



St Edward's School Premises Development Plan 2018/19



Premises development Objectives

1. Site team to have capacity and structure

Staffing has essentially lagged behind the size of the school for several years and despite an upskilling by introducing a site manager post, until November 2017 the school has been understaffed for its size and complexity. Condition of the premises is reducing as a number of issues were dealt with on a short term basis and no long term plan put in place. A new site Assistant is now in place bringing the team to three, which will allow the Site Manager to plan work more strategically. However, it is recognised that consideration of an extra part time role to address internal janitorial activity is required.

2. Contract Cleaning and Grounds maintenance to be reviewed

Cleaning contract being tendered for 1 April 2018, tendering to be outsourced to ensure in line with EU requirements and reduce workloads for Site and Business Managers.

3. To improve location of non-teaching services across the school

Moves started in summer 2017 to relocate Student Office to the centre of the school, creating a year leader's base. This will continue with the Head teacher moving to a central location. Finance and HR to move to the front creating a quieter office environment. An Art office to be incorporated into the Art studio which will improve wellbeing and efficiency for Art.

4. To optimise use of space creating faculty based areas

The drama studio is very small and located at the end of the MFL area away from the stage, which means students having to use the main hall which for a significant number of lessons which does not work well. Plans have been submitted for a new drama studio to be built in the old gym and a dance area created from the remaining space bringing all performing Arts subjects together beside the stage.

MFL to relocate all classrooms in the ground floor of the Sports block, removing distractions from overflow of drama students.

The chapel is too small to be used by a class of students and this limits its use for lessons. With the move of MFL, the chapel can move into the very centre of the school in a location large enough to hold a full class of students.

5. To maintain highest standards of litter, graffiti and breakages management

Litter to be removed daily and all staff and students to assist by not dropping litter and by picking up and putting in bins. All broken glass to be replaced within 48 hours and graffiti to be removed at once.

6. To instigate a proactive maintenance program and reduce reactive tasks

With increased staffing to manage and reduce the reactive maintenance log, the Site Manager should now be able to have more focus on planned maintenance, allowing more in house solutions.

7. To review and optimise H&S and Security of the site

Review meetings have been undertaken with both BoP Insurance and Health and Safety Managers, highlighting areas of focus to ensure highest standards are met. The Governor H&S walk are now incorporating review of risk assessments in order to identify any improvements required.

Review of 2016/17 Premises Plan

Our plans for summer 2017 were ambitious and we were able to achieve the majority of the work and more, although it has had an impact to the maintenance budget. We completed the landscaping at the centre of the school in summer 2017 and the relocation of the chapel in January 2018.

Premises Goals 3 year plan from December 2016 updated:

Objectives	Action	Funding	Year
Establish engagement centre for improved behaviour management	X5 refurbishment to be complete and open for use after Spring half term	SCA 2016/17	2016/17 Complete
Site access secured to facilitate safeguarding and security	Barrier and fencing to be installed (with soft planting if required)	SCA 2016/17	2016/17 Complete
Improve security during lettings to increase lettings income	Trial of temporary evening caretaker to start by Spring half term	income revenue	2016/17 Complete
2017/18			
Toilet refurbishment to increase provision and discourage damage in toilet area	MFL toilets refurbished, Main block boys, staff toilets, in SCA bid. 6 th form toilets refurbishment to be considered for 2018/19 bid	SCA 2018/19 2019/20	2017/18 Complete 2019
Relocate RE office to establish more presence in RE area and establish year leader base.	Completed summer 2017	SCA 2017/18	2017/18 Complete
Art office to be relocated for improved staff wellbeing.	In SCA bid for summer 2018	2018/19	2018
Develop bank in front of Sports Hall to address the erosion issues which make it unsafe	Re completed, Art office included in 2017/18 bid	SCA 2017/18	2017/18 Complete
Refurbish Sports Hall floor	Aviva community bid unsuccessful, SCA bid in place, bid to Talbot village trust to be submitted by 28 Feb 2017	SCA 2017/18	2017/18 Complete
2018/19			
Relocate chapel to L4 and chaplaincy team to adjacent rooms	To be included in summer works 2018. Completed early (Jan 2018)	Building Fund (TBC)	2018/19 Complete
Relocate Head to R5 improving visibility and availability of SLT across the site	To be included in summer works 2018	TBC	2018

2018/19 Premises Planning

The site team is now benefiting from the appointment of a second Site Assistant bringing the team up to three and we are currently considering whether we can take on an extra part time person to do housekeeping duties during the middle of the day.

