

BEBCMAT Premises Management Policy

Background

Part 5 of The Education (Independent School Standards) (England) Regulations 2010 (ISS) stipulates the minimum standards for academy premises including those for toilet and washing facilities, medical accommodation, health, safety and welfare, acoustics, lighting, water supplies and outdoor spaces.

1. Toilet and washing facilities

The regulations require that:

- Suitable toilet and washing facilities are provided for the sole use of students;
- Separate toilet facilities for boys and girls aged 8 years or over are provided except where the toilet facility is provided in a room that can be secured from the inside and is intended for use by one student at a time;
- Suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the academic year who receive physical education.

The toilet and washing facilities at each of the academies have been planned and designed to meet these requirements and are maintained by robust and regular cleaning schedules.

2. Medical accommodation

The regulations require that:

- Suitable accommodation is provided in order to cater for the medical and therapy needs of students including:
 - For the medical examination and treatment of students;
 - For the short term care of sick and injured pupils including a washing facility and proximity to a toilet facility;
- This accommodation cannot be used for teaching but can be used for other purposes provided it is always readily available to be used for the purposes above;

Each academy has a designated room, which is always readily available in order to cater for medical and therapy needs and meets the requirements above.

3. Health, safety and welfare

The regulations require that the academy premises and accommodation and facilities provided are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.

There is also a substantial amount of other health and safety legislation that applies to most buildings, including those of an academy. The Health and Safety at Work etc Act 1974 (HSWA) and regulations made under it (Workplace (Health, Safety and Welfare) Regulations 1992), are aimed at securing the health, safety and welfare of employees as well as protecting others (e.g. students and visitors) against risks to their health and safety arising from the activities of a work undertaking.

Health, Safety and Welfare – The Workplace (Health, Safety and Welfare) Regulations 1992 requires the following:

- The workplace and the equipment, devices and systems shall be maintained (including cleaning) in an efficient state, working order and good repair;
- Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air;
- During working hours, the temperature in all workplaces inside buildings shall be reasonable;
- Every workplace shall have suitable and sufficient lighting;
- Every workplace and the furniture, furnishings and fittings within shall be kept sufficiently clean;
- Every room where persons work shall have sufficient floor area, height and unoccupied for purposes of health, safety and welfare;
- Every workstation shall be so arranged that it is suitable both for any person at work and for the work likely to be done there;
- Every floor in a workplace and the surface of every traffic route in a workplace shall be suitable for the purpose for which it is used;
- So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into it shall be securely fenced;
- Every window or other transparent surface in a wall, partition, door or gate shall, where necessary for reasons of health and safety, be of safety material or otherwise protected against breakage and be appropriately marked or incorporate features so as to make it apparent;
- No window, skylight or ventilator shall be in a position when open which is likely to expose any person in the workplace to a risk to health and safety;
- All windows and skylights in a workplace shall be of a design or be so constructed that they may be cleaned safely;
- Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner;
- Doors and gates shall be suitably constructed including being fitted with any necessary safety devices to prevent it coming off, falling back or causing injury by trapping and to allow it to be operated manually (if powered) and providing a clear view of the space to both sides if capable of being pushed from either side;
- Escalators and moving walkways shall function safely, be equipped with any necessary safety devices and be fitted with one or more emergency stop controls easily identifiable and accessible;
- Suitable and sufficient sanitary conveniences shall be provided at readily accessible places;
- Suitable and sufficient washing facilities, including showers if required, shall be provided at readily access places;
- An adequate supply of wholesome drinking water shall be provided for all persons at work;
- Suitable and sufficient accommodation shall be provided for the clothing of any person at work which is not worn during working hours;
- Suitable and sufficient facilities shall be provided for any person at work in the workplace to change clothing where the person has to wear special clothing for the purpose of work;
- Suitable and sufficient rest facilities shall be provided at readily accessible places including suitable facilities to eat meals and equipped with an adequate number of tables and seating with backs for the number of persons at work likely to use them at any one time.

Each academy has sufficient facilities to meet the above requirements and a comprehensive schedule of maintenance and cleaning (see Appendix 1) to ensure the facilities are kept in working order and good repair.

Fire safety – The Regulatory Reform (Fire Safety) Order 2005 requires academies to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants to include ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarizing staff and pupils with emergency evacuation procedures.

Each academy has a Fire Risk Assessment in place reviewed annually.

Accessibility – The Equalities Act 2010 requires academies to prepare and implement an accessibility strategy to improve the physical environment for students with disabilities and special educational needs (SEN) including consideration of their particular health and safety needs on the academy premises.

Each academy has an Accessibility Strategy in place reviewed annually.

4. Acoustics

The regulations require suitable acoustic conditions and sound insulation in each room having regard to the nature of the activities which normally take place there i.e. there will be good sound quality and minimal disturbance from unwanted noise.

Regular maintenance is performed at each academy to ensure the acoustics remain suitable for its use.

5. Lighting

The regulations require that:

- The lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place there;
- External lighting is provided in order to ensure that people can safely enter and leave the academy premises.

Each academy achieves adequate light levels, giving priority to daylight, with easy to use controls. External lighting is sufficient to ensure safe pedestrian movement after dark and emergency lighting is installed in appropriate areas.

