

Premises Management Policy

Policy Holder:	Neil McShane
Approval Board:	Norfolk Academies
Date of Latest Review:	Spring Term 2019
Date of Approval:	Spring Term 2019
Review Period:	Two Years
Target Review Date:	Spring Term 2021
	The Review Period and Target Review Date refer to our internal policy review process. The published policy is current and is the most recent approved version.
Legislation or regulation:	Norfolk Academies Funding Agreement

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SECTION 1: NORFOLK ACADEMIES STATEMENT OF INTENT

1.1 Norfolk Academies aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way.
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations.
- Promotes the safety and wellbeing of our staff, students, parents and visitors through effective maintenance of buildings and equipment in accordance with the Health and Safety at Work etc. Act 1974.
- Complies with the requirements of the Education (Independent School Standards) (England) Regulations 2010, as amended.

SECTION 2: SCOPE

2.1 This is a Norfolk Academies Statutory Policy for Attleborough Academy Norfolk. As such, it provides the policy to be followed at the Academy.

This document is based on the Compliance Monitoring in Council Buildings report from the Federation of Property Societies, which provides an overview of the legislation and compliance requirements related to premises management in schools. It is also based on the Department for Education's guidance on Good estate management for schools.

This policy complies with the Norfolk Academies Funding Agreement and Articles of Association.

SECTION 3: LEGAL REQUIREMENTS

3.1 This policy is required by the Department for Education (DfE) and falls into the category of:

C. Other statutory documents required by Education Legislation

SECTION 4: POLICY

4.1 Roles and Responsibilities

4.1.1 The Academy Council, the Principal and the Site Manager will ensure this Premises Management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

4.1.2 The Principal and Site Manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the Academy Council, as required.

4.1.3 Norfolk Education Services are responsible for co-ordinating, managing, monitoring and reporting on all Planned Preventative Maintenance, Compliance and Health and Safety activity.

4.1.4 The Site Manager is responsible for:

- Inspecting and maintaining the Academy premises;
- Conducting general, reactive repairs and maintenance;
- Being the first point of contact for any issues with the premises;
- Conducting and keeping a record of risk assessments and incident logs related to the Academy premises;
- Liaising with the Principal about what actions need to be taken to keep the Academy premises safe;
- This list is not intended to be exhaustive.

4.2 Inspection and Testing

4.2.1 The Academy maintains accurate records and details of all statutory tests which are undertaken. This includes relevant paperwork and certificates.

4.2.2 All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

4.2.3 As part of the records of completed works, the Academy includes the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience. The table below sets out the issues to inspect, the inspection frequency and the person responsible for checking each issue.

Issue to Inspect	Frequency	Person Responsible
Air conditioning systems and duct hygiene	Both are inspected once every 6 months (the air conditioning system must be inspected by an energy assessor at least once every 5 years). There is also an annual certificated inspection to ensure there is no leakage of refrigerant. All maintenance and certification is conducted by a qualified energy assessor.	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor • Insurance Provider
Asbestos register	A risk assessment takes place annually and when any changes to the building take place. The asbestos register and asbestos management plan are updated accordingly.	<ul style="list-style-type: none"> • Norfolk Educational Services (NES)
Electrical testing and inspection	A <u>PAT</u> exercise takes place annually. The schematic of the supply route and primary distribution is updated annually.	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor

	<p>Fixed wiring and all distribution boards and safety devices are inspected annually. All fixed wiring and all distribution boards are tested at least once every 5 years.</p> <p>Testing of all distribution boards in mobile accommodation is conducted on an annual basis. All electrical testing and inspection is carried out by a competent person.</p>	
Extraction systems	<p>Dust extraction equipment is tested and inspected on an annual basis.</p> <p>Local exhaust ventilation is inspected every 14 months. For extraction equipment in catering facilities, grease filters are removed and cleaned at least each term, and ductwork is also cleaned at least each term.</p>	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor • Insurance Provider
Fire safety	<p>Our fire risk assessment is reviewed and updated by a competent person on an annual basis, and when any changes are made that might impact fire safety.</p> <p>Fire detection and alarm systems are tested weekly. All call points are tested over a 13-week cycle. Formal quarterly and annual inspections are completed by a competent person.</p> <p>Fire doors are inspected weekly by a competent person.</p> <p>Fire extinguishers are inspected and maintained on an annual basis by a competent person.</p> <p>The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements).</p> <p>Fire blankets are inspected annually and replaced as required.</p>	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor

