

PLACE DIRECTORATE

Property Asset Management

Good Stewardship Guide for Schools

Version Control: April 2023



CONTENTS PAGE

1. INTRODUCTION
2. MANAGEMENT OF PREMISES
3. FINANCE
4. IMPROVEMENTS, ALTERATIONS, REDECORATION AND REPAIRS
5. USE OF CONTRACTORS
6. HEALTH AND SAFETY

7. ASBESTOS
8. SITE INSPECTIONS
9. INSURANCE
10. RISK MANAGEMENT
11. SECURITY
12. ACCESS
13. ENERGY MANAGEMENT
14. LETTINGS
15. SITE SERVICE OFFICER ACCOMMODATION
16. PROPERTY CHANGES
17. ADDITIONAL INFORMATION FROM GOVERNMENT WEBSITE

18. EMERGENCY AND OTHER USEFUL CONTACTS

1. Introduction

The Council aims to provide a high standard of accommodation that supports service delivery and that the Council and School Managers maintain the accommodation in compliance with the various regulations and legal requirements as well as council policies.

Although the attached document has been tailored towards Community and Voluntary Controlled schools, Headteachers and Governors of Voluntary Aided, Foundation Trust and Academy schools may find the information contained in the guide useful. The guide summarizes the Local Authority asset management roles and also provides links to key documents and useful contacts.

The aim of the Good Stewardship Guide is to help make Head Teachers and School Governors aware of the requirements and how they can ensure that their building is appropriately maintained and managed. This guide should be read in conjunction with other documents available, which are mentioned and seek the appropriate professional advice. Most of the documents are available on the Coventry City Council Website.

For the majority of Schools the LA is the owner of the land and buildings, for VA Schools LA responsibility generally extends only to the playing fields, but not exclusively. Voluntary Aided schools should continue to refer to the guidance from their respective Diocese when considering capital projects.

Good Stewardship should be a regular function where all parties understand their responsibilities and will evolve to adapt to changes in regulation, policy and good practice.

2. Management of Premises

The Head Teacher and Governing Body are the "Premises Manager" as they are the people who are responsible for the day to day management and Health and Safety of their buildings and occupiers. Premises Managers are not expected to be experts in all facets of premises management but they do have a duty to ensure that services are provided in an effective and safe manner. Information about Service Level Agreements for services available to schools is provided on our traded services website: <https://www.coventry.gov.uk/services-schools> which also contains contact details for service providers should schools have any specific queries.

To support the Head Teachers in managing School buildings the roles of the key personnel are briefly summarised below:-

Education Capital Strategy Team

Education Capital Strategy Team manages the supply and demand of school places across Coventry, including Early Years Provision. The team manage education capital investment in school buildings and liaise closely with the Diocesan Authorities who have responsibility for capital investment in Voluntary Aided Schools. The Education Capital Strategy Team is responsible for constructing the sufficiency strategy which outlines proposals to change the capacity of schools and open new schools in order to meet the changing needs of communities across the city.

The School Property Asset Management Team

This team is based within the Corporate Property Information Team and manage the asset management database which includes information on school buildings and their condition. The team also update and maintain the information on school sites and net capacity assessments and plans for schools and are responsible for assisting the Education Capital Strategy Team in the monitoring of devolved capital spend and advising schools on project approvals or rejections based on school spending proposals.

Project Delivery Team

The Project Delivery team provide relevant technical expertise and project management skills. The team are responsible for the design, procurement, monitoring and implementation of all major building projects including new build; alterations; and refurbishments across all areas of the City.

Area Surveyors

The Area Surveyors are part of the Compliance and Surveying Team and provide technical advice and guidance about repairs and maintenance issues regarding a school's site and buildings. The surveyors will also procure and manage any minor build or refurbishment schemes. This service is acquired through a Service Level Agreement.

