



Carlton Academy Trust Premises Management Policy

Ratified by Trust Board:

September 2020

Signed on behalf of trustees:

R Butterfield

Signed by CEO:

A Kneeshaw

Next Review Date:

September 2021

Aims

Carlton Academy Trust aims to:

- In conjunction with contracted site Facilities Management providers and site facilities teams, manage Trust buildings and equipment in an efficient and legally compliant way.
- In conjunction with contracted site Facilities Management providers and site facilities teams, inspect and test the buildings and equipment regularly, taking in to account statutory requirements and best practice recommendations.
- Promote the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Comply with the requirements of the [School Premises \(England\) Regulations 2012](#)

Guidance

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. This document should be used as a primary source of information for compliance. It is also based on the Department for Education's guidance on [Good Estate Management for Schools](#). This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

The Facilities and Compliance Director, overseen by the CEO and trustees, will ensure that the that any required tests and inspections are completed in accordance with this policy. Facilities Management providers are contracted to provide services at some trust sites. These providers are subject to routine internal oversight and quality assurance by to ensure compliance, providing monthly reports, detailing these and the Pre-Planned Maintenance (PPM) tasks that have been completed that month.

Facilities Management providers are as follows:

Carlton Bolling - Laing O'Rourke
UAK - Amy FM

The Facilities and Compliance Director is responsible for:

- Inspecting and maintaining all school premises, where relevant, in consultation with individual Facilities Management providers and site facilities teams.
- Overseeing repairs and maintenance outside the scope of any Facilities Management arrangement.
- Being the trusts' first point of contact for any maintenance/repair issues across all trust premises.
- Reporting and escalating any safety or building issues to Facilities Management providers, where relevant.
- Liaising with individual Heads of Schools about what actions need to be taken to keep the school premises safe.

Premises Inspection and Management Standards

The Trust will comply with the relevant regulations and standards that apply to educational organisations, which currently include, but are not limited to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- The Education (School Premises) Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (amended 2004)
- The Control of Legionella Bacteria in Water Systems - Approved Code of Practice & guidance (L8)
- Construction (Design and Management) Regulations 2007
- Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2012
- Equality Act 2010
- Work at Height Regulations 2005
- Load Operating and Lifting Equipment Regulations 1998

Evacuation

The Trust will ensure that emergency evacuations can be accomplished safely at all sites for all staff, students, parents and visitors. This will be achieved through ensuring all exits are kept clear, with regular checks to ensure these standards are maintained. The Facilities and Compliance Director will ensure that the Fire and Emergency Evacuation Plans are updated periodically and that these are accessible and understood by all staff. We aim to complete Fire Evacuation Drills at least once per term.

Accessibility

The Trust seeks to ensure that the buildings and grounds of all sites are accessible to all staff, students, parents and visitors. This includes ensuring students with Special Needs can access all trust buildings and take a full and safe part in school life by ensuring that entrances are well maintained and kept clear, and by arranging ramp access for wheelchair users as required.

Welfare

The Trust will ensure that there are sufficient toilets and washrooms for staff and students, in accordance with the Education (School Premises) Regulations 1999, so that:

- Staff washrooms are 'adequate' for the number of staff and students at the school.
- Changing accommodation, including showers, are provided for students and are accessible from the outside sporting facilities.
- There are appropriate facilities for students who are ill, with a room for medical examination which contains a washbasin and is located reasonably close to toilet facilities.

Catering

The Facilities and Compliance Director, in consultation with Catering Managers, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

Inspection and Testing

Facilities Management providers, where relevant, will maintain accurate records and details of all statutory tests which are undertaken. All requirements and recommendations highlighted within inspection reports and certificates are to be reviewed and are to be acted upon as necessary.

As part of the records of completed works, the documentation will include the dates when the works were undertaken and the details of the individual or company who completed them, relevant paperwork and certificates.