The site being clean and tidy is the key responsibility of the site team and day to day priorities for the team are; removal of litter, graffiti, repairing and making safe of any damage as it happens. Site staff will remove litter as they walk the site through the day with formal checks / pick-ups scheduled at start of day, immediately after break and lunch, and at end of day.

Additionally the team are focusing on the reported maintenance list items to reduce the outstanding items and going forward, these will be closely monitored and those items that are more strategic will be inserted into the maintenance program.

2017/18 Strategic Premises Plan

Key Contractors		Renewal
Cleaning contract	TBC appointed by tender Feb 2018	01/04/2021
Grounds Maintenance	Wessex Grounds appointed by tender	
Electrical Work	Coastal Electrical appointed by 3 quotations in date	
Plumbing Work	Brian Smith appointed by 3 quotations in date	
Decorators		
Maintenance	Action	Time frame*
Transportation		
Public footpath and gate	Pursue with council	Short Term
Control of traffic on the site at key times,	Pursue changing zig zag lines at entrance with transport department to enable waiting	Short Term
Relocation of bike sheds to front of school	Circa £8k - SCA bid	Medium Term
Site Improvements		
Railings along bank	Rescheduled to Feb 2018, due to contractor illness	Overdue
Bulbs planted up driveway	SR to price up and report	Short Term
Rotation and planning of bank	Applied to Woodland Trust for shrubs	Short Term
Border outside music to be planted	In-house planting	Short Term
Leaf/litter sweeper needed	School Association to fund, subject to demo of machine	Short Term
Railings outside RE block and new chapel	To be priced but hoped to be achievable short term	Short term
Triangular space outside chapel	SR to cost artificial grass/railing and report	Medium Term
Health and Safety		
Amphitheatre - make safe: Bank, benches and rail minimum	Included in SCA bid for summer 2018	Short Term
Partition of boiler (£800)	Included in SCA bid for summer 2018	Short Term
Art office	Included in SCA bid for summer 2018	Short Term
Improve water Bottle filling stations	Investigate more robust water stations	Medium Term
Canteen / Dining area to be redesigned	Funding to be identified	Medium Term
School Improvement		
Gym - Drama/Dance/Gym	Included in SCA bid for summer 2018	
MA Office/RH Office/Conference room complex	Included in SCA bid for summer 2018	Short Term
MFL room (ex Drama room)	Included in SCA bid for summer 2018	Short Term
HR Office to be compartmentalised	In house contracting	Short Term
Observation window reception - medical room	In house contracting	Short Term
Caretaker office to expand, new partition wall/door	In house contracting	Medium Term
Continue window refurbishment programme	Funding to be identified	Medium Term
Continue change of toilets to open plan	Funding to be identified	Medium Term

*Short Term 2018

Mid Term 2019 / 2020

Long Term 2020 /2021

Maintenance Planning

The school redecoration has been mainly reactive since the completion of the New Build as this required all non-essential maintenance funding. We are now in a position where it is essential to reinstate the maintenance program across the school to ensure there is no significant deterioration across the site.

A full site walk has been undertaken to review redecoration needs and the following schedule will now be introduced for classroom decorating. However, communal areas have significantly more wear and tear and will need to be added into the schedule on an annual basis.

