

MINERVA LEARNING TRUST

Fixed Wire Testing Performance Specification

Reference MLT-013-FIXEDWIRE-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.

Duties

It shall be the duty of every **employer** and self-employed person to comply with the provisions of the electricity at work regulations 1989 in so far as they relate to matters which are within his/her control

It shall be the duty of every **employee** while at work to co-operate with his/her employer so far as is necessary to enable any duty placed on that employer by the provisions of these Regulations to be complied with and to comply with the provisions of these Regulations in so far as they relate to matters which are within his/her control

Who should undertake fixe wire surveys?

It is expected that the fixed hardwire electrical testing is carried out by appropriately qualified electrical contractor with technical knowledge or experience. Eg (NICEIC contractor)

The scope of 'technical knowledge or experience' should include:

- adequate knowledge of electricity
- adequate experience of the electrical work being carried out
- adequate understanding of the system to be worked on and practical experience of that class of system
- understanding of the hazards which may arise during the work and the precautions which need to be taken
- the ability to recognise at all times whether it is safe for work to continue.

((HSR25 3rd Edition, HSE, The Electricity at Work Regulations 1989, Third Edition 2015, Crown)

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
- The Electricity at Work Regulations 1989
 - Electricity at Work Regulations 1989 (SI 1989/635) (as amended) (the Regulations) came into force on 1 April 1990. The purpose of the Regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities (*HSR25 3rd Edition, HSE, The Electricity at Work Regulations 1989, Third Edition 2015, Crown*)
- British Standard BS 7671:2018 Requirements for Electrical Installations (also known as the IET Wiring Regulations)
 - BS 7671 is a code of practice which is widely recognised and accepted in the UK and compliance with it is likely to achieve compliance with relevant aspects of the Electricity at Work Regulations 1989 (*HSR25 3rd Edition, HSE, The Electricity at Work Regulations 1989, Third Edition 2015, Crown*)

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

NICEIC – National Inspection Council for Electrical Installation Contracting

HSE – Health & Safety Executive

SCOPE

A Fixed Wire Testing service is the provision to undertake the comprehensive inspection, testing and surveying of whole fixed electrical installations, within the buildings indicated below.

All electrical work carried out at our sites will conform to

- The Electricity at Work Regulations 1989
- BS7671 Code of Practice

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

The service to be provided is

- To carry out an Electrical Condition survey on the school site.
- To produce an Electrical Condition survey report for each site.

This is the 5 year hardwired condition survey and testing schedule, each site is at a different stage in the 5 year cycle, please see the table below for the schedule.

School	5 Year test due	Circuits (Est)	DB Boards (Est)
High Storrs School Section 1	February 2022	96	12
High Storrs School Section 2	February 2023	100	13
High Storrs School Section 3	February 2024	115	14
High Storrs School Section 4	February 2025	130	16
High Storrs School Section 5	February 2026	315	30
Chapeltown Academy	August 2021	75	10
Handsworth Grange Block 2	August 2022	144	12
Handsworth Grange Block 1	February 2023	370	27
Handsworth Grange Block 3	April 2024	26	3
Handsworth Grange Block 4	August 2024	74	6
Stocksbridge High School	July 2025	598	30

SPECIFICATION

The following main installations are included and excluded within the scope of works.

Included	Excluded
Main Intake Switchgear and supply cables	Specialist Control System. E.g. Oxygen Depletion Systems etc.
Distribution Switchgear and sub-main cables	Computer /Data/Telephone Networks
General/Emergency Lighting, Power Installations	Security Systems (beyond point of isolation)
HVAC equipment and associated controls (mains supplies) including outgoing circuits from all control panels.	Building energy management systems (low voltage control wiring)
Fixed Equipment will form part of this contract – this will include: water heaters, fans. space heaters, pumps, hand dryers, - the electrical contractor must test all fixed appliances within each circuit in each building.	Building lift installations (Shaft lighting/controls and lift unit)(Lift supply to the isolator to be included in the EIT work)
All Switch and Fuse Gear – Main Switch Boards – Sub Switch Boards – Main Isolation Positions	Portable appliances
Mains Supplies to Security/door access & Fire Alarms and CCTV Installations	High Voltage Switchgear Installations
External Lighting Installations	Fire Alarm Systems
Telecommunications Installations (Mains Supplies)	Intake switchgear wholly owned and operated by external Utilities.
Earthing and Bonding Systems	Lightening Protection
BMS Control wiring to heating and domestic hot water systems – mains wiring	Emergency Lighting
Mechanical Extract Systems (including Ex rated ATEX fans)	
Fume Extraction and Fume Cupboard Installations	
Air Conditioning Installations	
Laboratory Gas Installations	
Lift Motor Room (all wiring other than lift shaft lighting/controls to lift and car unit)	
Main supplies only to IT equipment.	

All external supplies emanating from the building.	
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REFERENCES TO OTHER DOCUMENTS

- *HSR25 3rd Edition, HSE, The Electricity at Work Regulations 1989, Third Edition 2015, Crown Copyright*
- HSG85 3rd Edition, HSE, Electricity at Work, Safe Working Practices, 2013, Crown Copyright

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 and expiry dates(Copies may be required to be seen).

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.