



Woolwich Polytechnic
School for Boys



Woolwich Polytechnic
School for Girls

PolyMAT Estate Management

PolyMAT Vision Statement:

We exist for one purpose - to make a substantial difference to the families in our communities by delivering high quality education and care for every one of our young people. Our aim is to increase economic, social and cultural prosperity for the next generation. This will be our legacy”.

PolyMAT currently consists of 2 schools located in close proximity to each other. The schools share the same ethos and culture, but the buildings are at extremes of the spectrum. The girls’ school is a new build that opened in September 2019, whereas the boys’ school is 50 years old and has far more demands on resources.

The biggest limiting factor for the boys’ school is the lack of space and dated facilities.

Our Estate Vision:

We are an ambitious Trust that understands the importance of the need to keep facilities and buildings in a safe condition to allow all students and staff collaborate to create their own successes. We are dedicated to maintaining existing premises to the highest standards.

Our aim is to create safe and secure schools in which students thrive as learners, acquiring challenging new knowledge, concepts and skills, developing as self-motivated, self-regulated and resilient individuals who can determine their own ambitious futures, competing in academic and vocational worlds better than other students from more advantaged backgrounds. We aim for our students to become sensitive, inquisitive and respected members of their wider community. We aim for our students’ success to extend beyond their time at school so that they are valued throughout their lives for their excellence and many contributions.

To accomplish this, we aim to:

- ensure all buildings in the Trust provide safe and fit for purpose accommodation
- provide the necessary facilities to support the school development plan
- take every reasonable step to ensure that the school site is fully inclusive.

Our Estate Strategy is to:

- Manage all buildings and equipment in an efficient and legally compliant way
- Inspect and test buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promote 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](#)
- Comply with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)

When considering what work should be prioritised, the following principles will be applied:

- The need to maintain a safe environment
- Requirements of the School Improvement Plan
- Best Value

Roles and responsibilities

The Trustees will hold the headteachers and the site managers to account for the safety and security of all buildings and sites and will ensure that tests and inspections are carried out on a regular basis.

The headteachers and site managers are responsible for ensuring relevant risk assessments are conducted and for reporting to the Trustees, as required.

The site manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- 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
- Liaising with the Business Manager about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.

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

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.

The table below sets out the areas we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. 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](#).

Lifts	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.	Arranged by Premises. An approved lift contractor. Currently Schindler UK Ltd.
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	Arranged by Premises. An approved gas safe contractor. Currently Martin environmental.
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	Arranged by Premises. An approved contractor. Currently Nixon Farrow.
Legionella checks on all water systems	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 .	Arranged by Premises. Testing by an approved contractor. Currently Envirocure ltd. On site trained testers, S Kumi and S Twinley Premises Dept. For monthly and visual inspections
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Arranged by Premises. Full risk assessment by an approved contractor. Currently, Airtech analysis ltd On site trained staff, D Green, Premises. R Green, Premises.

<p>Equipment used for working at height</p>	<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>	<p>Premises. On site inspections, D Green. Premises.</p>
<p>Fire detection and alarm systems</p>	<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>	<p>Arranged by Premises. Inspections and services carried out by an approved contractor, currently 1st Ace fire and security. On site testing by the Premises team</p>
<p>Fire doors</p>	<p>Regular checks by a competent person.</p>	<p>Termly inspection by the Premises team.</p>
<p>Firefighting equipment</p>	<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>	<p>Arranged by premises. Annual inspection and servicing by an approved contractor, currently Senseco systems.</p>
<p>Extraction systems</p>	<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>	<p>Arranged by Premises and D&T. Approved contractors currently used, A O C and P & J Extraction.</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>	<p>Science Dept.</p> <p>Inventories kept and updated by K Tedder Science Dept.</p>
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>	<p>P.E. Dept.</p> <p>Approved contractor used to inspect and service. Currently, Sports safe UK</p>
Tree safety	<p>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.</p>	<p>Arranged by Premises.</p> <p>Full risk assessment carried out by an approved contractor. Currently, Peabody Trust.</p>

Appendix A - WPSfG Asset Management Plan 2020/21

Target: Improve fabric of building	Where	Why	Priority	Benefits	Estimated Cost	Comments
Frosted window screening	Main Office at the front of the school	Staff are using confidential materials which are visible to visitors passing the office	High	Student and staff data will be protected		This could lead to a potential GDPR breach
Painting of lines on floor in 5 colours in 2 x line up areas	Outside on the tarmac	This is where students do their daily line-ups	High	Students are clear where they should line up		Important for behaviour management
Water fountain installation	Year 7 side of courtyard	The 2 year groups must be separated due to Covid-19	High	All students have access to water during the school day		This could be a health and safety issue during the summer
Playground equipment	Playground	Encourages students to be healthy	Med-High	Keep students active		Could be used by the local community out of hours
Landscaping/ seating	Playground (*1)	This is an area where students can do independent study	Med-High	An area for students to study, outside of the classroom		Will encourage peer to peer support