6. Water supplies

The regulations require that:

- Suitable drinking water facilities are provided;
- Toilet facilities have an adequate supply of cold and hot water;
- Cold water supplies that are suitable for drinking are clearly marked as such;
- The temperature of hot water at the point of use does not pose a scalding risk to users.

Each academy has a service level agreement in place, which includes appropriate legionella checks to ensure that water supplies are safe and adequate.

7. Outdoor space

The regulations require that suitable outdoor space is provided to enable physical education to be provided to students and students to play outside.

Each academy has outdoor spaces suitable for outside play and physical education, regularly maintained through a grounds maintenance service level agreement.

Appendix 1

Maintenance Schedule	SMCA/CTK		SCCA	
System	Contractor	Frequency	Contractor	Frequency
Mechanical				
Boilers/burners - servicing	Ameon	Bi-annual	Jollys	Bi-annual
Boilers/burners - Statutory	Ameon	Annual	Jollys	Bi-annual
Calorifier	Ameon	Bi-annual		
Cold water installation	Ameon	Bi-annual		
Electric water heaters	EWFM	Annual		
Gas soundness	Ameon	Annual		
Over door air heaters	Ameon	Annual		
Pipe work	Ameon	Bi-annual	Jollys	Bi-annual
Pressure vessels	Ameon	Annual		
Pressurisation units	Ameon	Annual		
Pumps	Ameon	Bi-annual		
Thermostatic temp control valves	EWFM	As required		
Thermostatic WHB mixer valves	EWFM	Annual		
Under floor heating	EWFM	Annual		
Water Traps (Science Block)	EWFM	As required		
Water storage	Hy Drop	Every 2 years		
Water treatment/shower heads	EWFM	Quarterly		
Ventilation and air conditioning				
AC Units	Ameon	Bi-annual		
Air handling units	Ameon	Bi-annual		
Air handling units - filter change	Ameon	Bi-annual		
External condensers	Ameon	Bi-annual		
Extract fan units	Ameon	Bi-annual	Jollys	Annual
Fans	Ameon	Bi-annual	Jollys	Annual
Grilles and Louvers	EWFM	As required		
Natural ventilation	JBC	Annual	Jollys	Annual
Supply fan units	Ameon	Bi-annual		
CHP system service visits (not yet in service)	TBC	Bi-annual		
Solar power photovoltaic's	Ameon	Bi-annual		
Wind turbines (2 year warranty - not yet in service)	Quite revelation	TBC		
Electrical				
BMS control panel	JBC	Annual		
Hard wire testing (5 yearly)	Con Tech Solutions	Every 5 years	Quartz Electrical	Every 5 years
Lifts - service	Jacksons	Quarterly		
Lifts - statutory	Allianz	Bi-annual		
Lightning protection	Omega Group Ltd	Annual	Brooke Edgeley Tech services	Annual
PAT	Abell	Annual	M(UK) Ltd	Annual
Fire protection				
Bell test	EWFM	Weekly		
Emergency lighting - servicing	Granfen	Bi-annual	Automatic Alarms	Quarterly
Emergency lighting - monthly check	EWFM	Weekly		
Fire alarm panel	Granfen	Bi-annual	Automatic Alarms	Quarterly
Disabled refuge	Granfen	Annual		
Fire dampers	Airvent	Annual		
Fire exit doors/routes - weekly check	EWFM	Weekly		
Fire extinguishers - servicing	Walker Fire	Annual	Walker	Annual
Fire extinguishers - weekly inspection	EWFM	Weekly		
Smoke detector - servicing	Granfen	Bi-annual	Automatic Alarms	Bi-annual
Sprinkler system	Compco	Quarterly	Walker	Annual
Dry riser	Walker Fire	Annual		
Security				
Automatic main entrance doors	Dorma	Annual	Horton Automatics	Bi-annual
Access control system - Electronic	Blackbox	Annual		
CCTV system	Blackbox	Bi-annual		
Intruder alarm	Blackbox	Annual	Blackpool Council	Bi-annual
Red wall system	Blackbox	Bi-annual		
Other				
Fume cupboards	Clean Air Ltd	Annual		
Legionella	EWFM	Weekly	Waterman environmental services	Weekly
Mansafe systems	High Wire	Annual		
PA/Music systems	Granfen	Annual		
Plant rooms	EWFM	Weekly		
Sports equipment	Sport Safe	Annual	Crown Gymnastics	Annual

Cleaning Schedule		
Area	Description	Frequency
Classrooms	Empty dust bins	Daily
	Vacuum area	Daily
	Clean furniture tops	Daily
	Clean internal glazing	Weekly
	Clean beams and high level pipe work	Monthly
	Clear paper from ceilings	Daily
	Remove graffiti	Daily
Corridors & Stairs	Sweep and mop with disinfectant	Daily
	Remove chewing gum	Daily
	Machine scrub floors	Monthly
	Wipe window sills	Daily
	Clean glazing	Daily
	Clean radiators, walls and low level pipe work	Weekly
	Remove graffiti	Weekly
Toilets	Sweep and mop using disinfectant	Daily
	Remove chewing gum	Daily
	Disinfect sinks, toilets, hygiene units and rinals	Daily
	Wipe hand driers and soap dispensers	Daily
	Replenish hand towels, soap and toilet rolls	Daily
	Clean radiators, walls and low level pipes	Weekly
	Clear paper from ceilings	Weekly
	Machine scrub floors	Monthly