



## **Building Management Policy**

### Version History

Version	Status	Author	Date	Comments
1	First Published	JHU	06/12/18	Approved

## **1. Position and Values**

This policy will help staff to achieve the vision of the school, which is that the 'staff and governors at Sandymoor School. This will ensure that the school provides an environment where every child can feel:

- safe
- healthy
- able to enjoy and achieve
- able to contribute to future economic well-being
- able to make a positive contribution.

Sandymoor School 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 school needs to consider the building:

- **Condition**

The building was completed in 2014 and has been finished to high standards of specification. It complies with all current building regulation and fire regulation. Continuous maintenance ensure that all areas are safe for students, staff and visitors both internally and externally.

- **Suitability**

The building has been purpose built to accommodate 900 students from 11-18 years of age. It offers a range of facilities that give the opportunity for high standards of education.

- **Sufficiency**

The building has been built to accommodate 900 students. If student numbers fell below 350 the accommodation would probably not represent good value for money.

## **2. Roles and responsibilities**

The school premises are constantly monitored by the premises manager, the school premises and maintenance team, the school's health and safety committee, and a range of teams/individuals who report their observations/concerns to the premises staff, school business manager and SLT. The school gives due regard to the regulations listed above.

The governors and headteacher have the specific role of overseeing the following:

- the continuous development of the Asset Management Plan (AMP)

- preparing a Premises Plan prioritised within available budgets using the school's AMP and School Development Plan
- ensuring that work is correctly prioritised, that all work is carried out to an acceptable standard, and that it complies with appropriate legislation and regulations
- managing repair or improvement projects, and the associated budgets for which they are responsible
- identifying specific educational outputs from projects or proposed projects. Assess how these will deliver improved educational standards and contribute to the objectives of the school's Development Plan
- preparing policies for security, fire safety and health and safety, including monitoring procedures
- ensuring that suitable risk assessments are prepared and that action is taken to minimise risks
- undertaking planned preventative maintenance
- producing a statutory School Accessibility Plan and Disability Equality Scheme
- employing professional property consultants, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

### **3. Asset Management Plan (AMP)**

This survey examines each block of the school's premises and the site's external areas and playing fields. The resulting plan will be completed using the following criteria and will be the basis for decisions made with regards to capital improvements.

#### **Five-Year planning priorities**

1. Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.
2. Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.
3. Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and/or remedy a minor breach of legislation.
4. Long-term work required outside the five year planning period that will prevent deterioration of the fabric or services.

#### **Condition gradings**

- A. Good. Performing as intended but exhibiting minor deterioration
- B. Satisfactory. Performing as intended but exhibiting minor deterioration
- C. Poor. Exhibiting major defects and/or not operating as intended
- D. Bad. Life expired and/or serious risk of imminent failure

## 5. Planned maintenance

The school ensures that the regular maintenance is carried out, in accordance with best practice and as required by legislation to include the following areas:

- air conditioning units checks
- boiler maintenance
- buildings and structure
- electrical appliances checks
- emergency lighting testing
- fire alarm testing
- fire door checks
- fire extinguisher checks
- fire risk assessments
- fixed electrical installation testing
- gas appliances safety checks
- gas pipe soundness checks
- gym equipment safety checks
- hazardous materials
- kitchen deep cleaning
- kitchen equipment
- lift safety checks
- lightning protection
- local extraction ventilation
- machinery tooling checks
- gas fired boilers
- pest control
- playground equipment
- portable appliances
- pressure vessel checks
- roof finishes
- security systems
- sewage pumps and chambers, oil supply pipes and tanks
- water supply systems.

## 6. Servicing, testing and inspections

Current servicing and inspections carried out are listed below, where appropriate there is additional internal testing and monitoring:

Plant or Equipment	Service Interval
Fire alarm systems	Quarterly
Emergency lighting	Every 12 months, with internal monthly checks

Emergency gas or oil cut-off valves	Every 12 months
Kitchen extract ductwork	Every 12 months
Fire extinguishers	Every 12 months
Boilers – Gas	Every 6 months
Gas appliances safety check and gas soundness testing	Weekly visual inspection
Catering equipment	Every 12 months (for production of the landlord's gas safety certificate)
Hot water blending valves	Every 12 months
Pressure vessels	Safety check every 6 months and service every 12 months
Fixed electrical installations	Every 5 years
Portable electrical appliance testing (PAT testing)	Every 12 months
Passenger lifts and stair lifts	Every 12 months (plus monthly check)
Goods lifts and hoists	Every 12 months
Lightning conductors	Every 12 months
Local exhaust ventilation (e.g. fume cupboards and wood dust extraction systems)	Every 12 months
Powered pedestrian doors	Every 12 months. Safety checks by school at intervals depending on frequency of use.

## 7. Non-statutory maintenance

The school ensures that the regular maintenance is carried out, in accordance with best practice to include the following areas:

- car parks
- cleaning
- communication systems
- decoration

- disabled access
- doors
- floors
- furniture
- gutters
- intruder alarms
- partitions
- security fencing
- staircases
- steps and handrails
- surfaces
- walls
- windows
- vandalism.

## **8. 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.

## **9. 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 it has the appropriate qualifications, for example GAS SAFE or NICIEC registered for work in connection with gas and electrical installations respectively
- contractors with five or more employees must have a written health and safety policy, which should include appropriate organisational arrangements to implement it. If they have less than 5 employees they may not have a written policy but should provide specific method statements and/or risk assessments relating to the work to be undertaken
- contractors must have appropriate insurance that will pay out in the event of a claim for an accident on the site.

## **10. 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:

- feasibility study – checking the feasibility of the project and providing an early cost estimate.
- specification – with the school 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.

## **11. Buildings Insurance**

Governors are responsible for ensuring the school has the necessary insurance policies in place that protect the school buildings, children, staff and visitors. Insurance policies are not a substitute for good risk management practices and can only provide limited financial compensation after something has gone wrong, whereas risk management can minimise the potential occurrence of events happening, ensuring resources remain focused on the purpose of educating children.

## **12. Security**

The School Business & Finance Manager and Premises Manager have day to day responsibility for school security and these responsibilities cover the maintenance and monitoring of equipment, inside and outside of buildings, visitors and events occurring during and outside of school hours.

## **13. 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 maintain such records and safe storage.

## **14. Vehicle segregation**

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

## **15. Venue hire**

The school ensures that the premises which are used for a purpose other than conducting



the school curriculum (the Sports Hall, Dance Studio or other areas) are organised to ensure that the health, safety and welfare of pupils are safeguarded and other users do not interrupt their education.

## **16. Trees**

The school ensures that a year tree survey takes place each year for which a report with priority is produced. A competent arboriculturist carries out all arboricultural work.

<b>Signature</b>	.....
<b>Chair of Governors</b>	
<b>Date Ratified</b>	.....