Priority	Areas needing redecoration	Details	Time Frame
0	New Build classrooms	Below dado	Easter 2018
0	Artboards and bag store		Easter 2018
1	MFL Coridor	MFL coridor, review tiles and replace lights with LED's, (Review budget for replacement carpet in Summer 2018)	Easter 2019
		Provisional Time Frame TBC	
1	Graphics	Extra desks to be added	ASAP / TBC
1	Hall	Painting to lighten, change tubes to LED (doors and windows as part of SCA bid) Look at lunch bag store	Summer 2018
1	RE	Plastering, skirting boards, painting (ceiling replaced less urgent to include change of lights to LED)	Summer 2018
1	New build	communal areas	Summer 2018
1	Stairs in Sports block	Carpets need reviewing	Summer 2018
1	Entrance lobby tech	Carpet, walls and staircase paining (vynal later)	Summer 2018
1	Sixth form identity	Paint skirting and door frames to give 6th form identity	Summer 2018
1	Refurb music desks in MU2	Identifying better music desk options	Summer 2018
2	Maths		Summer 2019
2	I2/I3 coridor	Needs paininting - review use / bag storage	Summer 2019
2	Sixth form		Summer 2019
3	PE		Summer 2020
3	Fitness suite		Summer 2020
4	Tech ground floor		Summer 2021
4	Tech Upstairs		Summer 2021
4	SET		Summer 2021
4	I2/I3		Summer 2021
4	SEN		Summer 2021
4	Music		Summer 2021
4	Art /PHSE / I4		Summer 2021
4	S5, S6, S7, S8, S9		Summer 2021
4	Staff offices		Summer 2021

Conditions Planning - Short term objectives 2018/19 Financial year

The Borough of Poole commissioned a conditions report from outside consultants which identified all items they considered needed action. These were rated on both condition and priority, highlighting 29 items that were in the highest priority and poorest condition category. 12 of these items have now been addressed and of those remaining it is the windows in the MFL block and uneven pavioours that present the biggest challenge in terms of cost. Replacement of pavioours and refurbishment of these windows will be considered for 2019/20 SCA funding, however, it must be noted that the windows are not impacting teaching or health and safety.

We believe the assessors have erred on the side of caution both in the amounts required for repair and the urgency of some of the items. However, we continue to work on all outstanding items,

prioritising those that affect health and safety and the school community. The list of high prioritisation, high deterioration items is shown below:

