



Diocese of Bristol Academies Trust

Premises Management Policy

Level: 1

Date Adopted: 14th July 2017

1) Introduction:

This document details how the Diocese of Bristol Academies Trust (DBAT) manages and develops its premises to ensure a structured and planned approach which will enhance the learning experience of all its pupils. DBAT is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, and any other class of person who may work on, visit, or use its premises, or who may be affected by its activities or services. DBAT takes its property management seriously. For that reason this Policy has been formulated to help the Trust comply with its legal obligations.

2) Aims & Objectives:

The aims of the DBAT's Property Management Policy are to:

- ensure compliance with statutory requirements by continuing to maintain and improve all aspects of the physical environment of its academies;
- help raise standards of education and care for its staff and pupils;
- ensure the efficient and effective management and use of academy buildings;
- maintain and develop DBAT academies to meet the needs of its current and future pupils;
- provide 'Best Value' and maximise value for money within property management.

The main objectives of DBAT's Property Management Policy are to:

- help Directors, Local Board members and staff in developing plans for maintaining and improving academy sites;
- maximise opportunities to secure funding for academy premises;
- help in the development of capital projects;
- provide assurance to all those involved in the process and who have an interest that capital projects are soundly based and represent good value for money.
- develop an agreed basis for decisions on spending of School Condition Allocation (SCA - when Trust becomes eligible)

3) Planning, monitoring and maintenance.

Each academy premises are monitored by the Business Manager, assisted by a Site Manager / Caretaker, in some cases, as well as the School's Health & Safety Committee, and SLT. Each academy gives due regard to the aims and objectives listed above. The Business Manager for each academy in conjunction with the Site Manager/caretaker, where appropriate, will implement the following control measures:-

- Develop an Asset Management Plan.
- Prepare a Long Term Maintenance Plan which is prioritised within available budgets with reference to the School Development Plan.
- Manage repair or improvement projects.
- Prepare policies for security, fire safety, and health and safety, including monitoring processes.
- Ensure all necessary risk assessments are prepared and acted upon and regularly reviewed.

- Employ professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

Each school undertakes the following as prescribed by legislation and ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation, including but not limited to:

- Air Conditioning unit checks (if present)
- Boiler maintenance
- Electrical appliances checks
- Fixed electrical installation testing
- Emergency lighting testing
- Local Extraction Ventilation (if present)
- Fire risk assessments
- Fire alarm testing
- Fire door and escape route checks
- Fire extinguisher checks
- Gym and playground equipment safety checks
- Gas appliances safety checks
- Gas pipe soundness checks
- Kiln and ceramic electrical equipment checks (if present)
- Kitchen deep cleaning
- Lift safety checks (if present)
- Machinery tooling checks (if present)
- Pressure vessel checks (if present)

3.1 Water Supply (Legionella)

Each school arranges regular risk assessments and testing of water systems. Water storage tanks, shower systems, where fitted, and other systems which potentially hold water at a temperature between 20 and 45°C for all premises are arranged 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.

3.2 Asbestos

Each school will maintain an asbestos management plan with 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). Appropriate asbestos surveys will be carried out prior to any works being carried out.

3.3 Drainage

Each school 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.

3.4 Glazing

Each school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe using a safety material (e.g. laminated or toughened glass).

3.5 Accommodation

Each school ensures that:

- there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration through the annual summer programme of works, but smaller tasks may be completed during the year.
- there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the school by responding to specific requests for appropriate furniture and fittings which come from teaching staff and other changes that may be planned by the school.
- classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing and monitoring the work of the cleaners and the site team.
- 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.
- there are sufficient washrooms for staff and pupils, including facilities for pupils or visitors with special needs.
- in terms of the design and structure of the accommodation, no areas of the school 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.
- 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.
- the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- there is sufficient access so that emergency evacuations can be accomplished 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.
- access to the school allows all pupils, including those with special needs, to enter and leave the school in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.

- where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- the lighting, heating and ventilation in classrooms and other parts of the school are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

3.6 Building

Each school ensures that each load bearing structure is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals.

3.7 Contractors

Each school ensures that:

- adequate arrangements are in place to select, appoint and monitor anyone undertaking works.
- all contractors have the necessary competence for the work undertaken. (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 the work being carried out eg GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively.
- all contractors have a current health and safety policy, current suitable insurances in place
- risk assessments are carried out to check that contractors and others have correctly interpreted any site specific conditions.

3.8 Commissioning a large project

Each school and/or the Trust seeks a property professional to work with the school when undertaking large building projects. The property professional would be commissioned to carry out the following:

- Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- Specification – 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 & Safety requirements and relevant legislation and regulations.
- Handover – accepting the finished project. Carrying out snagging and testing.
- Invoice check – checking the validity and accuracy of invoices.

3.9 Waste

Each school must be committed to reducing its waste and recycling as much as possible, this includes cardboard, paper, electrical equipment, ICT equipment.

Each school follows all statutory waste obligations to ensure safe storage and correct licensing of their waste collections and maintains all necessary records.

3.10 Vehicle Segregation

Each school has an appropriate traffic management systems in place for their site so that pedestrians and vehicles can circulate in a safe manner.

3.11 Lettings

Each school ensures that where premises are let to other organisations/individuals (eg school hall, all-weather pitch etc) this is organised to ensure that the health, safety and welfare of pupils are safeguarded and their education is not interrupted by other users, and that all costs associated by such use are recovered through the letting charge.

3.12 Trees

Each school ensures that an annual tree survey/review takes place each year for which a report with priority is produced. All arboricultural work is undertaken by a competent arboriculturist and an appropriate risk assessment is carried out prior to the work commencing.

3.13 Health and Safety Monitoring

Each school ensures it has an appropriate Health and Safety Policy in place and regularly reviewed and that all necessary Health & Safety checks are carried out in a timely manner by an appropriate person. This includes regular H&S surveys by the H&S Officer, Local Board Member, SLT/departmental representatives and the Site Manager/caretaker as appropriate. As H&S is a routine item at all staff and Local Board meetings and all members of staff are aware of their responsibilities concerning H&S. See also the DBAT and individual academy's Health & Safety Statement, Organisation and Procedures.

4) Prioritisation of projects

Each Academies annual and long term plan should set out works in a sequential order over the course of the coming years. The order of works in the plan should be prioritised in accordance to

the individual schools need with reference to the School Improvement plan and should also consider:-

- Information on condition
- Risk assessment, including the consequences of not addressing the need
- Available resources

In many cases the needs identified will be in excess of the resources available to the individual school and choices will need to be made to prioritise projects. As well as budget availability, the factors individual academies and, where appropriate DBAT (eg for SCA) may use to determine this choice will include:

- The level of urgency
- Legal requirements including health and safety considerations
- The consequences of not undertaking the works
- The impact on the provision of education for the duration of the work
- Planning constraints

5) Budgets

Each site will allocated a budget for repairs and maintenance to cover minor works, day to day repairs and annual redecoration programme. Larger refurbishment projects will be funded through CIF or other grant applications, or once eligible through DBAT's School Conditional Allowance (SCA), based on the assessment criteria list above. Academies are encouraged to work together within their hub or across the trust to pool resources and achieve economies of scale.

6) Monitoring & Review

The Trust will review this policy regularly and assess its implementation and effectiveness.

Directors and/or Committee members will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:

- Scrutiny of all reporting information requested and received
- Identification of any associated risks, trends, underlying or contributory factors
- Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision
- Making decisions in respect of any proactive and/or mitigating action to be taken
- Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.