



**Osborne**  
Co-operative Academy Trust

Self-help  
Self-responsibility  
Equity  
Equality  
Democracy  
Solidarity

## **MAT Premises Management**

**First approved by Trust Board: March 2023**

**Review Frequency: Every Three Years**

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**Date of next review: March 2026**

## Version Control

Author	Date Created	Version	Notes
Facilities Team	November 2022	1.0	Approved by Trust Board March 2023

## Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

### 1. Purpose of Policy and Guiding Principles

- 1.1. The Trustees of Osborne Cooperative Academy Trust have overall responsibility for ensuring that each school within the Trust has its own specific premises management documents (e.g. Planned Premises Maintenance Schedule; Risk Assessments, site security). The Local Governing Body (LGB) has primary responsibility for each site, ensuring implementation of policies. Lauren Greenwood, our named governor, will carry out regular reviews and monitoring of adherence to this policy.
- 1.2. The Headteacher for each school has overall responsibility and accountability for all aspects of premises management. The Headteacher can delegate tasks to their Deputy Head but cannot delegate the overall responsibility. Each school has an appointed member of staff who is responsible for ensuring that the site meets statutory and best practice obligations for managing their school site. Generally, this will be the Site Manager. This person ensures all necessary maintenance and repairs are carried out.
- 1.3. This document outlines the general principles that will apply to each site and provides templates to ensure these obligations are met.
- 1.5. The Site Manager has lead responsibility for site issues and has responsibility for premises health and safety, cleanliness and security. This person must inform the Head Teacher, or their Line Manager, of any issues that may compromise health and safety, cleanliness or security.
- 1.6. Throughout this policy the term 'Buildings' is used. This encompasses the physical buildings, grounds and fixed assets and resources that are school property and/or owned by the academy trust.
- 1.7. Contained in **Appendix 1** is an example of a Trust Premises Management schedule. This schedule should be adapted by each school to suit their site, buildings, age range of pupils and other contextual information. The EVERY cloud based software is used by all schools to support the management and evidencing. The Site Manager for each school should maintain the records in EVERY, uploading and evidencing that works have been completed with relevant documents.

Planned maintenance can be split into 2 categories:

**Statutory** – these will be carried out to the required timescales. The school is responsible for arranging external contractors to carry out testing and maintaining all records of Statutory Testing in accordance with the Health & Safety at Work etc. Act 1974 and all associated legislation. There should be full records uploaded to EVERY to evidence compliance.

**Preventive** – this will be done as necessary, in accordance with the Trust maintenance schedule for activities in EVERY.

- 1.8. Each site will hold a premises management plan, which will be reviewed at regular intervals and which informs the resultant action plan.

### 2. Statutory Provisions and Equality

This policy links with statutory provisions around premises management, including:

- 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 (including accessibility plans)

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 is not an exhaustive list and this policy will also have regard for statutory and non-statutory guidance to ensure that our schools and academies are a safe place to work and study.

- 2.1. This policy is underpinned by the Equality Act 2010. Staff, students and visitors should not be treated less favourably as a result of a protected characteristic. This includes gender, sexual orientation, religion, age and disability. The trust's Equality Policy provides further information.

This policy links with other policies and standard operating procedures in place across the trust and these are referenced in this document.

### **3. Building Condition, Suitability and Maintenance**

- 3.1. On an on-going basis, the Site Manager is responsible for ensuring that the school building complies with statutory and regulatory requirements. This is in relation to:

- Building condition. The physical state of the premises, ensuring that staff, students and visitors are safe and that the school can deliver quality education throughout the premises and facilities.
- Building suitability. The building and facilities are suitable to deliver the curriculum and is not a barrier in raising educational standards.
- Maintenance. Arrangements are in place for staff to raise a maintenance issue or concern that may impact on the safety of users in the building.
- Accessibility. All reasonable adjustments must be made to ensure the safe and free movement of disabled students, visitors and staff, including those who require wheelchair access. Where there are access issues these must be documented and alternative arrangements put in place.

- 3.2. No area of the building and grounds should compromise health and safety either in terms of design and suitability or condition.

- 3.3. The school will have suitable catering facilities, including food preparation (or cooking) areas and suitable dining spaces. Where these spaces have a dual purpose (e.g. dining hall) then the Site Manager will ensure that the dining furniture can be easily removed and stored when not in use for dining.