Defect	Items Outstanding			Comments
	Remedy	Cost	Room Description	
Windows require renewal of reflective solar film to the glazed units. Heat imposed from direct sun upon external glazing throughout has resulted in melting of sealed unit components. Generally the ironmongery to all windows is poor.	Replace all ironmongery; renew solar film and replace damaged glazed units if necessary.	14,548	MFL	To be considered for SCA bid 2019/20
The perimeter fence line could cause some potential issues with safe guarding or accidental damage to property, particularly adjacent to the residential properties to the north and east of the site. In particular: (i) A the rear of the music block there is only light matting to the perimeter, where the boundary is adjacent gardens. (ii) There is low boundaries behind the art block, with direct views to the adjacent houses. (iii) There is an unprotected glass house to an adjoining garden right next to the boundary at the back of the 6th form block.	Review the provision of boundary fencing and adjust as required to ensure compliance with your safeguarding policies. We have allowed a nominal works cost of £5,000 against this item.	5,000	Perimeter Fence	Site Manager to meet with school safeguarding lead to confirm if there are any safeguarding issues. Planting to be reviewed for perimeter screening
The block paving outside of the sixth form block is subsiding.	Uplift and relay paving.	3,637	Outside of sixth form (West)	To be considered for SCA bid 2019/20, quotes being obtained for replacement with tarmac
Odour present in south facing rooms at ground floor.	Investigate dampness within enclosed roof void. This area is beneath the over sailing later addition.	3,637	Southern elevation - original flat felted roof covered and boarded.	
Windows require renewal of reflective solar film to the glazed units. Heat imposed from direct sun upon external glazing throughout has resulted in melting of sealed unit components. Generally the ironmongery to all windows is poor.	Replace all ironmongery; renew solar film and replace damaged glazed units if necessary.	2,910	Drama	To be considered for SCA bid 2019/20
Windows require renewal of reflective solar film to the glazed units. Heat imposed from direct sun upon external glazing throughout has resulted in melting of sealed unit components. Generally the ironmongery to all windows is poor.	Replace all ironmongery; renew solar film and replace damaged glazed units if necessary.	2,910	MFL	To be considered for SCA bid 2019/20
There is a flight of 8 Nr steps leading between the science block and north of the six form block which do not have a handrail provided.	Provide a handrail.	2,910	Staircase to Site Manager's office	
Running between the tech block and the sixth form there are uneven paving slabs which could course tripping hazards.	Relevel/renew the paving slabs.	2,910	Between Tech Block and Sixth Form	To be considered for SCA bid 2019/20, quotes being obtained for replacement with tarmac
Windows require renewal of reflective solar film to the glazed units. Heat imposed from direct sun upon external glazing throughout has resulted in melting of sealed unit components. Generally the ironmongery to all windows is poor.	Replace all ironmongery; renew solar film and replace damaged glazed units if necessary.	2,910	MFL	To be considered for SCA bid 2019/20
The chimney to the boiler house looks to be in fair condition from the ground floor but a close up inspection to the full height should be undertaken by a structural engineer. As such we have labelled this as a "D1".	Undertake a detailed inspection of the condition of the chimney at high level.	2,910	Main building Boiler house	
The paving slabs to the area outside of 1/0/027 (the Chapel) are uneven and could cause tripping hazards.	Uplift and relay slabs.	2,473	Seating area adjacent to pond	
Leaking roof.	Investigate leaking roof and remediate.	1,746	Sixth Form Common Room	
Leaks were noted around RSJ which could affect the structural integrity of the roof and building structure.	Repair leakage to the roof above RSJ and assess steelwork.	1,455	Laboratories	This has been investigated on several occasions but source of
The steps to the area outside of 1/0/036 (Physics Lab) do not have a colour contrast nosings.	Repaint the nosings in yellow to match other staircases to the site.	1,237	Fire Exit from Physics Lab in Tech Block	This can be completed in house, provisionally scheduled for Easter
Approximately 25Nr double glazed sealed window units have failed and are now showing condensation between panes.	Replace glazed units.	727	Laboratories	
Ironmongery to windows is missing.	Replace window handles/openers.	436	Classroom	
Missing skirting.	Install new skirting throughout the room to protect wall edges.	291	RE Classroom	Included in maintenance work being considered for Summer 2018

Items Completed				
Defect	Remedy	Cost	Room Description	Comments
We believe areas of the fascias of the arts and science block may contain asbestos.	Review your asbestos register and test as applicable. If these areas are asbestos, you may wish to consider removal of any asbestos fascias.	17,457	Fascias to arts and science block	
there is a damp smell upon entry to the classroom and mildew to ceiling.	Investigate dampness and ventilation and carryout repairs as required.	4,364	Classroom	Overhanging trees removed and change of use for the rooms has cured the problem
Handrail cut off and bracket removed	Renew handrail	1,746	Corridor	
The rainwater hopper appears to be leaking, causing water to discharge saturating the brickwork below and adjacent to the hopper.	This requires urgent investigation to ascertain the cause of the problem with remedied works as appropriate. A nominal amount of £500 has been included.	727	Music Classroom	
An inspection chamber cover is broken, causing a potential tripping hazard.	Renew inspection chamber cover.	364		Cover Replaced
Handrail was not securely fixed to opposing wall.	Securely fix handrail.	218	Outside sixth form (West)	
A fire exit sign is required to mark the exit ways from this corridor.	Review the requirements of this area against your fire risk assessment and ensure signage is present to meet those requirements.	218	Handrail	
The cills to the entrance door to 1/0/045 require renewal.	Replace door cills.	218		
The grillage is loose to the top of the door, presenting sharp edges.	Re-secure grillage.	218	Middle tier tennis court	Fencing replaced
There are significant quantities of plant growth present in the guttering.	Remove plant growth and clean through guttering ensure outlets are clear.	145	Gutterings	Completed February 2018
Lighting diffuser cover is missing.	Install replacement diffuser covering.	87	Student toilets	Toilets refurbished during 2017 works
Leakages noted to toilet waste - please check	Inspect and correct toilet bowl waste plumbing if leaks are occurring.	73	Student toilets	Toilets refurbished during 2017 works