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**RESOURCES AND PEOPLE SERVICES**

**(EDUCATION)**

Failure of Heating in School

**LNCT 16/6**

This information applies to sudden loss of heating. Ongoing problems with heating should be reported to Property Maintenance or FES by the school

Each situation involving heating failure will be very different and will require Head Teachers to make decisions based upon individual circumstances.

To assist with this decision making process the following should be considered.

* Information from Property Maintenance or FES
  + How long is the heating going to be unavailable? Property Maintenance/FES should be contacted as soon as a problem becomes apparent. In many cases this will be when the janitor arrives at school. Once an engineer has visited the premises Property Maintenance/FES will be able to give an indication of timescale for repairs. This will vary according to the fault, requirement for spare parts etc
  + Can temporary heating be provided? If heating cannot be fixed immediately temporary heating may be provided. Normally this is in the form of portable gas heater. Portable gas heaters will not be used in nursery classrooms or in PE halls or other active areas. Safety advice is provided with the heaters and they will be managed by Janitorial staff. On occasion electric heaters may be provided but these cannot be used to heat large areas.
* Current temperature of building – the minimum temperature for a classroom should normally be a legal minimum of 16. Guidance is that a minimum of 17 should be reached. Consideration should be given to whether it is likely to reach this within a reasonable time
* Outside temperature. If the outside temperature is relatively warm the building will lose heat slowly however if the outside temperature is cold heat loss will be faster.
* Knowledge of previous incidents. School staff may know from previous experience how quickly the building cools down.
* Time of day – if the heating fails later in the day the temperature may not drop too much before the end of the school day.
* Reorganisation of classrooms – it may be that parts of the school are still being heated or lose heat more slowly. Consideration should be given to rearranging classes and activities with the school.

Should the decision be made to close a school during the day then measures must be taken to ensure that any remaining pupils are suitably supervised.

The school may be closed to pupils without being closed to staff.

Reference should also be made to the Emergency Closure of Schools Guidance Nov 2016.