

Premises Management Policy

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Premises Management Policy

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For all questions in relation to this policy please contact the DEMAT Head of Facilities on 01353 656760 or contact the Central Health & Safety Team at: healthandsafety@demat.org.uk.

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Premises Management Policy

Aims and Background

The Diocese of Ely Multi Academy Trust (DEMAT) has a duty of care to ensure that buildings under our control comply with appropriate statutory and regulatory standards.

This policy aims to provide a framework from which individual academies within DEMAT can maintain and improve the site for the benefit of pupils, staff, and visitors.

DEMAT has produced a 5-year rolling capital project plan that will assist in ensuring all sites are working to a devised 5 yr rolling plan to improve property-related matters within academies.

The Trust Central Facilities and Finance teams will work closely with academies in all areas of premises management to ensure a standard approach across all sites, whilst allowing for the individuality on which our academies thrive and enabling them to carry out their main core function of educating.

The Central Facilities team will be on hand to guide and advise academies on areas of premises management; however, the operational management of the premises is with the Headteacher and academy staff.

Roles and Responsibilities

Head of Facilities (HoF)

The HoF is delegated to support academies with the following:

- Providing sound professional advice on premises management
- Providing support to develop 5-year premises plans for sites
- Providing support to deliver capital projects for sites
- Sharing information and consulting with head teachers and staff

The HoF will ensure the Facilities Team visits academies at least once a term to work with academies on improvements and work through any concerns academies might have around Premises Management.

HoF will ensure an approved supplier list is available to all academies to assist with the competent and efficient completion of works within academies.

Headteacher

The headteacher is responsible for ensuring the operational effectiveness of premises upkeep is carried out, and that all regulatory and statutory standards are adhered to. These duties may be given to a site manager/caretaker to complete but the responsibility still lies with the Headteacher.

Governing body

Governing bodies are responsible for ensuring effective and proactive premises management for the benefit of the pupils' education and safety of all users. Governors should discuss property matters at each full LGB meeting and raise any concerns via the appropriate channels.

Teaching / non-teaching Staff

Teaching staff must ensure that they follow any instructions / notices relating to premises matters and that any deficiencies or issues are reported to the Headteacher. Staff must not interact with premises in such a way that may result in damage to the building or equipment within. Staff should explain to pupils in an age-related way the need to 'look after and respect' their surroundings.

Visitors / Contractors

Visitors and contractors must ensure that their actions do not negatively impact the premises or equipment therein. All works carried out by competent and trained contractors must only be done so after the approval of written Risk Assessments and Method Statements (RAMS) submitted to the Headteacher.

Pupils

Pupils have a responsibility not to damage premises or equipment and to listen to staff when explanation is given on how to 'act' within the academy and how to use equipment.

Main Legislation applied to academies:

The Education (School Premises) Regulations 1999
The Health and Safety at Work Act 1974 (HASWA)
Management of Health and Safety at Work Regulations 1999 (MHSWR)
The Workplace (Health, Safety and Welfare) Regulations 1992
The Control of Asbestos at Work Regulations 2012
The Control of Substances Hazardous to Health (COSHH) Regulations 2002
The control of legionella bacteria in water systems Approved Code of Practice and guidance L8
The Regulatory Reform (Fire Safety) Order 2005
Construction (Design and Management) Regulations 2015
Building Regulations 2010

Principles of Premises Management

- To ensure that site and buildings are safe, secure, and clean
- To ensure the site complies with all relevant Health & Safety, statutory legislation and requirements
- To ensure that the academy and its staff can fulfil the core duty of educating children
- To ensure the buildings, facilities and equipment are in a good state of repair and decoration
- To ensure the environment is welcoming and in line with children's educational needs

1. Maintenance of Building

1.1 Asbestos management plan and review

The academy headteacher **must** maintain an **asbestos register** to identify all areas of the buildings which may contain asbestos. The register should contain:

- A copy of the asbestos survey, carried out by a qualified professional, identifying where any asbestos is located or suspected
- A plan of the locations of asbestos

This register should be **reviewed annually**, and a management plan provided to show how any asbestos on site should be managed. This should be carried out by a qualified and competent person.

Academy headteachers should ensure that staff do not commission any asbestos removal work without consulting with the central facilities team. Any works should be carried out by approved registered contractors under the guidance / oversight of the central facilities team or their representatives (project managers etc.)

Academy headteachers must ensure that **any** contractors working on site undertaking maintenance or repairs are provided with the asbestos register and sign it to advise they have consulted it.

