

LONG FIELD ACADEMY

# Premises Management Policy

<b>Formulation Date:</b>	<b>October 2013</b>
<b>Senior Team Responsibility:</b>	
<b>Governors' Reviewing Committee:</b>	<b>FRHP</b>
<b>Reviewed:</b>	<b>May 2017</b>
<b>Next Review Date:</b>	<b>May 2018</b>
<b>Associated Documentation:</b>	<b>Health, Safety &amp; Wellbeing Policy</b>
	<b>Business Continuity Plan</b>
	<b>Fire Risk Assessment</b>
	<b>Premises Risk Assessments</b>
	<b>Other Risk Assessments (eg Event Risk Assessments)</b>

## **1. Introduction**

Long Field Academy is located at Ambleside Way Melton Mowbray Leicestershire LE13 0BN and complies with The Education (School premises) Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992 and Compliance Monitoring for Buildings.

The Long Field Academy provides the facilities management for the buildings and is responsible for the statutory maintenance and repairs for the building. They are supported by the onsite Academy Estates & Facilities Managers.

Provisions that are covered by these regulations include: fire, lighting, heating, temperature, ventilation and water supply.

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Long Field Academy. The Academy's security procedures will operate within the framework described in this policy. Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them and will provide staff with enough resources, information and training to implement the security procedures.

## **2. Security**

The Academy and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In some circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the Academy will have at least one of several predictable results:

- loss of equipment / loss of records
- drain on resources
- demoralisation of staff and pupils
- disruption of Academy life
- displacement of staff and students
- total loss of Academy

Whatever the outcome, any criminal attack upon the Academy will inevitably impact the running of the Academy. It follows that every realistic step should be taken to prevent it. In order to identify the most appropriate, cost-effective security procedures and measures, consideration is given to the nature of the likely risks, previous incidents, the local environment and changing conditions, the potential cost of crime (including repair and replacement costs) and the scope of consequential losses through, for example, timetable disruption and inconvenience.

The Senior Leadership Team ensures the Academy has adequate security arrangements for the Academy grounds and buildings. To this end, a security risk assessment is conducted annually and used as the basis of this policy and the security procedures issued to staff. These security arrangements take into account the:-

- Location of the Academy
- The physical layout of the Academy
- The movement needed around the site
- Arrangements for receiving visitors
- The external lettings arrangements

The perimeter security, the security is as important as the security of the buildings within the perimeter and the protection of specific vulnerable or sensitive areas within buildings.

### **Key Fobs**

All staff and regular visitors have key fobs which allow access to different areas of the building at different times.

### **Intercom Access**

All visitors are required to sign in at Reception where they are issued with visitor passes (and reduced access key fobs if appropriate).

### **Keys**

Where keys are required, these have been key suited to allow access only to certain areas of the building.

### **CCTV**

CCTV coverage is present in key areas of the building to monitor the secure line security and perimeter gates.

### **Panic Alarms**

Panic alarms have been installed in 2 key areas and are linked direct to an external monitoring station and if depressed the police will be contacted immediately and be on site within minutes.

### **Asset Management**

All key assets are asset tagged and protected by Smart water solution. An annual asset check is undertaken each summer.

## **3. Fire Safety**

The prevention of fire is of vital importance. Most fires are caused by carelessness. A high standard of fire consciousness will prevent this and all staff are expected to be conversant with the Fire Procedures which have been developed and outlined by the Senior Leadership Team on the basis of the Fire Risk Assessment. If fire breaks out, the saving and preservation of life takes precedence over the salvaging of property. Staff's first and overriding duty is of course to look after the children (and other staff or visitors) for whom they are responsible and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

In line with current legislation, including the Regulatory Reform (Fire Safety) Order 2005, and the Management of Health & Safety at Work Regulations 1999, the Academy has carried out Fire Risk Assessments, to identify our preparedness to deal with: -

- preventing fire
- Training of fire wardens
- dealing with an outbreak of fire
- evacuating people safely from a building
- avoiding injury and death from fire
- minimising property damage and disruption to our activities

Fire Risk Assessments are reviewed when there are significant changes to our activities or if a serious incident occurs. Fire Risk Assessments are the basis of this policy.

The management strategy for fire prevention is as follows:-

- everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- regular/weekly testing of the fire alarm, sprinkler and emergency lighting systems
- regular monthly checks of the fire equipment
- alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire
- planning for the actions to be taken in the event of fire: training of staff, pupil instruction, display of fire notices
- control of risks associated with particular activities or processes that could cause fire, e.g. storage of hazardous chemicals, gas, electricity, contractors on site, vandalism

- monitoring the effectiveness of precautions, e.g. analysis of evacuation drills

#### 4. Maintenance

Long Field Academy premises are constantly monitored by the Premises site team.

