



# Premises Management Policy 2022/23

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## 1. STATEMENT OF INTENT

The Education Learning Trust Trustees have overall responsibility for ensuring that each of its Academies have specific premises management documents including planned maintenance schedules and risk assessments.

The Trust Health and Safety Policy details the responsibilities placed on the CEO, academy headteachers, site managers and other post holders, which should be read alongside this document.

This document outlines the general principles of appropriate practice concerning the maintenance of Trust premises and identified plant associated with estate infrastructure.

In this policy, the term 'building' encompasses the physical buildings, grounds and fixed assets and resources that are part of the Trust estate that are operated and under its control.

Appendix 1 contains the Estate Management Schedule. This schedule should be extended or adapted by the academy headteacher to suit their circumstances.

The headteacher, within the school's budget, will ensure the maintenance of buildings under their responsibility.

### 1.1 Purpose of Policy and Guiding Principles

This policy will have consideration for and comply with the following legislation:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999

#### The Equality Act 2010

This policy is underpinned by the Equality Act 2010. Staff, children and visitors should not be treated less favourably as a result of a protected characteristic. This includes gender, sexual orientation, religion, age and disability.

This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'

This policy operates in conjunction with the following Trust/Academy documents:

- Asbestos Management Plan

- Accessibility Policy
- Site Security Policy
- Health, Safety & Welfare Policy
- Manual Handling Policy
- Lettings Policy
- Medical Conditions & First Aid Policy
- Adverse Weather Plan
- Invacuation, Lockdown and Evacuation Policy
- Emergency Evacuation Policy
- Food Policy
- Fire Risk Assessment

## **2. BUILDING CONDITION, SUITABILITY AND ACCESSIBILITY**

On an on-going basis, the headteacher is responsible for ensuring that their building complies with statutory and regulatory requirements.

- Building condition - The physical state of the premises, ensuring that staff, children and visitors are safe, premises provide reasonable resistance to penetration by rain, snow, wind and moisture; and that the Academy can deliver quality education.
- Building suitability - The building and facilities are suitable to deliver the curriculum and is not a barrier in raising educational standards.
- Accessibility - All reasonable adjustments must be made to ensure the safe and free movement of disabled children, visitors and staff, including those who require wheelchair access. Where there are access issues these must be documented and reasonable alternative arrangements put in place.

## **3. ROLES AND RESPONSIBILITIES**

The Trust Board will be primarily responsible for ensuring the proper maintenance and repair of the school and shall provide systems to monitor Academies' compliance with premises obligations.

The Trust Board are responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy/Plan.
- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health, safety, and premises management legislation.

The Headteacher will have a staffing structure, which makes it clear where the responsibilities are for premises management, consistent with this document and the ELT Health and Safety Policy.

The Headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the site manager/CEO and Trust board as appropriate.
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. cleaning staff and site manager.
- Reviewing this policy in liaison with the site manager.

The school site managers will be responsible for coordinating and supervising maintenance and repair work, including securing any external contractor where necessary. They will also identify and undertake all maintenance and repair work within the school.

The Site Manager is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Managing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- In collaboration with the headteacher, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- Conducting or supporting (if external provider conducts) the Health and Safety Audit.
- Conducting the Asbestos Management Checklist.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the headteacher.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.

#### **4. ESTATES SAFETY RECORDS AND AUDITS**

The site manager will monitor that health and safety risk assessments are completed annually.

The site manager will ensure that the school's premises are subject to a regular Health and Safety Audit.

An officer from the Stockport Health, Safety and Wellbeing Service carries out the academy's annual Health and Safety audit. A professional service is purchased annually to provide professional help and support with all related issues.

The headteacher and site manager will create an action plan to rectify any issues, within a reasonable timescale, on receipt of the resulting audit report. The report and action plan is reported to the CEO and Trust Board to ensure they are fully aware of any corrective actions and expected dates of completion.

Routine Health and Safety Records and Audit documentation must be maintained at each Academy by the site manager.

