

# **MINERVA LEARNING TRUST**

Condition Surveys Performance Specification

Reference MLT-CONDITION-2020

Version 2020/1

Draft – 20<sup>th</sup> November 2020

Submitted for Approval – 25<sup>th</sup> November 2020

Approved – 5<sup>th</sup> December 2020

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## BACKGROUND

Minerva Learning Trust is a Multi Academy Trust that operates mainly in the Sheffield area. At the time of writing this specification we sponsor 4 large secondary schools and 1 post 16 provider.

This specification has been developed with our schools and Premises team to enable the contract to cover all schools in the trust with one supplier.

### Who should undertake condition surveys?

It is expected that condition surveys are carried out by appropriately qualified surveyors who understand the grading system and provide an independent determination of condition and priority. Schools are expected to commission (and pay for) their own surveys.

### What is meant by a condition grading?

The existing methodology for determining condition is one that is recognised by surveyors across the construction industry as a means for determining priorities. The system utilizes an alphanumeric code that indicates both condition and priority and was used by the DFE in their national property surveys undertaken in 2013. The grading system has been consistently applied since the bidding process was introduced as part of the schools capital programme and is used to determine investment priorities.

### How condition is used to assess priorities?

Condition grades are used to determine broad priorities along the following guidelines (subject to sufficient funding being available):

- D1 – high priority to be progressed as unplanned works in current financial year
- C1 – high priority to be progressed in the following year's planned programme
- C2 – medium priority to be progressed in a future years planned programme
- C3 and below – to be reviewed again in a future year

It is however routinely necessary to apply some additional judgements between schemes of equal priority.

A number of additional factors could however be considered alongside condition. These include:

- Environmental / energy benefits
- Financial (revenue) benefits
- Sensitivity /complexity assessments

- Sequencing / value for money benefits
- Health & Safety implications.

## LEGISLATION

Legislation covered in this Specification includes but is not limited to

- Health & Safety at Work Act of 1974
- Management of Health and Safety at Work regulations of 1999

It is also expected that the condition surveys are carried out as per the recognized methodology for determining condition in the construction industry using the Dfe condition and priority matrix in this specification

## DEFINITIONS

MLT – Minerva Learning Trust

MAT – Multi Academy Trust

Dfe – Department for Education

TBM – Trust Business Manager

TIM – Trust Infrastructure Manager

H&SAWA – Health & Safety at Work Act 1974

## SCOPE

A condition survey provides objective information about the condition of the asset. It uses a common grading system and enables fair comparison across sites and effective prioritisation. It will be used by Minerva Learning Trust to inform its Capital Allocation Grant and Asset Management Plan

The provision of the service will be carried out at the following establishments

1. Stocksbridge High School, Shay House Lane, Sheffield S36 1FD
2. Handsworth Grange Community Sports College, Handsworth Grange Road, Sheffield S13 9HJ
3. High Storrs School, High Storrs Road, Sheffield S11 7LH

4. Chapeltown Academy, Hydra Business Park, Nether Lane, Sheffield S35 9ZX

- To carry out condition surveys on the school site.
- To produce a condition survey report in editable format (Excel preferred) for each site.

## REFERENCES TO OTHER DOCUMENTS

N/A

## GENERAL CONDUCT OF THE CONTRACT

### **1.1. GENERAL INSTRUCTIONS**

#### **1.1.1. Contractor Registration**

All consultants, Contractors and sub-Contractors carrying out work either directly or indirectly for MLT must be approved by Procurement Team. A supplier Questionnaire will be sent to the appointed suppliers, the supplier should notify MLT of any changes to this during the term of the contract.

#### **1.1.2. Specification**

The Contractor shall comply with all the requirements of this Specification

#### **1.1.3. National Standards**

The Contractor shall always comply with the requirements of the current issue or relevant UK National.

#### **1.1.4. Access**

Access to all areas is by prior arrangement only, by contacting the Site Manager of each establishment. A contacts list will be provided to the contractor.