Maintenance concerns are reported to the Estates and Facilities Manager for investigation and reporting, where necessary, minor maintenance issues are dealt with by the Premises site team where possible. Concerns which are reported to the Estates & Facilities Manager that require urgent attention are dealt with as a matter of priority.

Facilities Management contract concerns are reported to the Academy Business Director for rising with the Governing body, any issues that require urgent attention are dealt with as a matter of priority outside of these meetings.

The Academy Business Director, Estates & Facilities Manager and Site Team work together to develop:-

- The Asset Management Plan
- The long term Maintenance Plan
- Manage repair or improvement projects
- Prepare policies for security, fire, health & safety and monitoring processes
- Ensure risk assessments are prepared and acted upon
- Employ professional property advisers, as required, to ensure larger projects are undertaken to an acceptable standard and are compliant with relevant legislation and regulations

#### 5. Schedule of Activity

Activity	Contract Management	Service Requirement	Frequency
Air Conditioning Systems	Contractor	Inspection	6 Monthly
AOVs (Automatic Opening Vents)	Site team	Inspection	Annually
Air Handling Units	Contractor	Inspection	Quarterly
Auto Roof Skylights	Contractor	Inspection	Annually
Boilers	Contractor	Inspection	Annually
Construction	Site team	When undertaking a construction project	When undertaking a construction project
Contractor Qualifications	Site team	Checks made such as NICEIC, ECA	On appointment of a contractor
DDA	Site team	Inspection & Disability Access Audit	When alterations made to the building
COSHH	Site team	Risk Assessment	Annually or when changes occur
Drains & Gutters	Site team	Inspection and clearance	As and when required
Duct hygiene	Contractor	Inspection and	Annually
Electrical - PAT	Contractor/Site team	Inspection and Testing	Annually
Electrical – Fixed	Contractor	Inspection and Testing	5 Yearly
Emergency Lighting	Contractor	Inspection and Testing	6 Monthly
Evacuation Chairs	Contractor	Inspection	Annually
Extraction Fans	Contractor	Inspection & Cleaning	Quarterly
Electrical / Mechanical Shutters	Contractor		Annually
Blackout Blinds	Site team	As & when	
Fire Curtains	Contractor	Inspection	Termly
Fire Fighting Equipment	Contractor	Inspection/Service	Annual Service Monthly Inspection

Fire Damping / Sprinkler System	Contractor	Inspection /Service	Half Yearly
Access control System	Contractor	Inspection / Service	Annually
CCTV System	Contractor	Inspection / Service	Annually
Fire Detection System	Contractor	Testing	Weekly
Fire Detection System	Academy/Site team	Drill	Termly
Fire Detection System	Contractor	Inspection / Testing	6 Monthly
Induction Loops	Contractor	Inspection	Annually
Intercom Video Entry System	Contractor	Inspection	Annually
Intruder System	Contractor	Inspection / Testing	6 Monthly
Panic alarm system	Contractor	Inspection	Annually
Gas Proving System	Contractor	Inspection	Annually
Hand Dryers	Contractor	Inspection & Cleaning	Quarterly
Hydroboil	Contractor	Inspection & Cleaning	6 Monthly
Cold Water Tanks	Contractor	Inspection	Half Yearly
Taps/Toilets	Site team	Flushing low use taps/toilets/Repairs	Weekly
Showers	Contractor	Descaling	Quarterly
Water System	Contractor	Water Samples	Half Yearly
Water System	Site team	Temperature Checks	Monthly
Lifts	Contractor	Service	Bi-Monthly
Lightning System	Contractor	Inspection	Annually
Pumps & Pressure Vessels	Contractor	Inspection / Service	Annually
Stage Lighting & AV System	Contractor	Inspection & Service	Annually
Underfloor Heating Systems	Contractor	Inspection & service	Annually
Microwave Leak Tests	Contractor	Testing	Annually
Partition Doors	Contractor	Annual service	Annually
<b>Activity</b>			
<b>Contract Management</b>	<b>Service Requirement</b>	<b>Frequency</b>	
Gym Equipment	Contractor	Inspection	Annually
Playground Equipment	Site team	Termly check & annual inspection	Annually
Ball court Equipment	Site team	Inspection	Annually
Glazing	Site team	Termly inspection	Termly
Drinking Fountains	Site team	Weekly clean	Weekly
Kitchen equipment	LCC Caterer	Service & inspection Oven filters – quarterly Deep clean – annually Water Softener - monthly	Annually
Fire Risk Assessment	Site team	Inspection	Annually
Trees	Site team	Termly inspection	Termly
Pond	Site team	Clean & Maintenance	As and when
Risk Assessments	Academy & Estates Manager	Review	Annually
Pest Control	Site team	Inspection & Treatment	As and when
Whiteboards	ICT/Site team	Inspection	Annually
Lunch Tables	Site team	Service	Annually
Glazing/Canopies/Skylights	Contractor	Clean	Summer
Lockers	Academy admin/site team	Inspection	Monthly
Flat roof	Site team	Inspection & clean	Monthly
Gates	Site team	Monthly inspection & oil	Monthly