#### 4.1 Asbestos

- The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times.
- The site manager and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.
- The headteacher and site manager will establish an Asbestos Management Plan (AMP) which is shared with the CEO and Trust Board.
- The site manager will ensure that all staff are informed of any asbestos located within the school.
- The site manager will arrange for any necessary repairs to the school regarding asbestos and ensure the Headteacher, CEO and Trust Board are kept informed.
- The site manager will review the school's AMP annually.

#### 4.2 Water supply

The site manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

The school has a clean supply of water for domestic purposes, including a supply of drinking water.

Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.

#### 4.3 Temperatures

- Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C.
- Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C.
- Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.
- The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.
- The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43 °C.

#### 4.4 Toilet and washing facilities

- For pupils aged **3-5**, there will be **1** toilet and washbasin for every **10** pupils.
- For pupils aged **4-5**, there will be **1** toilet and washbasin for every **20** pupils.
- For pupils over **5**, there will be **1** toilet and washbasin per **15-20** pupils, which will be segregated into male and female for those over **8**.
- No more than **2/3rds** of boys' appliances will be urinals.
- Toilet and washing facilities will be planned to ensure that:
- Hand washing facilities are provided within the vicinity of every toilet.

- The facilities are properly lit and ventilated.
- They are located in areas that provide easy access for children, and allow for supervision by members of staff, without compromising the privacy of pupils.
- Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.
- Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside.
- Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.
- Where possible, shower areas will be separate from toilets, and they will provide adequate privacy.
- The site manager will ensure that there are appropriate facilities in place for pupils who are ill, including:
  - A room for medical or dental examination.
  - A washbasin.

#### 4.5 Accessibility

- To be compliant with the Equality Act 2010, the headteacher and SENDCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND.
- The accessibility strategy will include the health and safety needs of pupils with SEND.
- The school will take account of its Accessibility Policy when managing and maintaining the school site.

#### 4.6 Drainage

- The site manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

#### 4.7 Lighting

- Lighting will be appropriate for a learning environment.
- Where possible, natural lighting will be used.
- Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- Lighting controls will be easy to use.
- Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- External lighting will be provided to ensure safe pedestrian movement after dark.
- Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- Emergency lighting will be provided for areas which are accessible after dark.
- As pupils with SEND can have additional needs, the school will cater for these. Some of these needs may include:
  - Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
  - Avoiding glare, including high gloss paint.
  - Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.

- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents.

#### 4.8 Security

The site manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.
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The school's security arrangements are based on a risk assessment, which is regularly reviewed by the site manager and SLT, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Boarding accommodation.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff/pupil training in security.

The Site Security Policy addresses the school's approach to ensuring the safety and security of all staff members, children and visitors.

#### 4.9 Lettings

- The site manager and headteacher will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others.
- The school's Lettings Policy will be adhered to at all times.
- When letting to commercial businesses, the school will first seek the permission of the ESFA.
- Hirers will make an application for hire to the Trust Board.
- When determining whether to approve an application; the Trust Board will consider the following factors:
  - The type of activity
  - Possible interference with school activities
  - The availability of facilities
  - The availability of staff
  - Health and safety considerations
  - The school's duties with regards to the prevention of terrorism and radicalisation
  - Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

#### 4.10 Weather

- The site manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks.
- Any issues identified will be relayed to the headteacher
- The school's Adverse Weather Plan will be adhered to at all times.

#### 4.11 Vacuations and evacuations

- The site manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.
- To ensure the safety of pupils with SEND, the site manager will liaise with the SENCO to establish the needs of pupils.
- Any issues will be reported to the governing board and SENCO, where appropriate.
- When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

#### 4.12 Suitability

- The site manager will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.
- The site manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

#### 4.13 Fire safety

- Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire.
- Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems.
- Staff and pupils will be familiarised with emergency evacuation procedures.
- Risk assessments will be updated if there are any significant changes to the premises.
- All school procedures and provisions relating to fire safety are outlined in the school's Health and Safety and Evacuation policies.

#### 4.14 Catering

- The site manager in consultation with the catering manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption.
- The school's Food Policy will be adhered to at all times.

#### 4.15 Cleaning

- The site manager will be responsible for cleaning staff or overseeing cleaning contract staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.