- 3.4. Each school will have in place a Display Energy Certificate, in line with statutory regulations.

- 3.5. 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 strategy will include the health and safety needs of the pupils with SEND.

#### **4. Health and Safety at Work**

- 4.1. At all times, premises staff must give high regard for their own personal safety and welfare when dealing with any premises matters.
- 4.2. The Site team will ensure that all training is up-to-date, Personal Protective Equipment (PPE) is worn when required and that they are suitably qualified to carry out particular tasks. Premises staff will be trained in Asbestos Awareness, First Aid, Manual Handling, Working at Height, Fire Marshall, IOSH Managing Safely, Risk Assessment, Electrical safety, Legionella, DSE & COSHH and any other relevant area, specific to the needs of the school at which they work.
- 4.3. The Site Manager will work closely with the relevant Trust and OneSource Health and Safety teams, ensuring they stay up to date on their professional knowledge and local change in policy or procedure.
- 4.4. Regular Health and Safety Audits must be undertaken and each school will ensure that risk assessments are current and relevant and do all that is reasonably possible to ensure a safe environment.

#### **5. Fire Evacuation Arrangements**

- 5.1. The Site Manager of each school will ensure that all Fire Exits are operational with clear signage in place.
- 5.2. Each school will have an evacuation procedure that is practised at least three times per year, with outcomes recorded. Fire alarm call out points and systems checks are also recorded in EVERY.
- 5.3. The Fire Evacuation procedure will be updated by a designated member of staff, in conjunction with the Head Teacher. The procedure will be circulated at least three times per year and will be made available to new staff during their induction programme.
- 5.4. Fire Risk Assessments are reviewed at least annually and more frequently if changes to the building occur. Fire risk assessments and Fire Evacuation signs are amended and included within any building alteration or decoration.
- 5.5. Fire Evacuation plans will ensure that safe evacuation can be achieved by all staff, visitors and students, including those with SEND. Where personal evacuation plans (PEEPS) are needed the relevant staff will communicate this to the Head Teacher.
- 5.6. The Site Manager is responsible for routine checking and maintenance of fire detection (and alarm), fire doors and firefighting equipment and the outcomes of all checks will be logged on the EVERY system.
- 5.7. The Trust "Fire Management Standard Procedure" document must be adhered to.

#### **6. Asbestos**

- 6.1. The Governing Body, Head Teacher and Site Manager will ensure that the school meets its duty to manage asbestos in the school premises.
- 6.2. Appropriate asbestos surveys will be undertaken by a qualified contractor and the findings from the survey recorded, and relevant actions put in place.
- 6.3. A premises asbestos management plan (PAMP) to manage the risks identified will be put in place and shared with the LGB. All staff must consult with the Site Manager before any works, maintenance, installation or display is undertaken to ensure that the actions are safe and in accordance with the PAMP.
- 6.4. The Site Manager will ensure that all staff are informed of any asbestos located in areas they work within the school. The school must discuss any proposed asbestos works with the central facilities team prior to engaging any contractor.
- 6.5. The Trust "Asbestos Standard procedures" document must be strictly adhered to. No asbestos should be removed from school sites without discussion with the Trust Estates Team.

#### **7. Heating, Lighting and Ventilation**

- 7.1. The premises team will ensure that the school is suitably heated for staff and students and will inform the Head Teacher of any major concerns.

- 7.2. 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 temperature.
- 7.3. 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 lower temperature.
- 7.4. 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 lower temperature.
- 7.5. [Early years, Key stage 1] - The surface temperature of any radiator (including exposed pipework) that could be touched by a pupil will not exceed 43°C.
- 7.6. Lighting will be appropriate for a learning environment. Where possible, natural lighting will be used.
- 7.7. Adequate views will be available to the outside, to ensure comfort and avoid eye strain.
- 7.8. Lighting controls will be easy to use.
- 7.9. Blinds or other window covers will be provided, to avoid glare, excessive sunlight & heat.
- 7.10. External lighting will be provided to ensure safe pedestrian movement after dark.
- 7.11. Outdoor sports facilities will have floodlights if they are likely to be used out of school hours.
- 7.12. Emergency lighting will be provided for areas which are accessible after dark. It will be tested in accordance with the schedule and the results of tests logged in the EVERY system.
- 7.13. 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.
- 7.14. Regular checks will be made to ensure that ventilation and cooling systems are in working order and meet regulatory or manufacturers standards.