Benches	Site team	Inspection & Varnish	Monthly inspection / 5 year sand & varnish
Ladders	Site team	Inspection	Termly
Grounds and Field	Site Team	Inspection	Daily
Fences Gates Padlocks	Site Team	Inspection	Weekly
Car parks	Site Team	Inspection	Weekly
Public footpath	Site Team	Inspection/cut grass	As required
Small grass areas	Site Team	Inspection/cut grass	As required
Field Grass cutting	Contractor	Cut grass	As Required
Line and track marking	Contractor/Site team	Mark field	As dictated by sports

## 6. Emergency Response Repairs

Emergency response repairs are phoned through to the relevant contractor by the Estates & Facilities Manager or his team.

### Response times are as follows:-

	Priority Code	Criteria	
Emergency (in normal working hours)	1	Matters giving rise to an immediate health & safety or security risk	Respond within 2 hours and institute at least a temporary solution within 24hrs
Emergency (outside working hours)	2	Matters giving rise to an immediate health & safety or security risk or a high security risk with the potential to severely restrict building users from conducting normal operations	Respond within 4 hours and institute at least a temporary solution within 24hrs
Urgent	3	Matters giving rise to health and safety or security risk	Respond within 4 hours and institute at least a temporary solution within 48hrs
Non urgent	4	Matters that affect the normal operation of the systems and facilities and constitute a nuisance rather than a significant operational risk	Respond within 48hrs and institute a temporary solution within 72hrs

Minor maintenance issues are dealt with by the Estates & Facilities Manager and his team where possible without engaging the use of an outside Contractor. Emergency matters will be managed on site by the Estates & Facilities Manager or site team whilst response from the reactive repair contractor is awaited to ensure the building is kept safe and secure for building users.

## 7. Cleaning

The Academy ensures that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by overseeing the work of the in house cleaning staff and monitoring standards of cleaning.

## 8. General Accommodation Management

- The Academy ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examination and is near a WC.
- The Academy ensures that there are sufficient washrooms for staff and pupils, including facilities for pupils with special needs.
- The Academy ensures that, in terms of the design and structure of the accommodation, no areas of the Academy 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 Academy ensures that 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.

#### **Access**

- The Academy ensures 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.
- The Academy ensures that access to the Academy allows all pupils, including those with special needs, to enter and leave the Academy in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.

#### **Catering**

- The Academy ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.

### **9. Planned Maintenance Works / Lifecycle Costs**

As well as carrying out reactive and scheduled routine maintenance of the Academy building and associated assets, the Academy also wishes the building to be maintained to a certain standard.

#### **Assets**

When assets are no longer economical to continue maintaining they will be replaced. For example, if a boiler has had considerable amount of reactive maintenance carried out yet continues to fail and parts are no longer available, it will be scheduled for replacement to ensure the Academy's operation is not affected. Contingency funds are set aside each year to provide suitable funding to cover the lifecycle replacement of such equipment.

#### **Redecoration / Replacement**

The Academy aims to maintain a planned programme for redecoration to ensure the building is kept in top condition:-

#### **Academy Space**

Corridor walls & skirting's	Annually
Classroom walls	2 years
Playground Structures	Annually
External Woodwork	Annually (sand/varnish as required)
External Metalwork	As required
Dining Hall	Annually
Main Hall	3 years

These works will be scheduled predominantly in the summer but smaller tasks will be completed during the year.

The Academy ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements. Funds have been set aside for lifecycle replacement of floors as & when required.

### **10. Insurance**

Travellers Insurance is responsible for insuring the building and contents on behalf of the Academy. The insurance policy includes buildings, contents and public liability cover.

## **11. Contractor Management**

The Long Field Academy Estates & Facilities Manager and Business Director oversees the building management programme, and tender/commission competent consultants/contractors to deliver compliant fire safety and water hygiene regimes. They also tender and commission competent consultants and contractors to deliver the minor works and planned maintenance projects, acting as the client under the CDM regulations. Appropriate qualifications will be requested, for example Gas Safe or NICIEC for work in relation to gas and electrical installations. Risk Assessments and Method Statements will be requested, along with details of suitable insurances.

Where appropriate the Estates & Facilities Manager will be asked to manage the contractors whilst on site and ensure they are following Academy Health & Safety procedures and that work is being carried out to an acceptable standard.