

PREMISES MANAGEMENT POLICY

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Rationale

To ensure that the school provides an environment where every child can feel:

- safe;
 - healthy;
 - able to enjoy and achieve;
 - able to contribute to future economic well-being;
 - able to make a positive contribution.
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Purpose

Sandwich Technology School has a duty to ensure that buildings under its control comply with appropriate statutory, regulatory and corporate standards. The school needs to consider the buildings' physical condition for continued safe operation, suitability to meet the curriculum and management needs to support the raising of educational standards and sufficiency, focussing on overall capacity of the buildings and school site to ensure the safe and comfortable education of every individual.

Implementation (Roles and Responsibilities)

The school premises are constantly monitored by the school's Site Engineer (SE), School Business Manager (SBM) and Caretaking Team (CT).

The Governors and Headteacher have the specific role of overseeing the following:

- the continuous development of the school buildings under a Premises Development Plan (PDP) prioritised within available budgets submitted against curriculum needs and condition;
- ensuring that work is correctly prioritised, that all work is carried out to an acceptable standard and that it complies with appropriate legislation and regulations;
- managing repair or improvement projects and the associated budgets for which they are responsible;
- identifying specific educational outputs from projects or proposed projects and assessing how these will deliver improved educational standards;
- preparing policies for fire safety and health and safety, including monitoring procedures;
- ensuring that suitable risk assessments are prepared and that action is taken to minimise risks;
- undertaking planned preventative maintenance;
- ensuring accessibility under the Equality Act;
- employing professional property consultants, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

Premises Development Plan (PDP)

This survey examines each block of the school's premises and the site's external areas and playing fields. The resulting plan will be completed using the following criteria and will be the basis for decisions made with regards to capital improvements.

Planning priorities

- Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.

- Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.
- Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and/or remedy a minor breach of legislation.
- Long-term work required that will prevent deterioration of the fabric or services.

Planned maintenance

The school ensures that regular maintenance is carried out, in accordance with best practice and as required by legislation, to include the following areas:

- air conditioning units checks;
- boiler maintenance;
- buildings and structure;
- electrical appliances checks;
- emergency lighting testing;
- fire alarm testing;
- fire door checks;
- fire extinguisher checks;
- fire risk assessments;
- fixed electrical installation testing;
- gas appliances safety checks;
- gym equipment safety checks;
- hazardous materials;
- kiln and ceramic electrical equipment checks;
- kitchen deep cleaning;
- kitchen equipment;
- lift safety checks;
- lightning protection;
- local extraction ventilation;
- machinery tooling checks;
- pest control;
- playground equipment;
- portable appliances;
- pressure vessel checks;
- roof finishes;
- security systems;
- sewage pumps and chambers;
- water supply systems.

Servicing, testing and inspections

Current servicing and inspections carried out are listed below; where appropriate there is additional internal testing and monitoring:

Plant or equipment	Service interval
Fire alarm systems	Weekly
Emergency lighting	Every 12 months, with internal monthly checks
Emergency gas cut-off valves	Every 12 months
Kitchen extract ductwork	Every 12 months
Fire extinguishers	Every 12 months
Boilers – gas	Every 12 months
Gas appliances safety check and gas soundness testing	Weekly visual inspection and annual gas tap servicing
Catering equipment	Every 12 months
Hot water blending valves	Monthly

Plant or equipment	Service interval
Pressure vessels	Safety check every 6 months and service every 12 months
Fixed electrical installations	Every 5 years (rolling programme)
Portable electrical appliance testing (PAT testing)	Every 12 months
Passenger lifts and stair lifts	Every 6 months (plus monthly visual check)
Hoists	Every 12 months
Lightning conductors	Every 12 months
Local exhaust ventilation (e.g. fume cupboards and wood dust extraction systems)	Every 12 months
Powered pedestrian doors	Every 12 months. Safety checks by school at intervals depending on frequency of use.

Non-statutory maintenance

The school ensures that regular maintenance is carried out, in accordance with best practice, to include the following areas:

- car parks;
- cleaning;
- communication systems;
- decoration;
- disabled access;
- doors;
- floors;
- furniture;
- gutters;
- intruder alarms;
- partitions;
- security fencing;
- staircases;
- steps and handrails;
- surfaces;
- walls;
- windows;
- vandalism.

Water supply (legionella)

The school arranges regular risk assessments and testing of water systems (water storage tanks, shower systems and other systems which potentially hold water at a temperature between 20°C and 45°C) for all premises to ensure that:

- the school has a wholesome supply of water for domestic purposes including a supply of drinking water;
- 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;
- the temperature of hot water supplies to showers shall not exceed 43°C.

Asbestos

The school 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.)

Contractors

The school ensures that:

- adequate arrangements are in place to select, appoint and monitor anyone undertaking works;
- contractors are competent to undertake works (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);
- where necessary, the contractor has the appropriate qualifications (for example, GAS SAFE or National Inspection Council for Electrical Installation Contracting (NICEIC) registered for work in connection with gas and electrical installations respectively);
- contractors with five or more employees have a written health and safety policy, which should include appropriate organisational arrangements to implement it; if they have less than five employees they may not have a written policy but should provide specific method statements and/or risk assessments relating to the work to be undertaken be it verbally or written with agreement of the SE;
- contractors have appropriate insurance that will pay out in the event of a claim for an accident on the site.

Commissioning a large project

The school seeks a property professional to work with the school when undertaking large building projects where it is deemed needed and beyond the scope of the SBM/SE to lead and manage. The property professional would be commissioned to carry out the following steps:

- feasibility study – checking the feasibility of the project and providing an early cost estimate;
- specification – working with the school to produce a technical specification for the work;
- tender – going out to tender to a number of appropriate contractors;
- evaluation of tenders – checking the validity and accuracy of the tenders;
- site management – regular site visits to check the progress and quality of work to an acceptable standard and compliant with health and safety requirements and relevant legislation and regulations;
- handover – accepting the finished project and carrying out snagging and testing;
- invoice check – checking the validity and accuracy of invoices.

Buildings insurance

Governors are responsible for ensuring the school has the necessary insurance policies in place that protect the school buildings, children, staff and visitors. Insurance policies are not a substitute for good risk management practices and can only provide limited financial compensation after something has gone wrong; risk management can minimise the potential occurrence of events, ensuring resources remain focused on the purpose of educating children.

Security

The SBM and SE have day-to-day responsibility for school site security and they cover the maintenance and monitoring of equipment, inside and outside of buildings, visitors and events occurring during and outside of school hours.

Waste

The school is committed to reducing its waste and recycling as much as it can; this includes cardboard, paper, electrical equipment and ICT equipment. There are things that everyone can do to contribute to this. The school follows legal waste obligations to ensure the correct licensing of waste and maintains such records and safe storage.

Vehicle segregation

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

Venue hire

The school ensures that the premises that are used for a purpose other than conducting the school curriculum (the hall, restaurant, classroom spaces, etc) are organised to ensure that the health, safety and welfare of pupils are safeguarded and other users do not interrupt their education. There is a separate lettings protocol specifically addressing this.

Trees

The school ensures that a tree survey takes place each year for which a report with priority is produced. A competent arboriculturist carries out all arboricultural work.

Links to other policies/documents

Emergency Plan
Health and Safety Policy
Risk Management Policy