## **8. Water Supply and Drainage**

- 8.1. The Site Manager will ensure that the schools water supply meets regulatory requirements by carrying out checks at regular intervals.
- 8.2. The school should have a clean supply of water for domestic purposes (including drinking water) and washing facilities should have an adequate supply of hot and cold water (wash basins and sinks).
- 8.3. The temperature of the water supply must not exceed statutory temperatures.
- 8.4. There should be adequate drainage for disposing wastewater. Regular checks must be carried out to ensure this is in working order. Where faults occur drainage specialists should be contacted.

## **9. Sanitation and Welfare**

- 9.1. Sufficient sanitation facilities should be available for staff, students and visitors and should reflect the needs of the school. This includes any SEND students and those with intimate care or medical needs.
- 9.2. Sanitation requirements should be relative to the number of students, their age, their needs and the physical layout of the building.
- 9.3. Sanitation requirements should review feminine hygiene facilities, staff room/common areas, washrooms, toilet areas, shower facilities (PE and staff changing areas)
- 9.4. Clearly identified changing areas should be provided wherever possible and these should reflect the needs of the school and the curriculum. Advice should be sought where a student's needs, under the Equality Act, need to be adjusted to suit their requirements.
- 9.5. A medical room should be available for examination and storage of medical supplies (including medication), this should have a wash basin. Where it is not possible to provide a medical room, suitable storage facilities must be available.

## **10. Maintenance and Cleaning**

- 10.1. It is the site staffs' responsibility to ensure that the school is kept as clean and tidy as possible. The Site Manager will have in place systems to monitor these standards.
- 10.2. Electrical and mechanical checking and maintenance will take place on a regular basis and each school will have in place a schedule for testing electrical equipment and installations. This will include any emergency lighting or other systems. The Trust "Standard procedures" documents must be followed and all certificates, reports and other testing evidence must be uploaded to the EVERY system.
- 10.3. Each school will use the EVERY system for reporting faults and day-to-day maintenance issues. The site team will need to decide on necessary action based on urgency, threat to student/staff safety and cost of repair.
- 10.4. It is acknowledged that much of the maintenance work, including decoration will take place in school holiday periods.

## **11. Furniture, Fittings and Equipment**

- 11.1. Furniture and fittings in the school should be appropriate to the age and need of students.
- 11.2. The Site Manager, within the annual asset management programme, will review the condition and suitability of furniture and fittings. This will include any sports or gym equipment, playground equipment and equipment used in practical subjects (e.g. Resistant Materials).
- 11.3. The Site Manager is also responsible for ensuring that any equipment used for cleaning, repairs or general maintenance is in a good state of repair and fit for purpose.
- 11.4. The Site Manager will ensure that the annual asset checking process is completed and that all records are updated in the EVERY system. The trust "Asset standard procedure" document gives details on the process and how it should be completed.

## **12. Safety, Security and Safeguarding**

- 12.1. Each school's site staff have overall responsibility for opening the school at the start of the day and for locking it up securely at the end of business. This includes all exits, doors and windows, as well as the perimeter area.
- 12.2. The Site Manager will put plans in place to ensure that movement around the building and grounds is safe and secure. Public areas are free from obstruction, entrances are maintained and appropriate signage is in place.
- 12.3. The Site Manager will ensure that all alarms and other security measures are fit for purpose and in working order, this is likely to involve an external contractor.
- 12.4. The school's site staff must take overall responsibility for any visiting contractor to the school site, making sure that they work safely and adhere to the school's safeguarding policies. The Trust contractor checklist must be completed by the school and all relevant documentation must be obtained, as listed on the contractors check list which includes all DBS checks. Contractors' checklists and documentation should be retained by the school. Appendix 2
- 12.5. The Site Manager will ensure the safe, and secure where appropriate, storage of all materials.
- 12.6. All security arrangements should be based on a risk assessment and be balanced against insurance risk and budget resources.
- 12.7 Each school must have a site security policy in place. This policy must include procedures for dealing with intruders.

