

Conyers School

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FACILITIES MANAGEMENT POLICY

Updated: February 2020

Origin: Director of Finance & Operations
Facilities Manager

Introduction:

This is a key document of the school and it applies to all staff of the school. The policy is available to all parents, prospective parents, school governors, authorised Inspectors.

Effective management of school buildings is the responsibility of the Director of Finance & Operations with the Facilities Manager and ultimately the responsibility lies with the Executive Team.

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

Policy:

Conyers School has a duty to ensure that buildings under its control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The school needs to consider the building;

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 school in raising educational standards.

The Education (School Premises) Regulations 2012 - which prescribe minimum standards for school premises. They include a general requirement that every part of a school's premises must be such as to reasonably assure the health, safety and welfare of the occupants.

The Health and Safety at Work etc 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 and is supported by the - Workplace (Health, Safety and Welfare) Regulations 1992 - which outline provisions that must be made in relation to the work environment.

Managements of Health and Safety at Work Regulations 1999 (MHSWR).
Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards.

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'.

The school Premises are constantly monitored by the Facilities Manager, by the school Site Team, by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the Facilities Manager. The school gives due regard to the regulations listed above.

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The Facilities Manager with guidance from the Director of Finance & Operations;

- Develops the Asset Management Plan
- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the School Development Plan
- Manages repair or improvement projects
- Prepares policies for security, fire safety, health and safety, including monitoring processes
- Ensures that risk assessments are prepared and acted upon
- Employs professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The school undertakes the following checks and services as prescribed by legislation;

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

- a. Air Conditioning units checks
- b. Boiler maintenance
- c. Electrical appliances checks
- d. Fixed electrical installation testing
- e. Emergency lighting testing
- f. Local Extraction Ventilation
- g. Fire risk assessments
- h. Fire alarm testing
- i. Fire door checks
- j. Fire extinguisher checks
- k. Gym equipment safety checks
- l. Gas appliances safety checks
- m. Gas pipe soundness checks
- n. Kiln and ceramic electrical equipment checks
- o. Kitchen deep cleaning
- p. Lift safety checks
- q. Machinery tooling checks
- r. Pressure vessel checks
- s. Moveable wall checks
- t. Defibrillator Units

2. 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 and 45°C) for all Premises is 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. 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).

Other premises details;

1. Drainage;

The school ensures that there is an adequate drainage system for hygienic purposes and the disposal

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of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

2. Glazing

The school 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.

3. Accommodation;

The school 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 school ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

The school ensures that the furniture and fittings are appropriately designed for the age and needs of all students registered at the school by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual adaptation and summer programme of works.

The school ensures that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by overseeing the work of the Site Team and Cleaners and monitoring standards of cleaning.

The school ensures that there are appropriate premises for students who are ill. A room is provided for medical examination and is adjacent to a room containing a washbasin and a WC.

The school ensures that there are sufficient washrooms for staff and students, including premises for students with special needs.

The school ensures that, 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.

The school ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students 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 ensures that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

The school ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

The school ensures that access to the school allows all students, 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.

The school ensures that where food is served, there are adequate premises for its hygienic preparation, serving and consumption.

The school ensures that 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.

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4. Building

The 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.

The school can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

5. Contractors

The school ensures;

that adequate arrangements are in place to select, appoint and monitor anyone undertaking works.

- 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)
- where necessary has the appropriate qualifications, for example GAS SAFE or NICEIC registered for work in connection with gas and electrical installations respectively.
- that the contractor has a current health and safety policy, has current suitable insurances in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.
- the contractor's employees have, where appropriate, Disclosure Barring Service (DBS) clearance.

6. Commissioning a large project

The school 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 steps:

- i. Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- ii. Specification – with the school to producing a technical specification for the work
- iii. Tender – going out to tender to a number of appropriate contractors
- iv. Evaluation of Tenders – checking the validity and accuracy of the tenders
- v. 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
- vi. Handover – accepting the finished project. Carrying out snagging and testing.
- vii. Invoice check – checking the validity and accuracy of invoices.

7. Waste

The school is committed to reducing its waste and recycling as much as we can, this includes cardboard, paper, electrical equipment, ICT equipment. There are things that everyone can do to contribute to this.

The school follows any legal waste obligations to ensure the correct licensing of their waste and maintains such records and safe storage.

8. Vehicle Segregation

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

9. Lettings

The school ensures that the premises which are used for a purpose other than conducting the school curriculum (the Gym or other area) are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users.

10. Trees

The school ensures that an annual tree survey takes place and a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist.

The School's premises are subject to a regular Health and Safety checks by the Local Authority Health

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and Safety Officer, the Health & Safety Committee, Director of Finance & Operations, the Facilities Manager, the Governor with Health & Safety and Premises' responsibilities. Any matters of concern are discussed at regular Health and Safety Meetings chaired by Director of Finance & Operations. This group consists of a School Governor, the Facilities Manager and departmental representatives.

How it will be monitored:
the premises are inspected regularly to ensure that they comply with current legislation or as events or legislation change requires

By whom:
Director of Finance & Operations
Facilities Manager
Governor with Health & Safety and Premises responsibilities

Review Date:
Annually, February

Review Assigned to:
Director of Finance & Operations
Conyers Local Governing Body's Care, Support and Guidance Committee