#### 4.16 Acoustics

- Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate.
- There will be minimal disturbance from unwanted noise.
- Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

#### 4.17 Maintenance

- The site manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit.
- Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

#### 4.18 Furnishings

- The headteacher and relevant members of the SLT, will ensure that the furniture and fittings are appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the school.
- Consideration will be given to specific requests for furniture and fittings generated as a result of the annual departmental review of furniture and fittings conducted by the site manager.

#### 4.19 Playing fields

- Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.
- Any playing fields which have been in use as playing fields for over 10 years are protected.

#### 4.20 Grounds

- The headteacher, deputy headteacher and SLT, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.
- The condition of all playground areas will be monitored by the site manager and deficiencies addressed.

## **5. MONITORING AND REVIEW**

- This policy is reviewed annually by the Trust Board and any changes to this policy will be communicated to all relevant staff members.

## Appendix 1 - Trust Estate Maintenance Schedule

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Indu- stry Code/Good practice
Asbestos	Overall duty is to manage asbestos in premises. Each site should have an asbestos register including the Management Survey	Annually Review of the AMP, Survey and Scoring with British Occupational Hygiene Society P402 or equivalent	Survey follows the HSG264 recommendations and surveyors have BOHS RP402 qualification, or equivalent, from an approved contractor, with UKAS analysis	Current Asbestos Management Survey	Control of Asbestos Regulations 2012
	Each site must have a site specific Asbestos Management Plan (AMP)	Reviewed annually	Asbestos Management Plan sets out Competencies required	Asbestos Management Plan	
	Refurbishment & Demolition survey for areas undergoing construction, renovation or maintenance where intrusive work is planned.	Prior to intrusive works taking place.	Survey follows the HSG264 recommendations and surveyors have BOHS P402 qualification, or equivalent, from an approved contractor, with UKAS analysis	Refurbishment & Demolition survey for areas where intrusive work is planned.	
	Asbestos removal or remedial works	Where management survey recommends action or as part of refurbishment or demolition	Contracting company to meet AMP requirements.	Air clearance certification and hazardous waste consignment notes for any removal works carried out in accordance with AMP.	
	Periodic monitoring of visible asbestos to determine condition	Annual /Monthly/other as determined by the AMP	Visual inspection only and can be carried by estates staff who have had asbestos awareness training	Annual/Monthly monitoring inspection form	

<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
Air Conditioning and Ventilation (including fans, filters and motors)	Units and systems should be maintained according to the manufacturer's guidance. Units and systems may require an inspection under the Energy Performance of Buildings Regulations	Annual 5 yearly	CHAS Approval for the sector work or long-standing contractors which have been deemed suitable.	- F-Gas records. - Maintenance records 5 yearly Certificate under the	Energy Performance of Buildings Regulations (Certificates and Inspections) (England and Wales) Regulations 2013 PUWER
Asset Management Plan	Provides for the prioritisation of disrepair needs	5 yearly rolling cycle	Surveyors qualified to BICS/RICS or equivalent	Current survey	Best Practice
Catering equipment	Professional Canopy clean See other entries regarding: - Gas appliances - Electrical equipment - Pressure cookers - Firefighting equipment	Annual See other entries regarding: - Gas appliances - Electrical equipment - Pressure cookers - Firefighting equipment	Specialist duct cleaning contractor See other entries regarding: - Gas appliances - Electrical equipment - Pressure cookers - Firefighting equipment	Completion report from contractor See other entries regarding: - Gas appliances - Electrical equipment - Pressure cookers - Firefighting equipment	Industry Code/Good Practice Gas Safety (Installation and Use) Regulations 1998 Provision and Use of Work Equipment Regulations 1998 (PUWER) EAWR 1989
CCTV	Cleaning, Functionality testing	Annual	Trained technician from a recognised company	Written records	EAWR1989 for PAT Testing obligations
Design and Technology equipment. (Also see other areas of this guide for LEV, Gas appliances lifts etc.)	Routine maintenance carried out as per CLEAPSS guide DL254. Servicing carried out by manufacturer / supplier / recognised maintenance company	As specified Annual or manufacturer's recommendation	Trained DT Technician Trained technician from a recognised company.	As specified in guide Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	Provision and Use of Work Equipment Regulations 1998 (PUWER) CLEAPSS DL 254
<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
Accessibility Plan	Contribute to the Accessibility Plan	When reviewed by the School whenever works are carried out	Qualified Surveyor	Current Audit report	Equality Act 2010 Special Educational Needs and Disability Act 2001 SEND