## **13. Charging, Remissions and Lettings**

- 13.1. Each school has in place a Charging and Remissions Policy.

13.2. The Trust has in place a Lettings Policy which should be adapted for each school depending on their charging arrangements and which facilities are available for hire.

#### **14. Other provisions**

- 14.1. The site staff will abide by all policies relating to staff working in a school.
- 14.2. Each School will have a budget in place for maintenance.
- 14.3. The Site Manager will arrange for grounds maintenance work to be carried out, to ensure that all PE or other outdoor facilities meet high education and overall appearance standards. This may involve working closely with Grounds Maintenance teams to ensure a co-ordinated approach to a whole school site.
- 14.4. The Site Manager and site team are responsible for ensuring that everything that can be done is undertaken to keep a school open during poor weather or other emergency situations. This is done with an overarching commitment to staff and student safety. The Site Manager will liaise with the Head Teacher to decide if, based on a risk assessment, the school should open/remain open. The decision to open remains with the Head Teacher.

#### **15. Roles and Responsibilities**

##### **15.1 The Role of Trustees and Local Governing Body**

- 15.1.1 The Trustees have delegated a number of responsibilities to the Local Governing Body (LGB) within each school and expect the LGB to monitor the implementation and practice of policy and procedure. LGBs will report back to the CEO and Trustees where there are any concerns regarding premises management and with any suggestions to improve management.
- 15.1.2 Where required the Trustees with the LGB will be required to confirm a school has met its statutory obligations.

##### **15.2 The role of the Head Teacher**

- 15.2.1 Each Head Teacher is responsible for the safety and security of their students, staff, visitors and premises.
- 15.2.2 Each Head Teacher will take advice from the site team before deciding to open/close their school. The responsibility for this decision is the Head Teacher.
- 15.2.3 Each Head Teacher will have a staffing structure which makes clear where the responsibilities for Premises Management, within their school, lie.
- 15.2.4 Each Head Teacher will review their premises maintenance plan as part of the budget setting process.
- 15.2.5 The Head Teacher or designated person, in each school, will take responsibility for supervising all areas of Premises Management and health and safety, and for overseeing the work of the Site Manager.

##### **15.3 The Role of the Site Manager (or other designated persons)**

- 15.3.1 The Head teacher has overall responsibility for the safety and security of their students, staff, visitors and premises.
- 15.3.2 The Site Manager will ensure that all subsequent health and safety checks are carried out as per schedule and will inform the Head Teacher of any concerns. All records will be maintained in the EVERY system.
- 15.3.3 The day-to-day implementation and management of the stipulations outlined in this policy.
- 15.3.4. Identifying and undertaking any maintenance and repair work.
- 15.3.5 Checking the school's compliance with the relevant health and safety and premises management legislation and reporting any issues to the Head Teacher.
- 15.3.6 Ensuring hygiene is maintained at the school, including that appropriate drainage is in place.
- 15.3.7 The security of the school, including locking the school after hours and re-opening the school.
- 15.3.8 Completing relevant premises risk assessments.



#### **15.4 The Role of All Staff**

- 15.4.1 All staff are responsible for reporting any concerns or faults as soon as possible to ensure the safe and smooth running of the school using the EVERY system.
- 15.4.2 All staff are responsible for their own Health and Safety with regards to the maintenance and use of school equipment and resources.
- 15.4.3 All staff are responsible for completing Health and Safety training identified in the school competency matrix and identified in policies.

#### **15.5 The Role of the Trust Estates and Facilities**

- 15.5.1 To provide guidance and support to Head Teachers and the site managers to ensure adherence to this policy, that buildings and premises are safe and compliant and that statutory maintenance and inspections are carried out as scheduled and recorded.