1.2 Boiler/Plant Room Maintenance

This covers oil, gas and bio-mass boilers and associated plantrooms and equipment. All plant and associated equipment should be serviced in line with best practice, at appropriate intervals, following the SFG 20 specification requirements. Works should be carried out by a competent and capable contractor who has received appropriate training and who is registered with the relevant body, e.g. Gas Safe.

Site managers/caretakers can carry out first line maintenance tasks on plant rooms if they have the appropriate training and it is in line with their skill set.

1.3 Gas pipe soundness checks

All gas pipes within the academy require a pressure check to ensure they are not leaking. This must be done as a minimum every 5 years and carried out by a person competent / trained to do so.

1.4 Cleaning

Academy headteachers will ensure that cleaning is carried out as per an approved cleaning regime in line with requirements of the academy. Only approved cleaning materials will be used, and all cleaning personnel will be given appropriate training on correct use of equipment and substances.

Cleaning should include, at least annually, all inaccessible high-level areas / surfaces within the buildings and inside radiator covers to minimise dust circulation.

1.5 Drainage (clean and foul water)

Academy headteachers to ensure that staff arrange to clean surface water drains and gullies on playgrounds and other hard surfaces annually as a minimum requirement.

Foul water drains to be checked visually periodically and unblocked / repaired as and when the need arises.

1.6 Electrical Testing/Safety

Electrical Testing will be conducted as per current regulations and best practice. Any electrical works, including the 5-year electrical testing requirement, should be carried out by a competent and capable contractor who has received appropriate training and who is registered with the relevant body, e.g. NICEIC (National Inspection Council for Electrical Installation Contracting).

PAT Testing should be carried out by a competent and capable person as per published best practice.

1.7 Glazing

All Academy headteachers will ensure that any glass that is broken or cracked is either made safe or replaced. Replacement glazing will be in line with current regulations and academies should ensure toughened glass is used in appropriate areas. Replacement of windows will be included in 5-year capital plans as deemed required by the Facilities Team.

1.8 Gym Equipment checks

Gym equipment used internally – e.g. wall bars, vaults, balance beams, mats etc. will require an annual inspection from a competent person / contractor. All outdoor fixed play equipment – e.g. trim trails, climbing frames and walls, balance beams etc. and the accompanying surfacing treatment will require an annual inspection from a competent person / contractor. Any actions resulting from these inspections need prompt attention. If items are found to be faulty, they should be taken out of use and clearly barricaded off until repaired / replaced.

1.9 Heating, Ventilation and Air Conditioning (HVAC) Maintenance

This covers all systems which use mechanical means to heat and ventilate buildings using air. This may include air-source heat pumps, kitchen ventilation systems, heat recovery systems, 'natural' ventilation systems and extractor fans.

All associated plant should be serviced in line with best practice, at appropriate intervals, following the SFG 20 specification requirements for each piece of equipment.

It is particularly important to ensure filters are regularly cleaned / changed to ensure equipment works correctly and prevent fire risk.

Works should be carried out by a competent and capable contractor who has received appropriate training.

1.10 Kitchen equipment checks

Kitchen equipment – e.g. cookers, fryers, steamers, fridges etc. require an annual inspection to ensure seals, cables, shelving etc. are in good condition.

This inspection should be carried out by a trained and competent contractor.

Visual checks should be carried out daily by staff using the kitchen.

1.11 Water Management (Legionella)

Academy headteachers will ensure that they have a Legionella Risk Assessment (LRA) undertaken every two to three years (depending on the size of the academy and systems in place - refer to previous LRA for details) to identify risks and actions required. Academy headteachers will ensure regular temperature testing of hot and cold-water systems throughout the academy. Cold water storage tanks must be inspected annually and cleaned if required. This process is currently managed by DEMAT centrally with the results and any remedial works sent both to academies and central facilities team.

Academy headteachers will ensure a Water Management Plan - written control document is in place to highlight and control legionella risk within the academy.

Hot water outlets within the academy must be fitted with thermostatic mixer valves to ensure hot water is not reaching temperatures exceeding 43°C. The TMVs must be serviced annually and have a shut-off test conducted 6 monthly to ensure they are operating correctly.

1.12 Pressure vessel and valve checks

Any systems incorporating pressure vessels or safety valves require an annual check by a competent person trained to do so. This would normally form part of the annual servicing of boilers and plant rooms, but some items may need a specialist to service them. If in doubt, ask your service engineer or the central facilities team.

