

Manor Hall Academy Trust



Estate Management Policy

Responsibility for monitoring and reviewing this policy lies with the Chief Business Development Officer. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications.

The Directors of the trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Chief Executive Officer.

Directors will take account of recommendations from the Central MHAT team in review of this policy and seek HR advice as to such revisions.

Date	Version	Reason For Change	Overview of Changes Made	Source
20.01.2021	1	Creation	Accepted by Directors	
Autumn 22	2	Standard renewal check	Some minor reformatted (use of section number and changed font to Ariel	

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This policy applies to all schools in Manor Hall Academy Trust. Schools may have supporting documents to explain local approaches in line with this policy.

1. Aims

1.1 Our trust aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes 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](#)
- Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)
- Complies with the requirements of the [statutory framework for the EYFS](#) for relevant schools

2. Guidance

2.1 This document is based on the Department for Education’s guidance on [good estate management for schools](#).

2.2 This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Board of Directors, Chief Strategic Business Officer (CSBO), Local Advisory Board, Headteacher’s, Health and Safety Reps and local site managers will ensure this premises

management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

3.2 The CSBO, Headteacher and local site manager (by this we are referring to the person who has overall responsibilities for managing the site – this varies across the schools) are responsible for ensuring relevant risk assessments are conducted and for reporting to the Board of Directors and Local Advisory Boards, as required.

3.3 The local site manager is responsible for:

- Inspecting and maintaining the school premises
- Ensuing repairs and maintenance are conducted
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises via Parago or other platform which is accessible to the Trust.
- Liaising with the Headteacher and CSBO about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

3.4 The CSBO role is to;

- Ensure that any outstanding checks and maintenance issues are carried out in a timely manner
- Ensure schools are utilizing Parago (or other platform with Trust access) as a reporting tool
- Being the first point of contact for the local site managers for any issues
- To disseminate best practice information across the Trust
- To keep in view any changes in legislation.

3.5 Please note that for PFI sites then the responsibility is contractually dissolved to the contract provider in terms of Estate Management.

4. Inspection and testing

4.1 We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates which will be stored on Parago or Entrust portal.

4.2 All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

4.3 As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

4.4 The table below sets out the issues we inspect and the inspection frequency. The schools are responsible for ensuring that all checks are carried out and the Trust will do termly reports using Parago or Entrust Portal to ensure that they have been completed. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the [checks and testing sections of the DfE estates guidance](#).

4.5 Please note that schools may wish to add a supplementary document delegating responsibilities to members of staff within the school.

5 Inspections

ISSUE TO INSPECT	FREQUENCY
Portable appliance testing (PAT)	<p>Variable, according to risk and how the equipment is constructed.</p> <p>Regular visual inspections where PAT is not required.</p> <p>We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.</p>
Fixed electrical installation tests	<p>Variable, according to the number and severity of faults found at last inspection.</p> <p>Inspection and testing always carried out by a competent person.</p> <p>Please note that this includes lightening conductors.</p>
Emergency lighting	<p>Monthly flash test.</p> <p>6-monthly condition test (including 3-hour battery test) by a competent person.</p>
Lifts	<p>At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.</p>
Gas appliances and fittings	<p>Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable).</p> <p>Annual safety checks (in line with good practice / required if the premises are used for residential accommodation).</p> <p>All work carried out by a Gas Safe Registered engineer.</p>
Fuel oil storage	<p>Checks at least weekly, with more detailed annual inspections by qualified inspectors.</p>
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance, and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).</p>
Legionella checks on all water systems	<p>Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in guidance for each type from the HSE.</p>

ISSUE TO INSPECT	FREQUENCY
Asbestos	<p>Annual inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>
Fire doors	<p>Regular checks by a competent person.</p>
Firefighting equipment	<p>Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.</p>
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).</p>
Hydrotherapy pools and swimming pools	<p>In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems.</p> <p>Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.</p>

ISSUE TO INSPECT	FREQUENCY
Playground and gymnasium equipment	<p>Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>In radon-affected areas, we will carry out radon measurements lasting for 3 months, using radon monitors in line with Public Health England radon guidance for schools.</p> <p>Where risk assessments show radon levels below 300Bq/m³, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>

6. Risk assessments and other checks

6.1 In addition to the risk assessments the schools are required to have in place, schools must ensure that there are risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Vacant buildings
- Lettings

6.2 The trust also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

7. Monitoring arrangements

- 7.1 The application of this policy is monitored by the local site managers and CSBO through, among other things, visual checks of the school site and equipment, and checks of risk assessments.
- 7.2 Copies of risk assessments and paperwork relating to any checks are kept in the relevant school office.
- 7.3 This policy will be reviewed by CSBO every three years. At every review, the policy will be shared with and approved by the Board of Directors in consultation with the local site managers.