A tailored SLA is available via Compliance@coventry.gov.uk

Compliance

The Compliance team is also part of the Compliance and Surveying Team and provides services to schools relating to Compliance with Statutory and City Council requirements, associated with engineering plant and equipment. This includes certification of gas fired boilers, fixed wiring and portable electrical inspections, fire alarms, emergency lighting, firefighting equipment, asbestos management, lifts and water hygiene. This service is acquired through a Service Level Agreement. The SLA is available via Compliance@coventry.gov.uk

Energy Management and Sustainability

The Energy Team is part of Facilities Management and provides advice and guidance on Energy Issues. They also lead on Energy Saving and motivation campaigns for the City Council and carry out energy surveys of Council properties to establish energy performance and carbon emissions. <https://www.coventry.gov.uk/services-schools/energy-management-services-team>

3. Finance

Information on finance and budgets available can be found in the following area of the Coventry City Council Website:

<https://www.coventry.gov.uk/finance>

Schools will have different ways of being funded which will affect the way property is managed.

- VA (voluntary aided schools) can obtain advice on funding and property maintenance from the DFE Blue book and by contacting their Diocesan representative. The Blue Book can be found following the link: <https://www.gov.uk/government/publications/blue-book-guidance-capital-funding-for-voluntary-aided-schools>
- Trust schools and LA schools are funded in the same way, but a Trust school has taken on ownership of the buildings and land and thus are responsible for all elements of maintenance and repair.
- Academy schools are funded direct from the EFA.

4. Improvements, Alterations, Redecoration and Repairs

Head Teachers MUST liaise with the School Property Asset Management Team, which is part of Corporate Property Information Team regarding any building alterations or changes in the use of the building.

Compliance and Surveying maintains various Term and Framework contracts for both works and consultants to assist in the procurement and delivery of works and projects

The Head Teacher is responsible for all repairs within the school building and has delegated budgets in order to achieve this. One of the duties incumbent on Head Teachers is to ensure that the contractors being used are competent to carry out works safely and without harm to staff, children or visitors. Only approved contractors who are registered with SSIP (Safety Scheme in Procurement) should be used to undertake works. This ensures that the contractor is competent to perform the works identified without risk to health and safety and ensures that the contractor holds the required level

of public liability insurance and also complies with other guidance from Coventry City Council. Should you have any queries regarding the above, please contact Health and Safety team on 024 7683 3285.

The Head Teacher also needs to be aware of the management of asbestos, any works carried out must be in line with CCC Policy and the applicable legislation.

All improvements, alterations and redecoration must comply with all legislative requirements, including the Equality Act 2010.

Proposals to extend adapt or even maintain buildings or land may require Planning Permission and must comply with Building Regulations. Regulations also exist relating to listed buildings, conservation areas, ancient monuments, protection of trees and hedgerows etc. Breach of any of this legislation may lead to criminal prosecution.

It is often necessary to seek consent from neighbouring owners to have temporary use of or access over their land. While in many cases neighbours are favourably disposed towards the proposal, this is not always so and their co-operation should not automatically be assumed. It might be necessary to serve formal notice under Access to Neighbouring Land Act and/ or the Party Wall Act.

5. Use of Contractors

As stated in section 4, only City Council approved contractors who are registered with SSIP (Safety Scheme in Procurement) should be used to undertake works. If the contractor is not SSIP accredited the school must carry out its own accreditation at least to the standard of SSIP.

Additional information regarding Contractors can be found in the City Council's Contractors Safety Code of Practice which is available on the Coventry City Council Website under Health and Safety, Corporate Policies. Schools in the Service Level Agreement can request additional support from their Health & Safety Advisor.

6. Health & Safety

In accordance with the Health and Safety at Work Act 1974 and Coventry City Council Policies, Head Teachers have a duty to take reasonable steps to ensure the health and safety of their staff and anyone visiting the premises. This duty is extended by specific regulatory provisions, which detail requirements for regular inspection and maintenance of certain items of facilities, plant and equipment. These items are regarded as having particular hazards associated with them.