The table below sets out the issues to inspect, the inspection frequency and the organisation / person responsible for checking each issue. It covers statutory checks as well as recommended good practice checks from relevant guidance

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.	Contracted Site FM Providers
Asbestos register	No Asbestos is contained within UAK or Carlton Bolling due to their new build status -	Contracted Site FM Providers
Car Parking and Vehicular / Pedestrian Access	Ongoing assessment and review	Site Facilities Teams
Control of Substances Hazardous to Health (COSHH) Risk Assessments	COSHH Data Sheets and Registers are required - Annually reviewed	Contracted Site FM Providers / Site Facilities Teams / Individual Catering Managers for site Cleaning Materials
Display Energy Certificate (DEC)	Requirement for buildings with floor area over 1000m2 to display the energy use of the Academy building - Annually	Contracted Site FM Providers
Electrical testing and inspection	A PAT exercise takes place annually. The schematic of the supply route and primary distribution is updated annually. 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. All electrical testing and inspection are carried out by a competent person.	Contracted Site FM Providers

<p>Extraction systems - including Fume Cupboards</p>	<p>Dust extraction equipment is tested and inspected on an annual basis. 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>	<p>Contracted Site FM Providers Site Facilities Teams</p>
<p>Fire safety</p>	<p>The building 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. 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. Fire doors are inspected weekly by a competent person. Fire extinguishers are inspected and maintained on an annual basis by a competent person. The fire sprinkler system is inspected and tested annually (with additional checks completed as needed to meet insurance requirements). Fire blankets are inspected annually and replaced as required. Facilities for the fire service, including dry risers, access for emergency vehicles, and emergency switches for installations, are maintained and tested annually. Lightning conductors are inspected and electrically tested on an annual basis by a competent person.</p>	<p>Contracted Site FM Providers Site Facilities Teams</p>
<p>First aid equipment</p>	<p>First aid equipment is inspected every term. Any equipment which has passed its expiry date is replaced.</p>	<p>Appointed Person - Individual Site Lead First Aider</p>
<p>Gas safety</p>	<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. All gas appliances are serviced annually. A visual condition inspection (and testing if required) is conducted on gas pipework on an annual basis.</p>	<p>Contracted Site FM Providers Site Facilities Teams</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.	
Glazing	An initial survey has been made of the building to identify any areas where safety glazing should be implemented. Further checks that any replacements are with safety glass are made as needed.	Contracted Site FM Providers
Incoming Utility Services and Isolation Points	Incoming Supply for mains electric, gas and water	Contracted Site FM Providers
Lifts and hoists	Passenger lifts receive a thorough examination, full maintenance and inspection by a competent person at least once every 6 months. All lifts are also tested and inspected after any significant changes have been made.	Contracted Site FM Providers
Lighting systems	Electrical stage lighting is inspected and tested annually by a competent person. Portable dimmer racks with no fixed cabling, plugs, sockets and flexible leads are inspected every 3 months and following every alteration. Emergency lighting systems are inspected and tested on a monthly basis. 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.	Contracted Site FM Providers
Playground and gymnasium equipment (fixed)	Fixed playground and gymnasium equipment are inspected and tested annually.	Contracted Site FM Providers Site Facilities Teams
Radon	Initial Test and Risk Assessed	Contracted Site FM Providers
Tree Safety and Grounds Maintenance	Ongoing assessment - routine monthly grounds maintenance	Contracted Site FM Providers
Water hygiene and safety -	For cold water systems, the plan of primary pipework and main isolation points is updated annually. A visual condition and compliance	Contracted Site FM Providers

<p>Legionella Prevention</p>	<p>inspection is undertaken on an annual basis, as is a tank condition and compliance inspection. 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. 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>	
<p>Workstation assessments</p>	<p>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.</p>	<p>Individual Staff Responsibility to complete an online HSE Assessment and report any issues to their Site Facilities Teams for any further assistance</p>
<p>Working at height</p>	<p>Equipment used for working at height is inspected and tested on an annual basis.</p>	<p>Contracted Site FM Providers Individual sites are only to utilise small step ladders - consult H&S Policy for guidance</p>

Monitoring

The application of this policy is primarily monitored by the Facilities and Compliance Director. This is mainly achieved through visual checks of school sites and equipment, and quality assuring risk assessments.