**Appendix 1 - Statutory Maintenance and Inspection Guide (Example template)**

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
Asbestos	Overall duty is to manage asbestos in premises. Each school should have an asbestos management survey.	Asbestos Management survey in place. Refurbishment and Demolition survey prior to any works	UKAS Accredited company for testing and inspection. (See Asbestos procedure document)	<ul style="list-style-type: none"> <li>Current Asbestos Management Survey.</li> <li>Completed asbestos register</li> </ul>	<a href="#">Control of Asbestos Regulations 2012</a>
	Each school must have a site specific asbestos management plan, including asbestos risk register and action plan.	Reviewed annually	No specific skills required, but asbestos awareness training must be completed.	Awareness training. Asbestos management plan, risk register and action plan	
	Demolition/refurbishment survey for areas undergoing construction, renovation or maintenance where intrusive work is planned.	Prior to intrusive works taking place.	UKAS Accredited company for testing and inspection. (See Asbestos procedure document)	Demolition/ refurbishment 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	Removal company to be an HSE Licensed Contractor, preferably holding a 3 year licence.	Clearance certification and hazardous waste consignment notes for any removal works carried out.	
	Regular monitoring of visible asbestos to determine condition.	As determined by level risk in Asbestos Management plan	Visual inspection only and can be carried by premises staff who have had asbestos awareness training.	Annual monitoring inspection form	

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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 or bi-annual	<ul style="list-style-type: none"> <li>• Holds C&amp;G 2078</li> <li>• Holds CITB Safe Handling of Refrigerants certificate</li> </ul>	<ul style="list-style-type: none"> <li>• F-Gas records.</li> <li>• Maintenance records</li> </ul>	BSEN 378. Refrigeration systems - Safety and Environmental requirements. BS 5720 and BS5925; Building Regulations 1991 F1 "Means of Ventilation" Energy Performance of Buildings Regulations (Certificates and Inspections) (England and Wales) Regulations 2013.
Autoclaves	Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations.	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.	Scheme of examination is selected from CLEAPSS Guide L214b Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination, used by the competent person to carry out the examination also, the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the company.	<u>The Pressure Systems Regulations 2000</u>

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Boiler Maintenance	<p>Must be maintained in accordance with the manufacturers' recommendations.</p> <p>Safety inspections are to include internal gas pipe work, including all ancillary equipment including the pipes, valves, regulators, boosters and compressors.</p>	Annual	The Service technician's Gas Safe card has credits appropriate to the equipment / service being maintained.	<p>Maintenance records are kept including:</p> <ul style="list-style-type: none"> <li>• Date of maintenance</li> <li>• Date by which next maintenance is due</li> </ul> <p>Record of defects and rectification. Service document should also record the Gas Safe registration of the technician carrying out the work.</p>	<a href="#">Gas Safety (Installation and Use) Regulations 1998</a>
Catering equipment	<p>Must be maintained in accordance with the manufacturers' recommendations and according to the type of equipment.</p> <p>See other entries covering</p> <ul style="list-style-type: none"> <li>• Gas appliances</li> <li>• Electrical equipment</li> <li>• Pressure cookers</li> </ul> <p>Firefighting equipment</p>	In line with manufacturers requirements	Ensure that service technician has demonstrable proof of competency e.g. 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	<a href="#">Gas Safety (Installation and Use) Regulations 1998</a> <a href="#">Provision and Use of Work Equipment Regulations 1998</a> <a href="#">(PUWER)</a>
CCTV	Inspection and testing	Annual	Trained technician from a recognised company	Written records including date of test, date next test due, defects found and records of repairs to rectify defects. IGS records updated.	<a href="#">Electricity at Work Regulations 1998</a> <a href="#">IEE Wiring Regulations: BS7671</a>

Clinical Waste Disposal	Any waste which contains or is contaminated with human blood, body fluids or excreta is defined as clinical waste. Its	Dependent on risk assessment	General clinical waste must be disposed of using yellow clinical waste bags and not	Waste consignment notes	Environment Protection Act.
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Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	safe disposal is necessary to protect staff and others who may come into contact with it against the risk of infection, to prevent contamination of the environment and to ensure compliance with the Environment Protection Act.		placed in the general refuse. These bags must then be disposed of via a licensed waste contractor.		
Design and Technology equipment. (See other areas of this guide for LEV, Gas appliances lifts etc.)	Routine maintenance carried out as per CLEAPSS guide DL254.	Annual or manufacturer's recommendation	Trained DT Technician  Trained technician from recognised company.	As specified in guide	<a href="#">Provision and Use of Work Equipment Regulations 1998 (PUWER)</a> CLEAPSS DL 254