Detailed guidance on statutory requirements for inspection of facilities, plant and equipment in school/establishment buildings can be found on the Coventry City Council Website <https://www.coventry.gov.uk/health-safety>

It is intended to assist those persons responsible to meet the requirements of current legislation, by summarising requirements for inspection contained in a number of specific regulations, approved codes of practice and guidance notes.

Compliance with these statutory inspection and maintenance requirements will help to ensure the safety of pupils, young persons, visitors and employees. They will not provide an absolute guarantee of the continued integrity of premises and equipment, because damage and degradation can occur between inspections. However, inspection will ensure that the chances of failure and risk to persons are significantly reduced and that problems are regularly identified.

Failures or damage occurring between inspections should be dealt with promptly. Hazardous or damaged equipment should not be used until a competent person has carried out repairs.

Further advice on all health and safety issues relating to property should be sought from your Health and Safety Team.

Information relating to Health and Safety and Fire Safety issues can be found on the Coventry City Council Website under the section on Health & Safety <https://www.coventry.gov.uk/health-safety> or Coventry City Council Corporate Health and Safety Policy. For further advice contact: 024 7683 3285.

7. Asbestos

With regards to the legal and safe management of asbestos in schools the principle Duty Holder is the person(s)/organisation who has complete responsibility and funding for the maintenance and repair to that property. As each school receives all funding and are fully responsible for repairs/maintenance of the school, then the school have the legal Duty to Manage asbestos in the property.

An outline of the responsibilities Duty Holder are as follows:

- Produce an (Local) Asbestos Management Plan (LAMP)
- Undertake the devolved asbestos management duties for the property including co-operating with other Duty Holders.
- To assess the risk of asbestos containing materials (ACMs) from normal occupancy and to authorize removal/remedial of ACMs and to ensure regular monitoring of ACMs left in-situ (asbestos register).
- Ensure asbestos surveys are carried out where applicable and update the asbestos register/plan.
- Communicate to all relevant employees the asbestos register and asbestos management plan procedures and the location of ACMs.
- Ensure there are emergency procedures in place for accidental disturbance of ACMs, ensure these incidents are investigated and reported where applicable to RIDDOR.

- Ensure all employees that hold specific responsibilities for asbestos safety are aware and understand their duties and they are suitably trained (keep records of training).
- Conduct annual site audits to ensure the local asbestos management plan is working and that all relevant staff are aware of their responsibilities.
- Ensure appropriate risk assessment is carried out prior to any site employees carrying out maintenance work that will disturb building fabric.
- Communicate the LAMP to all contractors who will disturb the building fabric to ensure no ACMs will be disturbed.
- Provide the emergency services with access to the whole property portfolio asbestos registers.
- If the site records are updated or asbestos removed/remediated then a copy of this information must be incorporated into the LAMP to ensure the register/database is updated accordingly and an audit trail of historic information is available.

Please refer to L143 Managing and Working with Asbestos Approved Code of Practice and the Control of Asbestos Regulations 2012 for full information regarding specific duties towards the management of ACMs in the premise(s) you control. The above document can be found on:

<http://www.legislation.gov.uk/ukxi/2012/632/contents/made>

Or purchased from:

<http://www.hse.gov.uk/pubns/books/l143.htm>

If you have any queries or concerns with regards to asbestos in your premise(s) please contact the Senior Asbestos Officer at Coventry City Council, Yvette Lienening yvette.liening@coventry.gov.uk Tel: 02476 971935 Mob: 07908216427

8. Site Inspections

In addition to the statutory inspections of plant and equipment (Section 6 above) the Premises Manager should carry out regular inspections of the internal and external areas. A Site Inspection Report Guide is available on Coventry City Council Website <https://www.coventry.gov.uk/health-safety> . The inspections should pay particular attention to the site boundaries (to ensure that there is no encroachment onto the Council's land by neighbours or trespassers) and property structures (to check for broken roof tile, blocked or loose guttering that could cause further problems.) Inspections should also include car parks pathways (to check for hazards such as loose or broken paving slabs or rubbish) and grounds maintenance issues such as overhanging tree branches and overgrown vegetation.