Doors (Automated) Applies to powered doors in public buildings.	Routine servicing according to manufacturer's guidelines Inspection and testing	As recommended by the Manufacturer	To a standard recognised by the manufacturer	PUWERegs Electricity at Work Regulations 1998	
Dust and fume Extraction / Local Exhaust Ventilation (LEV)	Routine checks for flow. Thorough inspection to ensure the design and expected performance is fit for purpose. At least every 14 months	In line with manufacturer's Recommendation At least every 14 months	Technician Competent Person (COSHH) insurance associated engineer	Written records of inspection including identification number of system/fume cupboard, date of test, type of test carried out, results of inspection, results of performance test, list of remedial actions necessary.	Control of Substances Hazardous to Health Regulations (COSHH) Fume cupboards BS EN 14175-2 2003 Provision and Use of Work Equipment Regulations 1998 (PUWER)
Electrical, fixed installation	Inspection and test of electrical installations	Every 5 years in educational establishments	NICEIC / ECA or other Certifying body's registered contractor.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	Electricity at Work Regulations 1998 BS7671 IEE Wiring Regulations
Electrical Portable appliances	Visual inspection Combined inspection and testing	Annual combined inspection and test of mains powered portable and transportable equipment.	In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training. A NICEIC / ECA / NAPIT accredited contractor is recommended.	Log of any faults identified and remedial action taken. Documented records of items tested Test stickers placed on items	Electricity at Work Regulations 1998
Temporary electrical installations e.g. for events	Suitably commissioned	Before first use	Person responsible should be qualified	Installation and commissioning	BS 7909 – Code of practice for temporary electrical systems for entertainment and related
<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
		Further periodic testing may be required	electrician / Competent Person	certificates including earth leakage test records	purposes. HSE Guidance Note GS50
Emergency Lighting	Visual inspection to ensure the batteries are charging Disconnection of the mains lighting to enable a function test Annual Service including 3 hour drop test	Weekly Monthly	None required None required	Academy Fire log book Academy Fire log book Annual Certificate	Electricity at Work Regulations 1998 BS 5266: Part 1 1999

Energy Performance	Display Energy Certificate (DEC) must be produced and displayed at all times in a prominent place clearly visible to the public. DECs are only required for buildings that have a total useful floor area of more than 500m <sup>2</sup> , that are occupied by a public authority or an institution providing a public service to a large number of people, and are frequently visited by members of the public.	Where the building has a total useful floor area of more than 1,000m <sup>2</sup> , the DEC is valid for 12 months. Where the building has a total useful floor area of between 500m <sup>2</sup> and 1000m <sup>2</sup> , the DEC is valid for 10 years	An Energy Assessor, accredited to produce DECs or EPCs for the type of building, is the only person who can produce the certificates and Advisory Reports for your building. The DEC and EPC will need to be lodged in a national register by the assessor and given a unique reference number	Current certificate and advisory report	The Energy Performance of Buildings (Certificates and Inspections) Regulations 2007 Energy Performance of Buildings Directive (EPBD) (2010/31/EU) "Improving the energy efficiency of our buildings - A guide to display energy certificates and advisory reports for public buildings
Fire detection and alarm systems	Testing of call points and sounders on rotation Inspection and service by competent contractor	Weekly Annual (or 25% quarterly)	Basic training in fire alarm operation only. Competent engineer experienced in type of fire alarm being tested	Results to be recorded in the Fire log book Appropriate test and inspection certificate	BA 5839 1:2013