1.13 Redecoration and Replacement Flooring

Academy headteachers will ensure they have a rolling programme of internal decoration as required. Academy headteachers will arrange to carry out external decorations to windows, doors, Fascias, and soffits as a minimum every 5 years.

Academy headteachers to have a rolling programme of flooring replacement.

2. Fire Safety

2.1 Fire Risk Assessment (FRA) and Fire Escape Plan

Academy headteachers will ensure they have in place a Fire Risk Assessment (FRA) carried out by a qualified person, normally every two or three years (refer to previous FRA for timeline). The FRA should be reviewed annually by the Academy headteacher. All actions arising from the FRA, or the reviews should be dealt with promptly.

Academy headteachers should ensure that they have a fire emergency evacuation plan (FEPP) in place and, if required, a Personal Emergency Evacuation Plan (PEEP) for specific staff / pupils with a disability. A floor plan showing fire escape routes; final exit points and fire safety equipment should be clearly marked. These plans should be displayed throughout the building.

2.2 Fire alarm systems

Academy headteachers should ensure that they have a fire detection system or fire alarm system in the building. A fire detection system automatically detects a fire, through smoke or heat detectors and sets off the alarm. A fire alarm system relies on breakpoints located at exits which should be activated by someone leaving the building following detection of a fire.

The control panel and indicating equipment (fire alarm panel) should be checked every 24 hours to ensure there are no specific faults. All types of fire-warning systems should be tested once a week. For electrical systems, a manual call point should be activated (using a different call point for each successive test), usually by inserting a dedicated test key. This will check that the control equipment can receive a signal and, in turn, activating the warning alarms. Manual call points may be numbered to ensure they are sequentially tested. It is good practice to test the alarm at the same time each week.

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Annual servicing and preventive maintenance should be carried out by a competent person with specialist knowledge of fire-warning and automatic detection systems. This task is normally fulfilled by entering a service contract with a specialist fire alarm company.

2.3 Fire extinguishers

These should be the appropriate type for the area. Guidance should be given in your FRA. Fire extinguishers should be serviced annually. They should also be checked regularly to ensure they are hanging on their brackets / on their stands and have not been tampered with.

2.4 Fire doors

Fire doors should be regularly checked to ensure:

- They are not wedged open
- they close fully onto their stops
- the smoke seals and intumescent strips are not damaged
- the gaps between door and frame are not more than 4mm

Where doors are found to be continually wedged open, they should be fitted with a DorGuard or similar device which is triggered to close the door on activation of the fire alarm.

2.5 Emergency Equipment checks

There may be other emergency equipment within the academy, for example:

- Sprinkler systems
- Hose reels
- Smoke ventilation systems
- e-vac chairs
- fire dampers

These will require regular servicing and testing. Refer to specific manuals for information on these or contact the central building team for further advice.

2.6 Emergency Lighting

There are two types of emergency lighting:

- Non-maintained - lights only illuminate when the mains power fails; the lights do not work when the main lighting circuit is working normally.
- Maintained - lights will be on during normal lighting operation and will switch on and off but operate and turn on when the power fails.

Emergency lighting supply must be capable of staying illuminated for a continuous duration of three hours.

Escape signs - these can be either signage (self-adhesive stickers, Perspex or photoluminescent), illuminated by a local emergency luminaire or they can be illuminated internally where the sign forms part of the light itself.

All emergency lighting must be maintained and tested regularly. Each light should be identified and have a location identity for record-keeping. A record log can then be kept of system tests, defects, any damage to the system and remedial action relating to each light.

A monthly test should be carried out by a responsible person and is a short functional test which ensures the light switches on and illuminates correctly. It should be free from damage and clean. The test should be done using the secure device key, commonly called a 'fish' key due to its shape. The fish key should be used rather switching off the mains lighting power.

Annual emergency lighting tests should be performed for the full duration of the emergency light (i.e. three hours). If the lights do not last past the duration, then they will fail the test. These tests will normally be performed by technicians during a fire alarm service, as this can be done while waiting for the lamps to complete the duration of test.

2.7 Roofing and-Rainwater Goods

Gutters, downpipes, and gullies to be cleaned annually as a minimum requirement. Flat roofs to be cleaned annually to remove moss / debris to ensure correct drainage.

Flat roofs which have been recently replaced will require an annual inspection to validate the warranty. The inspection regime can be found as part of the documentation supplied on completion of the work.