### **1.2. HAZARDS AND RISK ASSESSMENT**

#### **1.2.1. Contractor's Responsibility**

Contractors are always responsible for the safety and wellbeing of their staff when on MLT property. It is the Contractor's responsibility to ensure that adequate discovery of and understanding of the hazards present in and around the MLT property in which they will be working is achieved. Reference must be made to the relevant UK National Standards relating to Health and Safety. The Contractor is also to take

account of the activities of other contractors who may be working in the vicinity of their own work area and to liaise with these contractors. The Contractor shall comply with the requirements of the Trusts Health and Safety guides.

#### 1.2.4 Electrical Safety

In carrying out any urgent Remedial Work, the Contractor shall notify the Estates team to seek advice and gain the appropriate authorization to carry out the work.

#### 1.2.5 Fire Precautions

The Contractor shall liaise with the Building Manager and familiarize themselves and their staff with all the fire alarm call points, firefighting appliances, and emergency exit routes. The Contractor must keep all emergency escape routes clear throughout the whole contract.

#### 1.2.6 Warning Signs

The Contractor shall be responsible for ensuring that adequate warning notices are displayed at each entry point, confirming the status of each site area, and prohibiting when appropriate unauthorized personnel from entering.

#### 1.2.7 Access Equipment, Hoisting and Materials Handling

The Contractor shall be responsible for ensuring that all equipment is used in a proper and safe manner and compliance with all codes issued by the Health and Safety Executive.

### **1.3 STAFFING**

#### 1.3.1 Personal Identification

All consultants, Contractors and sub-Contractors must carry means of identification (ID) displaying the company name, company telephone number and current photograph of the bearer, the name and title of the bearer. Personnel without appropriate ID will not be allowed to remain on site. MLT will not be liable for any delay, loss or expense occurred as a result.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Vulnerable groups of people need to be protected and CRB / DBS checks assist in ensuring that the most suitable people are appointed to roles working with these vulnerable groups.

All contractor and sub-contractors' staff **must** have a valid DBS certificate to work on school sites. The contractor will issue a list of the staff that will work on site and their DBS certificate numbers.

#### 1.3.2 Sub-Contract or Agency Staff

The Contractor shall not employ agency or subcontract for any part of the works described in this specification, except with the specific prior agreement of the Trust Infrastructure Manager.

#### 1.3.3 Signing in and out of buildings

The Contractor is to ensure that Contractor's staff follow local school procedures for signing in and out of buildings. Such procedures are essential for the safety of all personnel in the event of fire or other emergency, to establish who might be trapped in a building.

#### 1.3.4 Parking

Parking space is limited at each school site. Vehicles should be parked in marked spaces except where materials and / or equipment is being unloaded and loaded.

## SPECIFICATION

1) To carry out a visual condition survey of the schools within the trust.

2) Produce a condition survey report using the following condition grading.

Priority	D-BAD Life Expired. Exhibits major deterioration. Serious risk of imminent failure or a health and safety hazard	C-POOR Exhibits major or multiple defects and or not operating as intended.	B-OK Performing as intended but exhibiting minor faults / repairs	A-GOOD Performing as intended and operating efficiently
<b>URGENT</b> – needed to prevent closure of premises, address High H&S risk to occupants or remedy serious breach of legislation	D1	C1		
<b>ESSENTIAL</b> – within 2 years to prevent serious deterioration of fabric / services, address Medium H&S risk to occupants or remedy less urgent breach of legislation		C2	B2	
<b>DESIRABLE</b> – required within 3-5 years to prevent deterioration of fabric / service, address Low H&S risk to occupants and remedy minor breach of legislation		C3	B3	A3
<b>LONG TERM</b> – required outside of 5 years planning to prevent possible deterioration of the fabric / service. Ongoing planned cyclical works.			B4	A4

3) The condition survey must be produced in an editable format, (Excel preferred) for each school.