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
Fire doors	Operation of release devices, door closers and Condition checks	Weekly Monthly	Trained premises team person.	Results to be recorded in the Fire log book.	Regulatory Reform (Fire Safety) Order 2005
Firefighting equipment:	Visual check to ensure equipment is in its assigned location and has not been discharged. Thorough inspection and testing by competent contractor Extended service (test discharge)	Monthly Annual 5 yearly for all extinguishers except CO2 which is 10 yearly	None, visual check only. BAFE accredited engineer or equivalent trained and qualified engineer BAFE accredited engineer or equivalent trained and qualified engineer Hoses are no longer recommended, and have those installed replaced with water extinguishers. Where hose	Results to be recorded in the Fire log book. Test Certificate Test Certificate Test Certificate	BSEN 3 extinguisher Commissioning and Maintenance to BS 5306-3: 2009

			reels remain, they must be subject to annual inspection regime.		
Firefighting equipment: Hoses	Hoses are no longer recommended as they are more likely to put a user at risk than prevent injuries. The recommendation is to decommission and remove fire hoses. Flexible tubing pressure test must be carried out.	Annual 5 yearly	Where hose reels are in place, a flexible tubing pressure test must be carried out. Where hose reels are in place, a flexible tubing pressure test must be carried out	Test Certificate Test Certificate	BS 5306:Part 1: 2006 BS 671-3: 2009

<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
Firefighting equipment: Wet and dry Risers	Regular maintenance and servicing	2 visual inspection services per year 2 electric pump inspection services per year 1 flow test per year (if applicable) A visual inspection every six months An annual pressure test	Accredited company for testing and inspection.	Accredited company for testing and inspection	BS 5306 Part 1: 2006 Regulatory Reform (Fire Safety) Order 2006

<p>Firefighting equipment: Wet and dry suppression systems e.g. Ansul, FM 200</p>	<p>Maintenance of suppression systems as per manufacturer's guidance.</p>	<p>Annual</p>	<p>BAFE accredited engineer or equivalent trained and qualified engineer.</p>	<p>Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.</p>	<p>BS 5306 Regulatory Reform (Fire Safety) Order 2005</p>
<p>Fire Shutters and curtains A fire shutter or curtain is a specially developed and engineered screen that drops from the ceiling and cuts off the path of a fire between two open areas. These are often used in kitchen service hatches.</p>	<p>Regular testing to ensure effective operation. Regular maintenance in line with manufacturer's recommendations.</p>	<p>Following installation and then 6 monthly</p>	<p>Competent person</p>	<p>Log book containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification</p>	<p>BS7273: Code of practice for the operation of fire protection measures Actuation of release mechanisms for doors BS EN 12453 for installation BS EN 12635 covers maintenance including the need for log book Appendix B of the Building Regulations Approved Document B</p>
<p>Fragile roofs</p>	<p>Fragile roof access to be clearly. Periodic inspection of signage required.</p>	<p>As part of termly / quarterly health and safety inspection regime.</p>	<p>None – can be carried out by Estates staff.</p>	<p>Termly monitoring inspection forms</p>	<p>Working at Height Regulations 2005</p>

<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
Fuel Oil and biomass storage	Must be maintained in accordance with the manufacturers' recommendations,	Annual	Ensure that service technician has demonstrable proof of competency appropriate to the equipment / service being maintained.	Records of examination and maintenance are kept, including date of inspection / maintenance, date next inspection or maintenance due and record of defects and rectification.	The Control of Pollution (Oil Storage) (England) Regulations 2001 Guidance Note for the Control of Pollution (Oil Storage) (England) Regulations 2001 Building and Engineering Services Association SFG/20
Gas appliances	Must be maintained in accordance with manufacturer's recommendations	Annual	Ensure that service technician has demonstrable proof of competency i.e. a Gas Safe card with credits appropriate to the equipment / service being maintained	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification. Service document should also record the Gas Safe registration of the technician carrying out the work.	Gas Safety (Installation and Use) Regulations 1998 L56: Safety in the installation and use of gas systems and appliances
Gates (Automated )	Site specific risk assessment Regular maintenance as per manufacturer's recommendations to ensure safe operation, including all safety devices.	Before installation Annual	Suitably competent person / organisation. For new installations confirm that the supplier will CE mark the gate and issue you a Declaration of Conformity	Records of maintenance including testing of functioning of safety devices fitted	Supply of Machinery (Safety) Regulations 2008 BS EN 12635:2002 – Industrial, Commercial and Garage Doors and Gates – Installation and Use HSE Guidance
Gym/PE Equipment	Visual inspection of equipment To inspect and maintain all Gymnasium Equipment to the standards required in British Standard Specification BS1892 part II 1986/1991 To ensure	Prior to each use Annual	Qualified PE teachers Qualified to inspect to the standard	Log sheet or similar - A detailed inspection report, summarising any faults and remedial action required - Evidence of remedial works completed	BS1892 part II 1986/1991 "Safe Practice in Physical Education and School Sport" (section 3.6 and Appendix 20) – Association of Physical education <a href="http://www.afpe.org.uk/">http://www.afpe.org.uk/</a>