2.8 Planned Maintenance regime

Academy headteachers will ensure adequate budget is allocated to allow for sufficient maintenance to be carried out within their academy. This will be discussed with Central Finance Team and Facilities to ensure sufficient maintenance can be carried out to maintain the satisfactory upkeep of the academy.

Academy headteachers should have a Premises Development Plan to take account of all expenditure connected with:

- planned maintenance
- servicing
- cyclical requirements – decorating, flooring etc.
- capital projects and improvements
- reactive maintenance / repairs

3 Maintenance of Grounds

3.1 Grounds up-keep

Academy headteachers will ensure that the academy site is clean, tidy, and safe. This will be achieved by adopting various approaches as suits the academy. This will include daily weekly and monthly inspections of grounds and the employment of competent and capable contractors to carry out grounds upkeep.

Grounds work includes grass-cutting of fields, maintenance and weeding of shrubs, flowerbeds, forest areas (academies) planters and pots.

3.2 Site cleaning

Academy headteachers will ensure that sufficient resources and time are given to ensure the external grounds of the academy are kept in a clean state. Cleaning includes sweeping, removal of leaves etc. pressure-washing of decking and other surfaces to prevent algae growth and moss build-up.

3.3 Site tours / inspections

Academy headteachers must conduct regular inspections of grounds and buildings externally to check for repair and maintenance issues and health and safety issues. These inspections must be recorded and logged.

3.4 Repairs and maintenance

Academy headteachers will ensure that sufficient resources and time are given to ensure the external grounds of the academy are kept safe and maintained adequately. This includes all pathways and fence lines. Academy headteachers will decide the best solution to maintain their academy, but the central building team will be on hand to liaise if required and provide advice on supplier use and best practice. All repairs will be carried out in a timely manner and in such a way to minimise the impact on pupils and teaching.

All tools used for repairs and maintenance will be:

- Kept securely locked away when not in use
- Risk Assessed to ensure adequate controls are in place.
- Kept safely / nearby when in use around the academy
- Regularly checked / sharpened / maintained as per manufacturer's instructions
- Only used for their intended use
- Always kept away from children

3.5 Trees

Academy headteachers will ensure all trees on the site are periodically checked (at least every 2 years or as recommended by the arboriculturist) and maintained by a trained arboriculturist. Academy headteachers must discuss any new tree planting with the central building team before proceeding.

4 Security

4.1 Boundaries

Academy headteachers will ensure that a competent person carries out weekly checks of the boundary fences, paying particular attention to areas that may be hidden from everyday site lines. Any areas of damage or weakness should be noted, and measures implemented to ensure the area is made safe/secure as soon as reasonably practicable.

4.2 Intruder Alarms / CCTV

Technical security systems will be checked monthly to ensure they are operating as expected and all equipment will be serviced at least annually by trained and competent persons.

Any temporary lapses in technical security will be recorded and Risk Assessments adjusted accordingly.

4.3 Access Control Systems

Access Control Systems will be checked monthly to ensure they are working as expected. Access Control systems will be checked at least annually by a competent person. Audits of access systems such as cards, fobs or access codes will be carried out annually and codes updated, as necessary.

5 Lone Working

Academy headteachers will ensure a safe system of work is in place for those who may be required to work on site alone.

The DEMAT Lone working policy must be followed to ensure operational procedures are stringent enough to maintain the safety and security of those deemed as lone workers.

6 General Items

6.1 Capital Projects

Any capital projects the academy wishes to undertake **must** be discussed and agreed with the central facilities team in the first instance to ensure:

- Appropriate spending of funds
- Compliance with required legislation
- Appropriate design / materials
- Appropriate health and safety precautions

6.2 Lettings

Academy headteachers will only approve lettings when they are confident that the letting will not have a detrimental impact on the grounds, building or equipment contained within. The DEMAT Lettings policy should be followed to ensure lettings follow requirements for academies.

6.3 Compliance

DEMAT uses a central compliance system that all academies have access to and must use to log proof of compliance as required. It is expected that the Academy headteacher provides resources to keep this system updated in order that compliance with statutory duties can be tracked. All relevant paperwork should be uploaded via the system to prove compliance.

6.4 Record-keeping

Academy headteachers will ensure that staff keep accurate and clear records on all regulatory and legislative requirements. These will be uploaded onto the compliance system. All records will be kept for the term specified in the retention guidance.