For further advice contact: Health and Safety Services Tel: 024 7683 3285 or for SLA schools contact your Health and Safety Advisor.

9. Insurance

The Council holds fire and full perils insurance on a full reinstatement basis for all buildings it owns, or for those it occupies where insurance is a requirement of the lease. Any change to values, due to extensions or remodelling or change of occupation should be referred to the Insurance Team by either the Projects Delivery Team, or School Property Asset Management Team, as applicable. Changes may alter the risk rating and premium including changes, additions or removal of all plant and equipment (e.g. boilers, lifts, hoists etc.) it is important that the Insurance Team are notified of ALL changes. Schools must notify the School Property Asset Management Team of any changes they make to buildings or any additional buildings placed on site, to ensure adequate insurance coverage.

A good steward will ensure that nothing is stored on the premises, or done to or on the premises, that is likely to invalidate the Council's insurance policy.

The Head Teacher needs to adopt a risk assessment approach toward management of the premises they occupy and to take into account issues such as Health & Safety, security, legislation, and in the light of the service provided, vulnerable user or visitor groups or other relevant factors. Guidance is available from Health & Safety Services (76 83 3285), Insurance Team (76 977245 or e-mail: cvcfin01@coventry.gov.uk).

10. Risk Management

A Head Teacher will already have in place numerous risk assessments relating to the things that could cause harm to staff, pupils and visitors within a school site. These risk assessments are an important part of health and safety management and are mainly focussed on everyday operational tasks and to protect people from harm caused by failure to take reasonable control measures.

Risk management is the umbrella that all risk issues sit under and may include consideration of health and safety, emergency planning and business continuity. Managing risks is a much wider subject than just health and safety and includes strategic risks such as maintaining the reputation of the school.

A Risk Management Guide has been put together to outline the process for schools and to assist Head Teachers, Senior Management and Governors to manage the risks their school face. The Guidance is available on Coventry City Council Website <https://www.coventry.gov.uk/health-safety> . For further advice contact: Health and Safety Services Tel: 024 7683 3285 or for SLA schools contact your Health and Safety Advisor.

11. Security

Schools provide a vital service to local communities and as such it is important to ensure that they remain open and welcoming environments for pupils, teachers and the wider community. However, it is equally important to make certain that schools are safe and secure environments in which to learn and work. For further advice contact: Health and Safety Services Tel: 024 7683 3285 or for SLA schools contact your Health and Safety Advisor.

12. Access

Schools have duties under Equality Act 2010 to make reasonable adjustments to provide equitable services to all customers. All schools should have an Accessibility Plan in place which should be reviewed on a regular basis.

The Equality Act 2010 replaces the Disability Discrimination Act (DDA) and requires organisations from across the public sector, including schools, to be proactive in ensuring that disabled people are treated fairly.

The basic requirement for a public authority when carrying out their functions is to have due regard to the following:

- Promote equality of opportunity between disabled people and other people
- Eliminate discrimination that is unlawful under the Equality Act
- Eliminate harassment of disabled people that is related to their disability
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take steps to meet disabled people's needs, even if this requires more favourable treatment.

Further advice on this duty and guidance for schools can be viewed on the Disability Rights Commission website. <http://www.homeoffice.gov.uk/equalities/equality-act/>

13. Energy Management

The Energy Management Team provides help and advice on all energy and water related matters for new and existing operational premises. This team maintains premises related information in the Council's energy monitoring and targeting database covering all utilities. This information is used to verify and pay utility bills for operational premises. The team can provide support and advice to Premises Managers, Head

Teachers and other users. Please contact Adam Yarnall for further information on 024 76978955 or e-mail Adam.Yarnall@coventry.gov.uk

Reducing Environmental Impact by saving energy makes an immediate difference to the Council's bottom line and can make a difference to your schools. Here are some useful daily energy-saving tips.