Further tarmacking	green area (*1)	There hard surface area is currently very small	Med-High	Will provide students with a hard area during wet days		Works to be carried out during school closure periods
Turning 2 cupboards into offices	Main school area	The school is already short of storage space	Med	Equipment can be stored securely away from students		This problem will become worse as the school grows
Conversion of void under stairwell into cupboard/ office space	Office under stairs by foyer, cupboards in 3 other voids	This will provide additional office and storage space	Med	Staff will have secure areas to work		The school was built with less office space to add more teaching spaces
Conversion of this space into additional playground space (*3)	Left hand side of the school	Future proofing as the school expands	Med	Additional outside space for students		This land is extremely soft and therefore a feasibility test will need to be carried out
Installation of additional fencing	from gate onto courtyard in line with edge of MUGA (*6)	Add security to the site	High	This will add another security line from the playing fields		The playing fields are joint ownership with the boys' school
Additional communal space – assembly hall/ theatre (*2)	Left hand side of the school	This will add an additional large space to the site	Med	This could be an exams centre where candidates are not disturbed		If the sports hall is to be used, students will not have access to indoor sporting facilities



Appendix B - WPSfB Asset Management Plan 2020/21

Target: Improve fabric of building	Where	Why	Priority	Benefits	Estimated Cost	Comments
Boiler replacement	Main school building and Humanities block will benefit from these works	Parts no longer available as boilers are in excess of 20 years old	High	Heating costs will be reduced as boilers will be more efficient. Boilers will not break down.	CIF Bid (£507,315)	Works currently in progress. Due for completion January 2021
Window replacement	To main school building	Original crittal windows leak, do not control the temperature in the classroom and make the school look very run down	High	Heating costs likely to be reduced as the glass is now thermally efficient. School will have the appearance of a new building	CIF Bid (£813,619)	Works currently in progress. Due for completion spring 2021
Kitchen Lift Replacement-	Externally situated, behind the kitchen at the side of the school	Out of order intermittently since May 2019. All goods are delivered through the school when this occurs	High	Aid the movement of goods and stop goods being transported through the main school building	TBA	ST to obtain the relevant number of quotes
Replace 2 classroom demountable building	At the back of the main school building.	This block is around 20 years old and was second hand when we got it. The floors are rotting.	High	These 2 classrooms are not conducive to teaching and learning.	Future CIF Bid	Surveys have been completed and the tender is in process
Fire Compartmentation	Entire main building	Comply with fire regulations	High	Health and safety compliance requirement	Will be costed following the survey	Need to complete a fire survey.
Automate back carpark gate	Back of the school in Waterfield Close	There is a health and safety issue with this gate. The gate is no	Med-High	Have a one-way system for the traffic and hence	Est £8,000	Works will not take place whilst bubbles are in operation

		longer automated and has to be open and closed manually		reduce congestion in Hutchins Road		
Refurbish Science Labs - another 2 to be refurbished	Science area of the main school building	Original labs that were installed in the 1970s	High	Labs will be fit for key stage 4 and 5 practical lessons. Practical lessons have been stopped due to health and safety concerns with the gas.	Capital carry forward fund (£100,000)	This is a rolling programme. 2 labs were refurbished in the summer of 2020
Refurbish student and staff toilets - all student toilets to be open plan	Main building and Humanities block	Toilets are very old, and students do not like to use them. Toilets are being opened up which means students will be unable to hide in these areas.	Med-High	Students will feel comfortable using the toilets. Students will not be able to hide.	Capital carry forward fund (£45,000 student *2 in HUMS £45,000 *2 staff)	This is a rolling programme. 2 student toilet and the visitor toilets in reception were refurbished in the summer of 2020
Replace flooring in main corridors, Sports Hall, and Drama corridors	Corridors A, B, and C and the crossovers in the main school building	Current flooring lifting in places which presents a health and safety issue with trip hazards	Med-High	The flooring that is currently lifting in multiple areas will be replaced.	£15,000 * 2 Sports Hall and Drama corridor £22,000 per corridor	This is a rolling programme, the flooring to the main mall running through the centre of the main school building was replaced in the summer of 2020
Replace flooring in classrooms	Main school building and Humanities block	Current flooring is in a poor state of repair and could be a potential health and safety risk	Med	A safe environment for staff and students to learn	£15,000 for identified classrooms	Part of a phased replacement programme across the School

Replace blinds	Many of the rooms have blinds that are damaged and not working.	Blinds need to be pulled for good visibility of the screen in classrooms	Med	This will enable students to see the whiteboard and improve the quality of teaching in the classroom	£800-£1,500 per room depending on size	This needs to be part of a phased programme
Build 2 new permanent classrooms with associated toilets and cloakrooms.	Outdoor area to be decided	There is no spare capacity in the school	High	Class sizes can be reduced	Quotes required	The school was originally built for 700 students and now has 1,500 on roll. Planned for 21/22
Replace radiators and pipework in the school	Main school building and Humanities block	Boilers have recently been replaced but the radiators were installed in 2000	High	This will mean the boilers can work more efficiently	Quotes required	This will complete the heating system across the school
New build Sports Hall	Towards the back of the main school building	The sports hall is often used for exams and is therefore out of action for PE lessons	High	Students will have access to indoor sports throughout the school year		Contact Sports England to discuss further
Refurbish reception area	Main entrance of the main school building	Area at present needs redecoration and gives students/visitors an unattractive impression of the school.	Med	This is the first point of entrance for visitors and those first impressions are extremely important	Quotes required	Works will need to be carried out during a school closure period



