



Premises Management Policy

Revised: June 2021

Review date: June 2022

This policy should be read in conjunction with the OXSFC COVID-19 policy that overrides the guidelines/procedures in this policy, where appropriate. The guiding principle will always be to maintain the health and safety of all stakeholders.

COLLEGE PREMISES MANAGEMENT POLICY

This is a key document of the college and it applies to all staff of the college. The policy is available to all parents, prospective parents, college governors, authorised inspectors.

Effective management of the college buildings is the responsibility of the Facilities Manager and ultimately the responsibility lies with the Principal.

This document is reviewed annually by the Facilities Manager or as events or legislation change requires.

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

BACKGROUND

Oxford Sixth Form College 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 college 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 college in raising educational standards.

WHAT LEGISLATION APPLIES TO THE COLLEGE

- The Education (School Premises) Regulations 1999 – which prescribe minimum standards for school premises. They include a general requirement that every part of the College’s premises must be such as to reasonably assure the health, safety and welfare of the occupants.
- The Health and Safety at Work etc. Act 1974 (HSWA). This is the enabling act which sets out the broad principles for managing health and safety legislation in workplaces, which 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” and 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 requirements 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 college premises are constantly monitored by the Facilities Manager and Maintenance Team and all staff can report their observations/concerns to the Facilities Manager. The college gives due regard to the regulations listed above. The college’s Health and Safety Committee meets once each term. Guidance on legislative change is provided by external consultants (Peninsula)

The Facilities Manager in liaison with the Principal and with guidance from Peninsula:

- Develops the Asset Management Plan
- Prepares a Long Term Maintenance Plan which is prioritised within available budgets using the College’s Development Plan
- Manages repair or improvement projects
- Prepares policies for security, fire safety, health and safety, including monitoring processes
- Ensures that risk assessments are prepared and acted upon
- Employs professional Property Advisers, as required, to ensure larger projects are undertaken to an acceptable standard and compliant with relevant legislation and regulations.

The college undertakes the following as prescribed by legislation;

1. The college ensure that the regular maintenance is carried out, in accordance with best practice and as required by legislation including the following;

- a. Air Conditioning units checks
- b. Boiler maintenance
- c. Electrical appliance checks
- d. Fixed electrical insulation testing
- e. Emergency lighting testing

- f. Local Extraction Ventilation
- g. Fire risk assessments
- h. Fire alarm checks
- i. Fire door checks
- j. Fire extinguisher checks
- k. Gas appliances safety checks
- l. Gas pipe soundness
- m. Kitchen deep cleaning
- n. Lift safety checks
- o. Machine tooling checks
- p. pressure vessels checks

2. Water Supply (Legionella);

The college 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 college has a supply of water for domestic purpose including a supply of drinking water
- WCs and urinals have an adequate supply of hot and cold water
- The temperature of hot water supplies to showers shall not exceed 43°C
- The college has a programme of installing TMV at hand basins.

3. Asbestos

The college maintains an asbestos register which contains copy of the asbestos survey, this shows where in the premises asbestos has been identified or is suspected. Approved registered contractors are employed to deal with any removals (*where premises contain asbestos, this does not mean that there is a danger to health, safety or welfare. If the asbestos is in good condition and is not in an area where it will be damaged by everyday activities then it is safer to leave it in place*).

Other premises details:

1. Drainage;

The college 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 college 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 college ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing planned programme of redecoration through the annual adaptation and summer programme of works, but smaller tasks may be completed during the year
- The college ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.
- The college ensures that the furniture and fittings are appropriately designed for the age and furniture and fittings which are generated as a result of the annual adaptation and summer programme of works.
- The college ensure that classrooms and other parts of the college are maintained in a tidy, clean and hygienic state by overseeing the work of a team of Maintenance Team and Cleaners and monitoring standards of cleaning
- The college ensures that there are appropriate facilities for students who are ill. A room is provided for medical examination and contains a washbasin and a WC is in close proximity to the room.
- The college ensures that there are sufficient washrooms for staff and students, including facilities for students, staff and visitors with disabilities
- The college ensures that, in terms of the design and structure of the accommodation, no area of the college compromises health and safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high-level hand rails on the stairs above an open stair well.
- The college ensures that classroom are appropriate in size to allow effective teaching, having regard to the number, age and needs (including any special needs) of students 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 college ensures that the college buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.
- The college ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, 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 college ensures that access to the college allows all students, including those with special needs, to enter and leave the college in safety and comfort by ensuring that entrances are well maintained and unencumbered with appropriate access for wheelchair users.
- The college ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption.
- The college ensure that the lighting, heating and ventilation in classrooms and other parts of the college are suitable for the room usage. This is done through a programme of monitoring and feedback from staff

4. Building

- The college 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 college can give reasonable assurance that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

5. Contractors

The college 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 insurance in place and examine risk assessments to check that contractors and others have correctly interpreted any site specific conditions.
- Contractors will follow the college's safeguarding principles. Unless a contractor has provided the college with evidence of a current DBS check they will be accompanied at all times in the vicinity of students whilst on site.

6. Commissioning a large project

- The college seeks a property professional to work with the college, when undertaking large building projects. The property professional would be commissioned to carry out the following steps:
 - i. Feasibility Study – checking the feasibility of the project and providing an early cost estimate
 - ii. Specification – with the college to producing a technical specification for the work
 - iii. Tender – going out to tender to a number of appropriate contractors
 - iv. Evaluation of Tender – checking the validity and accuracy of the tenders
 - v. Site Management – regular site visits to check the progress and quality of the work to an acceptable standard and compliant with Health & safety requirements and relevant legislation and regulations
 - vi. Handover – accepting the finished project. Carrying out snagging and testing.
 - vii. Invoice check – checking the validity and accuracy of invoices.

7. Waste

- The college is committed to reducing its waste and reduce 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 college follows any legal waste obligations to ensure the correct licensing of their waste and maintain such records and safe storage.

8. Vehicle Segregation

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

9. Lettings

- The college ensures that the premises which are used for a purpose other than conducting the college curriculum are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users.

The college's premises are subject to regular health and safety checks by the Facilities Manager.

All staff are able to raise health and safety issues through department/team meetings, through middle manager meetings and SMT meetings. Any issues will be brought to the attention of the Principle and the health and safety committee.