<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
	that equipment remains safe for use, but also to prolong the life of				

	equipment by regular inspection and renewal of worn parts.				
Hydrotherapy and swimming pools	Maintained to the standards outlined in "Treatment and quality standards for pools and spas" published by the Pool Water Treatment Advisory Group.	As per manufacturers requirements	Staff trained and competent to handle the chemicals associated with the pool treatment.	Records to be maintained and kept for a minimum of 5 years.	BS EN 15288 – 2:2008 Managing Health and Safety in Swimming Pools (HSG179)
Intruder Alarm	Monitored inspection and testing according to manufacturer's guidelines	Annually	Demonstrably competent person or contractor	An inspection report summarising any faults and remedial action required	Electricity at Work Regulations 1998 IEE Wiring Regulations: BS7671
Lifts and lifting equipment Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.	Thorough examination of equipment designed for the lifting of passengers e.g. passenger lifts, patient hoists, powered stair lifts, tail lifts on disabled transport vehicles, window cleaning cradles. Thorough examination of equipment designed for the lifting of goods/objects only, e.g. scissor lifts, mobile elevating work platforms, vehicle inspection platform hoists, vehicle tail lifts, cranes, fork lift trucks, lifting beams. Thorough examination of all Lifting accessories, regardless of whether they are used to lift	Before using for the first time. For lifting tackle and equipment used to lift people every 6 months. Manufacturer / Competent Person may recommend more frequently.	Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company. Note: A thorough inspection is not the same thing as routine maintenance. Suitably qualified mechanical engineer. Thorough examination must be undertaken by LEAP's retained insurance engineer service.	Written report containing date of examination, date next examination is due and a full list of any defects found. Maintenance records showing any defects and their rectification. Must be certificated and a copy kept on site for inspection	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) "Guidelines on the supplementary tests of in-service lifts" - The Safety Assessment Federation (SAFed) and the HSE

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	passengers or goods. Lifting accessories are any components to the main lifting structure that are subject to wear and tear and the bearing of a load and which are integral to the operation of				

	<p>the lifting equipment, e.g. chains, slings, ropes, hooks, shackles, eyebolts, fall arrest harness.</p> <p>Full routine maintenance of equipment designed for both the lifting of passengers and goods according to manufacturer's guidelines.</p> <p>Supplementary tests for in-use passenger and goods lifts are tests or examinations called for by a 'Competent Person' where concerns regarding the condition of equipment arise following thorough examination.</p> <p>The requirement for supplementary tests is determined on the basis of an assessment of risks at the time of each thorough examination.</p> <p>Supplementary tests may include:</p> <ul style="list-style-type: none"> <li>- Testing of safety gear</li> </ul>				
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Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	Thorough overhaul and in-depth testing, including the use of weights, to test cables, breaking and motor efficiency.				
Lightning conductors	Where fitted, the lightning conductor installation must be checked for damage and deterioration. The electrical continuity of conductors, bonds and joints require testing and the earth resistance measured.	Annually	Demonstrably competent person.	Issue of test compliance sheet.	Section 32 of BS6651- "Protection of Structures against Lightning."