- **Switch off lights in empty rooms** - turn off lights in empty rooms and corridors, especially at the end of the day. This can save up to 15% of energy.
- **Only turn on the lights that are really needed** - it's a fallacy that it's cheaper to leave fluorescent lamps on rather than turn them off, even just for a few minutes.
- **Keep windows closed in cold weather** – if it's too warm, turn the heating down instead. If you can't turn it down contact Business Services Team Services Helpdesk Tel: 7683 2960
- **Keep radiators clear** - don't block radiators with furniture - it reduces efficiency and output.
- **If you have air conditioning** – only use it when absolutely necessary
- **Don't use portable heaters** - they are usually electric and expensive to run. They also generate large amounts of CO2.
- **Switch IT equipment off when it is not in use** - check if any equipment has power-saving facilities and, if it has, use it. Screen savers rarely save energy, so during long periods of non-use, staff should turn the monitor off.

And remember; during school holidays make sure the heating is turned right down to frost protection only.

Don't forget you can do your bit at home too. Visit the Act on Energy Website <http://www.actonenergy.org.uk> or contact them on 01789 842898 and advice@actonenergy.org.uk .

14. Lettings

Schools provide a vital service to local communities and as such it is important to ensure that they remain open and welcoming environments for pupils, teachers and the wider community. However, it is equally important that the security of the building is ensured and that there are adequate arrangements in place for opening and closing the building.

When considering allowing another organisation the use of school premises all schools should have regard to the advice below, VA schools should also consult with the Diocese who will advise on suitability and options available.

Care should be taken to properly document all hiring and letting so that no third party legal interest is inadvertently created. The school lettings policy and charges should be reviewed annually to ensure that the building is economically used. The school should not subsidise the costs of lettings and should seek to maximise income generated through the promotion and hiring of facilities.

The school premises will be available for lettings from Monday to Friday evening exclusive and during the daytime at weekends when **not** required by the school.

Where a school is considering some shared use of the site and buildings there are three options available;

i) Room/Outdoor Area Hire; one off use of individual rooms or use of rooms on a more regular basis, say a weekly basis, but for only short periods of time e.g. an occasional Hall hire for Cubs/Brownies or some other community use. The hire fee to cover the costs.

ii) Licence; where rooms are used on a more regular basis and for a longer period of time than on a 'room hire' basis e.g. a before/after school club.

The third party will not have exclusive occupation of the space that they occupy. The arrangement will be documented by way of a licence agreement which will set down the terms of occupation and the responsibilities of each party. A licence fee will be charged to cover the occupation costs.

iii) Lease; A lease would be granted where a third party has exclusive use of the space that they occupy e.g. a private nursery provider operating from a school.

The lease will set down the responsibilities of the Council as landlord and the third party as tenant. The tenant will pay a rent and will have more responsibilities for repair, running costs insurance etc.

Room/Outdoor Area Hire

Room hire & outdoor area hire can be dealt with by schools direct. Care should be taken to properly document all hiring arrangements so that no third party legal interest is inadvertently created. The school lettings policy and charges should be reviewed annually to ensure that the building is economically used. The school should not subsidise the costs of lettings and should seek to maximise income generated through the promotion and hiring of facilities.

Hirers should be of a reputable character, the school's premises will not be let to any persons under 18 years of age or to any organisations with an unlawful or extremist background i.e. National Front and British National Party. Nor should the school's premises be let to any organisation whose conduct, policies or attitudes are considered by the Governors to be counterproductive to Community cohesion.

Where there is a letting which involves the participation of children the school will need to assure itself that the hiring organisation has the appropriate child protection policies and procedures.

Licences and Leases

Licences and Leases protect both the interests of the School/Local Authority and the third party. When considering allowing a third party the use of school premises for anything more than one off or short term room hire where a Licence or Lease may be more appropriate please contact the Education Capital Strategy Team who need to be made aware of potential changes of use and who will be able to discuss the most appropriate option ensuring you get the right advice and guidance.

