

PREMISES AND ESTATES MANAGEMENT STATEMENT

INTRODUCTION

Hawkes Farm Academy is a part of STEP Academy Trust. Aside from having a Headteacher and Leadership Team, the academy has a caretaker/ site manager who is employed to ensure that the buildings and surrounding land complies with Health and Safety and other relevant legislation. This statement outlines how Headteachers ensure compliance with legislation as well other guidance and direction.

HEALTH AND SAFETY

Hawkes Farm's health and safety responsibilities are derived from the Health and Safety at Work Act 1974 (HSWA) and the Management of Health and Safety at work regulations 1999.

All staff but particularly Headteachers, managers, site managers and caretakers who have a responsibility for people or premises, have a duty to assess risks on all potential hazards presenting a significant risk in their working environment. This must not be seen as a paper exercise but as a means of protecting the welfare of all who use the academy premises and estates. Hazards must be identified, assessed, have current controls in place and additional controls introduced to mitigate risk. Where additional controls are identified, these will be captured within a risk assessment action plan. Procedures surrounding the control of substances hazardous to health (COSHH) are in place and data sheets relating to such substances are kept.

All assessments must be reviewed after any of the following:

- A change in practices or procedures
- The introduction of new plant, equipment or machinery
- Any accident or incident
- Any changes in substances
- The introduction of new technology

FIRE PREVENTION PROCEDURES

The Regulatory Reform (Fire Safety) Order 2005 prescribes that a responsible person and employer must assess the risks of fire and take steps to reduce or remove them. The Fire Authorities can inspect premises and ensure that risk assessments and adequate fire precautions are in place.

A risk assessment must pay particular attention to those at special risk such as the disabled and those with special needs. Consideration must be given to dangerous substances likely to be on the premises.

The fabric of the buildings have materials that ensure the minimisation of risks that contribute toward fire.

A fire risk assessment was undertaken by a competent professional and identified actions have informed the procedures used within Hawkes Farm Academy.

Fire evacuation procedures have been written and are regularly tested to ensure they result in an efficient evacuation of the premises. These procedures will include information about the following:

- arrangements for evacuating the disabled
- alarms being audibly tested
- emergency lighting checks
- sprinkler alarm tests
- fire equipment tests
- fire evacuation tests
- fire plan at alarm panel
- fire doors not being wedged open
- suitable alternative escape routes
- evacuation assembly point location

ASBESTOS

The control of asbestos regulations 2006 and 2012 imposes duties on Academy staff who are responsible for the maintenance and repair work to buildings. These are as follows:

- If existing asbestos containing materials are in good condition and are not likely to be damaged, they may be left in place; their condition monitored and managed to ensure they are not disturbed;
- Academy staff have a duty to manage the asbestos in them, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes;
- If the Academies wish to undertake any building or maintenance work in premises, or on plant or equipment that might contain asbestos, staff will need to identify where it is and its type and condition; assess the risks, and manage and control these risks;
- Work with asbestos needs to be completed by a licensed contractor. This work includes most asbestos removal, all work with sprayed asbestos coatings and asbestos lagging and most work with asbestos insulation and Asbestos Insulating Board (AIB);
- Training is mandatory for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or disturb asbestos (eg cable installers), as well as those involved in asbestos removal work.

WATER HYGIENE

Legionella bacteria can multiply at water temperatures in the range of 20°C to 45°C and where vessels are stagnant or slow to replenish.

Water Temperature checks are taken monthly and any variation in what is expected is the subject of an investigation and further action by a water hygiene professional.

HEATING AND VENTILATION

Heating and ventilation systems are serviced at least annually and relevant gas and electricity checks are undertaken to ensure compliance with legislation.

ELECTRICAL EQUIPMENT (FIXED AND PORTABLE)

Fixed electrical equipment is checked every five years and portable appliances are checked annually.

SECURITY/ ACCESS CONTROL

There will be periodic inspections and testing of security systems to facilitate safeguarding.

TOILET AND WASHING FACILITIES PROVISION

Toilet and washing facilities are provided in line with the School Premises Legislation 2012.

MEDICAL ACCOMMODATION

Accommodation is made available to ensure the needs of Academy children and staff are addressed.

WATER PROVISION

As per the School Premises Legislation 2012 an adequate supply of hot and cold water is provided.

CONCLUSION

Information contained within this statement provides evidence of how Hawkes Farm Academy staff manage the buildings and surrounding land to ensure the safety of all who learn, work in and visit the academy.