Outdoor fixed equipment, eg Basket ball hoop on permanent fixture on a tarmac area (not Playground Equipment)	Visual inspection Documented visual (routine) inspection	Weekly Monthly	No specific training required and can be carried out by Estates staff No specific training required and can be carried out by Estates staff	Monthly inspection monitoring form Evidence of remedial works completed	
Playground equipment	Visual inspection Documented visual (routine) inspection Interim inspections	Daily Weekly Quarterly	No specific training required and can be carried out by Estates staff. No specific training required and can be carried out by Estates staff, but an RPII Outdoor Routine qualification is desirable. Can be carried out by Estates staff with RPII Registered Outdoor	None required, but could be recorded in an opening and closing book if Academy follows this good practice. Weekly inspection monitoring form Quarterly monitoring inspection form.	EN: 1176 (play equipment). EN: 1177 (safety surfacing)

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	Annual inspection and assessment Maintenance to be carried out	Annual Annual and when required	Operational Inspector training (recommended) or similarly qualified contractor. RPII Outdoor Annual Registered Certified inspectors. Competent contractor, e.g. from equipment supplier/installer.	A detailed inspection report summarising any faults and remedial action required Evidence of remedial works completed	
Pottery kilns	Annual inspection and maintenance as per manufacturer's instructions	Annual	Competent contractor for electric kilns. Gas Safe accredited contractor for gas kilns (these are not recommended for use in Academies)	Date of test and name of tester. The record must show actual measured test values of earth continuity and insulation resistance. Actual current drawn is also a useful measurement to record.	Gas Safety (Installation and Use) Regulations 1998 Electricity at Work Regulations 1998 BS7671 IEE Wiring Regulations Provision and Use of Work Equipment Regulations 1998 (PUWER)

Pressure vessels	Ensure that the system undergoes through examination according to a written scheme, if required. Examples of pressure vessels include expansion valves on gas boilers, steam ovens / pressure cookers, compressors and portable hot water/steam cleaning unit fitted with pressure vessel. Implement a suitable maintenance scheme for the system according to	Annual At least annually and as necessary.	Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company. Suitably qualified mechanical engineer.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	The Pressure Systems Regulations 2000
<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
	manufacturer's guidelines.				
Roller shutters (see also fire shutters)	Routine maintenance in line with recommendations	At least annually	Demonstrably competent person.	Results of installation testing and records of all maintenance and defect rectification.	BS EN 12453 for installation BS EN 12635 covers maintenance including the need for log book
Tree Safety and grounds maintenance	Regular visual inspection to identify broken/dead branches, especially after high winds. Maintenance regime to be in place for all surfaces and features. Tree Survey	Every 3 years Various	None – suitable Estates staff. Qualified arboricultural contractor. Demonstrably competent person.	<ul style="list-style-type: none"> <li>Records of maintenance activity.</li> <li>Record of tree inspections including date of survey, results, list of recommended actions and dates works completed.</li> </ul>	The Workplace (Health, Safety and Welfare) Regulations 1992
Water hygiene: Risk assessment	Water Hygiene risk assessment carried out and reviewed.	Every 3 years or when there is significant change to the system or use of the building.	Assessor should have suitable experience and training, e.g. Legionella Control Association registered	Legionella risk assessment including asset register of components and schematic diagram of the system. Identification of likely risks and measures to reduce/control the hazard.	The control of Legionella bacteria in water systems L8

