



Premises Management Policy

2016/17

Approved by Sirius Academy Board of Directors on: 21 March 2016 (Quality)

Name: Mr N Porteus

Name: Mr T Attwater

Name: Mrs A Medicott-Revell

Premises Management Policy

1 Introduction

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

The effective management of Sirius Academy buildings is the responsibility of the Director of Operations with the day to day responsibility of the Senior Site Manager.

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

This document is reviewed annually by the Board of Directors or as events or legislation change requires.

2 Background

Sirius Academy has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards. This task is becoming increasingly complex, onerous and difficult due to current legislation. The Academy 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 Academy in raising educational standards.

3 What legislation applies to the Academy?

- *The Education (Academy Premises) Regulations 1999* - which prescribe minimum standards for Academy premises. They include a general requirement that every part of an Academy's premises must be such, as to reasonably assure the health, safety and welfare of the occupants. The Academy's Health and Safety Policy should be read in conjunction with this policy
- *The Health and Safety at Work Act 1974 (HSWA)*. This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces and 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". This 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

- 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 Academy premises are constantly monitored by the Senior Site Manager, the Academy's Site Maintenance Team, the Academy's Health & Safety Committee and by a range of teams/individuals who report their observations/concerns to the Senior Site Manager and Site Staff. The Academy gives due regard to the regulations listed above.

The Senior Site Manager with guidance from the Director of Finance and the responsible H&S Officer develops the Asset Management Plan and prepares a long term maintenance plan which is prioritised within available budgets:

- Manages repair or improvement projects
- Ensures that risk assessments are prepared and acted upon
- Employ professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations

The Academy undertakes the following as prescribed by legislation:

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

- Air Conditioning units checks
- Boiler maintenance
- Electrical appliances checks
- Fixed electrical installation testing
- Emergency lighting testing
- Local Extraction Ventilation
- Fire risk assessments
- Fire alarm testing
- Fire door checks
- Fire extinguisher checks
- Gym equipment safety checks
- Gas appliances safety checks

- Gas pipe soundness checks
- Kiln and ceramic electrical equipment checks
- Kitchen deep cleaning
- Lift safety checks
- Machinery tooling checks
- Pressure vessel checks

Water Supply (Legionella)

The Academy 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 Academy 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
- washbasins, sinks (including deep sinks), showers have an adequate supply of hot and cold water the temperature of hot water supplies to showers shall not exceed 43°C. the Academy has a programme of installing TMV at hand basins

1. Drainage

The Academy 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.

2. Glazing

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

The Academy ensures that the furniture and fittings are appropriately designed for the age and needs of all pupils registered at the Academy 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 Academy ensures that classrooms and other parts of the Academy are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Site Team and Cleaners and monitoring standards of cleaning.

The Academy ensures that there are appropriate facilities for pupils who are ill. A room is provided for medical examinations and is fully equipped for all their needs.

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. The Academy ensures that the Academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

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.

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

The Academy ensures that the lighting, heating and ventilation in classrooms and other parts of the Academy are suitable for the room usage. This is done through a programme of monitoring and through feedback from staff.

4. Building

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

5. Contractors

The Academy 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 NICIEC 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.

6. Commissioning a large project

The Academy seeks a property professional to work with the Academy, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:

- Feasibility Study – checking the feasibility of the project and providing an early cost estimate
- Specification – with the Academy to producing 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

7. Waste

The Academy 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 Academy follows legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

8. Vehicle Segregation

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

9. Lettings

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

10. Trees

The Academy ensures that a year tree survey takes place each year for which a report with priority is produced. All arboricultural work is carried out by a competent arboriculturist.

The Academy premises are subject to a regular Health and Safety checks by Hull City Council Health & Safety Department with reports issued after each visit, The Responsible Health and Safety Officer with the Senior Site Manager, Head of Academy and Board of Directors. Any matters of concern are discussed at regular Health and Safety Meetings chaired by the Health and Safety Officer.

**Please note: Site specific policies are available in the site office (compiled by a third party)*