15. Site Service Officer Accommodation

Not all schools will have accommodation provided for their Site Service Officer(s) however some schools do have accommodation available to enable the proper and efficient discharge and better performance of Site Service Officer duties. Those schools that do have accommodation will have to ensure that they have the proper legal documentation in place and prior to appointing to a vacant Site Service Officer post the Head Teacher should contact their HR Provider for advice. As the contract for employment of SSOs for VA schools is with the Governing Body. VA schools may also wish to seek advice from the LA and or the Diocese HR Advisers.

Schools and the Council have a duty to reduce any perceived risks to children therefore Site Service Officers should keep the Head Teacher informed regarding who is residing at the accommodation and take every precaution not to allow anyone who could constitute a danger to children to visit, reside or stay with them at any time.

Please note that when the Site Service Officer's employment ceases, for whatever reason, the right to remain in the accommodation will also cease. The Non-Secure Tenancy Agreement will terminate and neither the Site Service Officer nor any of their co-residents will have any right to remain in the accommodation. In special circumstances the Head Teacher and Governors may wish (on compassionate grounds) to allow people to remain in the accommodation, for a short time, whilst they are actively seeking alternative accommodation. If this applies, then the school should obtain a Non-Secure Tenancy Agreement, plus the Non-Secure Notice which the ex-Sites Services Officer or family representative must sign. Advice is available for Head Teachers from their HR provider and Legal Services as necessary. If a school fails to follow the correct procedures there will be serious financial and legal implications for the School/Council therefore it is best to seek advice. Under no circumstances should any other person be allowed to take up residence in vacant Site Service Officer accommodation. For advice on an SSO property becoming surplus to requirement or for changes of use for vacant accommodation please contact the - Education Capital Strategy Team - 024 76976415. For changes of use planning permission may also be required.

16. Property Changes

You will need to obtain prior approval before making certain 'changes.' Please discuss your proposals with the Education Capital Strategy Team and the School Property Asset Management Team prior to carrying out any changes. For VA schools where the owner of the premises is the Diocesan Trust please discuss any proposed changes with your representative before proceeding.

Whenever a 'change' occurs at your property, this is likely to impact on a number of other people around the authority and beyond. The School Property Asset Management Team will inform all necessary departments of the 'change' so that they can update their records. Examples of 'changes', which need to be reported, include:

- Changes to functions/areas of rooms within building
- New occupier / service user
- Demolition – full or part
- Addition / removal of doors, walls or windows
- Increase / decrease in area
- New buildings placed on site

Academy School's in accordance with their lease are also required to notify Coventry City Council as Landlord in advance and consent given to any major property works at the school.

17. Additional information on government website

Below are links to documents held on the government website which may assist you in your duties as Premises Managers:

<https://www.gov.uk/guidance/essential-school-maintenance-a-guide-for-schools>

<https://www.gov.uk/guidance/concrete-cladding-monitoring-building-condition>

<http://www.hse.gov.uk/services/education/asbestos.htm>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756572/Maintained_schools_prescribed_alterations_guidance.pdf

<https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy>

18. Emergency and Other Useful Contacts

Education Capital Strategy Team

Chloe Webb 024 76976415

Tom Allen 024 76976949

Rebecca Smith

(Early Years' Service Lead) 07939010935

Energy

Adam Yarnall 024 76978955

ESU

Out of Hours 024 76832222

ESU@coventry.gov.uk or admin' queries can be sent to ESUAdmin@coventry.gov.uk.

Health and Safety

Raj Joshi 024 76834019

Or 024 76833285

Compliance and Surveying Team

John Cranston 024 76971928

Asbestos

Yvette Liening 024 76971935

Project Delivery

Lucy Hobbs 024 76971971

School Property Asset Management Team

Robert Houghton 024 76971983

Insurance

Roger Martin 024 76978758