Water hygiene: testing and precautions	Temperature testing of hot and cold stored water systems. Disinfection of shower heads. Flushing	Monthly Quarterly At a frequency directed by risk assessment	Trained Estates staff Suitably qualified contractor e.g. Legionella Control Association registered Trained Estates staff	Records of tests including dates and remedial actions where tests are outside accepted parameters	The control of Legionella bacteria in water systems L8
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<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
Water hygiene: Thermostatic Mixing valves on water outlets and showers	In service safety check to be carried out to check whether any deterioration has occurred in the performance of the Thermostatic Mixing Valve (TMV). Maintenance of all Thermostatic Mixing Valves.	6 monthly Annual or following identification of a fault.	Servicing should only be undertaken by a competent engineer or plumber.	Maintenance record showing date of maintenance and any defects and their rectification.	Provision and Use of Work Equipment Regulations 1998 (PUWER)
Working at Height: Ladders	Ladders should be inspected before use and at regular intervals according to the manufacturer's instructions	Annual	Demonstrably competent person.	Periodic visual inspection of ladders should be recorded including date, person inspecting. Any defects and record of repair or destruction. Ladders should be easily identifiable, e.g. through the use of inspection tags.	Working at Height Regulations 2005 Provision and Use of Work Equipment Regulations 1998 (PUWER)
Working at Height: Scaffold Access towers	- Inspection after assembly in any position - Maintenance and inspection as per manufacturer's recommendations	- After assembly and before first use - After any event that may affect stability e.g. vehicle strike, high winds - Every 7 days whilst erected.	Erected and inspected by trained person (PASMA Trained or similar) hired towers to be assembled by hire company if no trained person available.	Records of inspections to be kept at least until next inspection.	Working at Height Regulations 2005 Provision and Use of Work Equipment Regulations 1998 (PUWER)
Working at Height: Guard rails	Must be properly inspected and maintained.	Annually	Demonstrably competent person.	Records Kept	Working at Height Regulations 2005

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
Working at Height: Fall arrest and fall restraint systems (see also lifting equipment)	Visual inspection of harnesses, cables and eye bolts. Users must be properly trained, closely supervised and rescue procedures must be in place. Must be properly inspected and maintained including thorough examination.	Prior to each use 6 monthly	By trained user. Demonstrably competent and independent person for thorough inspections.	Records kept including thorough inspections	BS EN 365:2004 BS 6037-1-2003, EN 1808 Working at Height Regulations 2005 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Provision and Use of Work Equipment Regulations 1998 (PUWER)
Other equipment Ground heat source pumps Sewage pumps	Unless otherwise specified all equipment should be maintained as per manufacturers/ installers recommendations and records kept of this maintenance including date of visit, name of person carrying out maintenance, details of maintenance carried out and any remedial work carried out.	As advised by manufacturer	Suitably competent person.	Date of visit, name of person carrying out maintenance, details of maintenance carried out and any remedial work required. Evidence of remedial work completed.	Building and Engineering Services Association SFG/20 (standard maintenance specification) Provision and Use of Work Equipment Regulations 1998 (PUWER)

Definitions

BS	British Standard
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
COSHH	Control of Substances Hazardous to Health
DATA	Design and Technology Association
ECA	Electrical Contractors Association
EN	European norm
HSE	Health and Safety Executive – The national enforcement body for health and safety law in the UK.
IEE	Institution of Electrical Engineers

L8	Legionnaires' Diseases. The Control of Legionella Bacteria in Water Systems Approved Code of Practice
NAPIT	National Association of Professional Inspectors and Testers
NICEIC	National Inspection Council for Electrical Installation Contracting
PUWER	Provision and Use of Work Equipment Regulations
PASMA	Prefabricated Access Suppliers' and Manufacturers' Association

## Appendix 2 - Asbestos Management Checklist

Criteria	Yes	Further action needed
<p><b>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings?</b> The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.</p>		
<p><b>Has the duty holder undertaken a management survey?</b> A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.</p>		
<p><b>Does the management survey highlight the location of ACMs?</b> All areas of the school premises should be included: storerooms; yards; outbuildings; underfloor services; pipes; ceiling voids; corridors, etc.</p>		
<p><b>Has the duty holder assessed the potential risk from the ACMs?</b> The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>		
<p><b>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school?</b> The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.</p>		

<p><b>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present?</b> The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p>		
<p><b>Are any in-house staff who may undertake maintenance work adequately trained?</b> Training needs to be appropriate for the work.</p> <p><b>Awareness training</b> – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p><b>Training for work with asbestos that does not require a licence from the HSE</b> – this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p> <p><b>Training for asbestos work that does require a licence from the HSE</b> – this includes most work of asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>		

**Further action needed**

Action required	Action taken	Date	Signature

<b>Name (and position):</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of school:</b>		