrical Portable Appliance Combined Inspection and Testing	Contractor
	Emergency Lighting 3 hour load test (Annual)	Contractor
	Electrical Portable Appliance Visual Inspection (6 monthly)	Site Manager/Caretaker
	Emergency lighting full function test (Monthly)	Site Manager/Caretaker
	Electrical Portable Appliance Electrical stage lighting inspection and testing (3 months)	Site Manager/Caretaker
Fire	Fire Fighting Equipment Extended service (5 yearly)	Contractor
	Fire Fighting Equipment thorough inspection and testing (Yearly)	Contractor
	Fire shutter and curtains maintenance (annually)	Contractor
	Fire shutters and curtains testing to ensure effective operation (6 monthly)	Site Manager/Caretaker
	Fire Fighting equipment visual check to ensure equipment in assigned location has not been discharged (monthly)	Site Manager/Caretaker
	Fire Doors condition checks monthly	Site Manager/Caretaker
	Fire doors, operation of release devices weekly	Site Manager/Caretaker
Fire Detection and Alarm Systems	Annual Inspection and Service of Fire Alarm System	Contractor
	Weekly testing of fire alarm system, call points and sounders on rotation	Site Manager/Caretaker
Gas	Gas pipework tightness testing (5 yearly)	Contractor
	Gas pipework safety inspections (Annual)	Contractor
	Gas appliances maintenance (Annual)	Contractor
Gym Equipment	Gym equipment inspect and maintenance (Annual)	Contractor
	Gym equipment visual inspection prior to use	PE Teacher
HVAC (Heating, Ventilation and A/C)	Dust and Fume extraction / local exhaust ventilation thorough inspection (14 months)	Contractor
	Dust and Fume extraction / local exhaust ventilation maintenance and servicing (Annual)	Contractor
	Boiler maintenance	Contractor
	Air Conditioning and Ventilation Annual/Bi-Annual Inspection	Contractor
Miscellaneous	Disabled Access audit every 3 years (and when work is carried out)	Contractor
	Tables maintenance (Annual)	Contractor
	Roller Shutters maintenance (Annual)	Contractor

	Pressure Vessels examination and maintenance (Annual)	Contractor
	Lightning Conductors servicing (11 monthly)	Contractor
	Fuel Oil maintenance (Annual)	Contractor
	Energy Performance Display Energy Certificate	Contractor
	Energy Performance Certificate	Contractor
	Lifts and Lifting Equipment examination of equipment and maintenance (6 monthly)	Contractor
	Fragile roof access to be clearly signed and guarded (termly)	Site Manager/Caretaker
Playground Equipment	Playground equipment assessment and inspection (Annual)	Contractor
	Playground equipment - documented visual inspection (Weekly)	Site Manager/Caretaker
	Playground equipment - visual inspection (Daily)	Site Manager/Caretaker
Swimming Pools	Monthly water testing	Contractor
	Daily water checks (3 times per day)	Site Manager/Caretaker
Tree Safety and Grounds Maintenance	Tree maintenance every 3 years	Contractor
	Visual inspection of trees (Annual) + after high winds	Site Manager/Caretaker
	Tree survey (Weekly)	Site Manager/Caretaker
Water Hygiene	Water hygiene risk assessment (2 years)	Contractor
	Water hygiene thermostatic mixing valves - maintenance of TMV's (Annual)	Contractor
	Water and Service Temperature (heat emitters and exposed pipework temperature) (Annual)	Site Manager/Caretaker
	Sampling and Chlorination (Annual)	Contractor
	Water supply temperature check (6 monthly)	Contractor
	Water hygiene thermostatic mixing valves - service safety chec (6 monthly)	Contractor
	Descaling of shower heads (3 monthly)	Site Manager/Caretaker
	Flushing through of little used outlets (Weekly)	Site Manager/Caretaker
	Temperature testing of hot and cold stored water (Monthly)	Site Manager/Caretaker
Working at Height	Guard rails inspected and maintained (Monthly)	Site Manager/Caretaker
	Ladder inspection (Monthly)	Site Manager/Caretaker

3. Water Supply (Legionnella);

The academy arranges regular risk assessments and testing of all water systems for all premises is arranged to ensure that compliance to L8 is achieved:

a) the academy has a wholesome supply of water for domestic purposes including a supply of drinking water
b) WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
c) the temperature of hot water supplies to showers shall not exceed 43°C.

4. Asbestos

The academy maintains an asbestos register which contains a copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals *(where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities then it is safer to leave it in place). Caretakers check Asbestos monthly and record findings on Parago.*

5. Other premises details;

5.1 Drainage;

The academy ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

5.2 Glazing

The academy ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.

5.3 Accommodation;

The academy ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year.

The academy ensures that:

a) there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
b) the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the academy by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual adaptation.
c) classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Site Team and Cleaners and monitoring standards of cleaning.
d) there are appropriate facilities for pupils who are ill. A room is provided for medical examination and contains a washbasin and is reasonably near a WC.
e) there are sufficient washrooms for staff and pupils, including Facilities for pupils with special needs
f) in terms of the design and structure of the accommodation, no areas of the academy compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on stairs above an open stair well.
g) classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of pupils by carefully monitoring the number,

age and needs of pupil who will be using the classrooms and making any necessary adjustments in provision and arrangements.

h) the academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
i) there is sufficient egress so that emergency evacuations can be accomplished quickly and safely for all pupils, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.
j) access to the academy allows all pupils, visitors and contractors including those with special needs, to enter and leave the academy in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
k) where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
l) the lighting, heating and ventilation in classrooms and other parts of the academy are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

6. Contractors

The academy ensures;

a) that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
b) the competence of contractors (competence can be judged from past experience, recommendation, pre selection evaluation or a combination that takes into consideration the nature and scale of the works required)
c) where necessary has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
d) That the contractor has a current health and safety policy, has current suitable insurances and risk assessments in place and to check that contractors have correctly interpreted any site specific conditions.
e) For safeguarding purposes contractors must be DBS checked and escorted to their place of work and around the buildings. Any non DBS contractors must be escorted at all times.

7. Commissioning a large project

The Trust Estates and Facilities Manager will agree the requirements and technical specification dependant on the project.

8. Waste

- The academy is committed to reducing its waste and recycling as much as it can, this includes cardboard, paper, electrical equipment, ICT equipment.
- The academy follows any legal waste obligations to ensure the correct licensing of its waste and maintains relevant records.

9. Vehicle Segregation

The academy ensures that appropriate traffic management systems are in place on site pedestrians and vehicles can circulate in a safe manner.

10. Lettings

The academy ensures that the premises which are used for a purpose other than conducting

the academy curriculum (the Hall, Gym, swimming pool or other areas) are organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users.

The academy's premises are subject to a regular Health and Safety check by the Health & Safety Officer and/or site Manager.