	<p>Hose reels are inspected on an annual basis by a competent person.</p> <p>Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually.</p> <p>Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	
First aid equipment	First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.	<ul style="list-style-type: none"> • Site Manager
Fuel oil storage	<p>The plan of primary pipework and main isolation points is updated annually.</p> <p>All tanks, bunds and pipework are checked on a weekly basis. A detailed inspection and service is carried out by qualified inspectors on an annual basis.</p>	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor • Insurance Provider
Gas safety	<p>Gas safety inspections are completed and certificates obtained as required by law (including annual test certificates for boilers). Gas appliances are identified and their location recorded on an annual basis.</p> <p>All gas appliances are serviced annually.</p> <p>A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p> <p>All work is carried out by a Gas Safe Registered engineer with a valid certificate of competence relevant to the particular type of gas work involved.</p>	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor • Insurance Provider
Glazing	<p>An initial survey has been made of the building to identify any areas where safety glazing should be implemented.</p> <p>Further checks that any replacements are with safety glass are made as needed.</p>	<ul style="list-style-type: none"> • Site Manager

Lifts and hoists	<p>Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months, and goods lifts at least every 12 months. All lifts are also tested and inspected after any significant changes have been made.</p>	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor • Insurance Provider
Lighting systems	<p>Electrical stage lighting is inspected and tested annually by a competent person.</p> <p>Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration.</p> <p>Emergency lighting systems are inspected and tested on a monthly basis by the premises manager. There is a 1 hour duration test once every 6 months, which includes a 3 hour battery test by a competent person. A full duration test takes place annually.</p>	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor
Mobile accommodation	<p>A structural inspection of any mobile accommodation is conducted on an annual basis.</p>	<ul style="list-style-type: none"> • Norfolk Educational Services (NES)
Playground and gymnasium equipment (fixed)	<p>Fixed playground and gymnasium equipment is inspected and tested annually.</p>	<ul style="list-style-type: none"> • Norfolk Educational Services (NES) • Contractor
Water hygiene and safety	<p>For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance inspection is undertaken on an annual basis, as is a tank condition and compliance inspection.</p> <p>For hot water systems, a visual condition inspection is conducted on an annual basis. Maintenance checks are also carried out on all pipework devices annually.</p> <p>Water quality checks, and water and surface temperature checks, are completed at a frequency to be determined by our water safety risk assessment. These checks include identifying, assessing and monitoring sources of risk of legionella bacteria.</p>	<ul style="list-style-type: none"> • Site Manager • Norfolk Educational Services (NES) • Contractor

Workstation assessments	Staff workstations are analysed to assess any health and safety risks whenever a new staff member is appointed, and also whenever a staff member is relocated to a different area or significant changes are made.	<ul style="list-style-type: none"> Norfolk Educational Services (NES)
Working at height	Equipment used for working at height is inspected and tested on an annual basis.	<ul style="list-style-type: none"> Site Manager

4.3 Risk Assessments and Other Checks

4.3.1 Please refer to the TEN Group Risk Assessment Policy and Procedure for information about the Academy's approach to risk assessment.

4.3.2 The Academy also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices;
- Compliance with the Construction (Design and Management) Regulations 2015 on letting of a construction project;
- Contractors have the necessary qualifications to carry out the specified work;
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment.

4.4 Monitoring Arrangements

4.4.1 The application of this policy is monitored by the Site Manager and the Principal through, among other things, visual checks of the Academy site and equipment, and checks of risk assessments.

4.4.2 Copies of risk assessments and paperwork relating to any checks are kept in the Academy Office.

4.4.3 This policy will be reviewed by the Principal every two years. At every review, the policy will be shared with the Academy Council.

4.5 Links With Other Policies

4.5.1 This Premises Management Policy is linked to the following TEN Group policies:

- Health and Safety Policy
- Risk Assessment Policy and Procedure
- Business Continuity Policy
- Fire Policy
- Management and Control of Contractors Policy

SECTION 5: EQUAL OPPORTUNITIES STATEMENT

- 5.1 This policy has been assessed against the nine protected characteristics outlined in the Equality Act 2010.
- 5.2 There is no apparent impact on most characteristics. Even though it is not a protected characteristic, care must be taken in the administration of premises management to ensure there is no discrimination direct or indirect applied to staff, students, parents and visitors.