<p>Servicing carried out by manufacturer / supplier / recognised maintenance company. Design and Technology department Health and Safety Audit As specified</p>	<p>Every 2 years</p>	<p>DATA /CLEAPSS approve I person.</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>
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Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
<p>Disabled Access</p>	<p>Complete an Access Audit to identify areas where the service is inaccessible. The audit should then enable schools to complete an Accessibility Plan. Those who offer services to members of the public or who employ others or organisations providing education and training, are obliged by legislation to ensure that those services are accessible to all and that employment arrangements do not place disabled people at a disadvantage.</p>	<p>Every 3 years and whenever works are carried out.</p>	<p>SENCO Surveyors qualified to BICS/RICS or equivalent.  For further help, refer to the National Register of Access Consultants.</p>	<p>Current Audit report</p>	<p><u>Equality Act 2010</u> <u>Special Educational Needs and Disability Act 2001 (SENDA)</u></p>

Doors (Automated) Applies to powered doors in public buildings.	Routine servicing according to manufacturer's guidelines  Inspection and testing	6 monthly  Annually	NICEIC / ECA registered contractor or equivalent.		BS 7036: 1996 Parts 1, 2 and 3 <a href="#">Electricity at Work Regulations 1998</a> BS7671 IEE Wiring Regulations
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Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
Dust and fume Extraction / Local Exhaust Ventilation (LEV)	Regular maintenance and servicing.  Thorough inspection to ensure the design and expected performance is fit for purpose. At least every 14 months.  In addition, filter fume cupboards must be labelled with the type of filter in place and be appropriate for the chemicals used. The number of hours of use should also be recorded to ensure filters are changed at appropriate periods	In line with manufacturer's Recommendation  At least every 14 months  In line with manufacturers' recommendations	Competent person, either specifically trained technician or service technician from company testing to appropriate British standard.	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. This must be kept for at least five years.	<a href="#">Control of Substances Hazardous to Health Regulations 2002 (COSHH)</a> Fume cupboards BS EN 14175-2 2003 <a href="#">Provision and Use of Work Equipment Regulations 1998 (PUWER)</a>
Electrical, fixed installation	Testing of all fixed wiring and distribution boards	Every 5 years	NICEIC / ECA registered contractor or equivalent.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	<a href="#">Electricity at Work Regulations 1998</a> BS7671 IEE Wiring Regulations

Electrical Portable appliances	Visual inspection	Before use  6 monthly	In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training.	Log of any faults identified and remedial action taken.  • Documented records of	<a href="#"><u>Electricity at Work Regulations 1998</u></a>
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	Combined inspection and testing	Varied, but generally annually Frequency is determined by risk assessment. In practice combined inspection and testing annually is probably easier to manage and therefore more cost effective.	When undertaking combined inspection Documented records of items tested Test stickers placed on items and testing, a greater level of knowledge and experience is needed, and the person will need: <ul style="list-style-type: none"> <li>• The right equipment to do the tests</li> <li>• The ability to use this test equipment properly</li> </ul> The ability to properly understand the test results A NICEIC / ECA / NAPIT accredited contractor is recommended.	items tested  Test stickers placed on items	<a href="#">Electricity at Work Regulations 1998</a>
Electrical stage lighting  Temporary electrical installations e.g. for events	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads  Small installations less than 6.5 KW	Every 3 months and after every alteration  Before first use Dependent on length of installation further inspections will be required	Person responsible should be qualified electrician or someone else who understands the dangers and has the skills necessary to undertake electrical work safely.	Installation and commissioning certificates including earth leakage test records	<a href="#">Electricity at Work Regulations 1998 B</a>  S 7909 – Code of practice for temporary electrical systems for entertainment and related purposes. HSE Guidance Note GS50

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	Larger installations need professional installation.				
Emergency Evacuation Chairs	As a Class 1 Medical Device, your Evac+Chair should be regularly serviced and maintained to ensure its safe operation. Visual check completed by competent person  Annual Evacuation Chair service	Monthly  Annual	Competent person  Contractor	Maintenance label applied to chair	<a href="#">Provision and Use of Work Equipment Regulations 1998 (PUWER)</a>
Emergency Lighting	Disconnect the mains lighting to enable a function test of the check emergency lighting units. Usually involves turning on and off with 'fish key'  Carry out full rated 3 hour load test, including battery test and maintenance. Normally carried out by a competent contractor.	Monthly  Annual	None required  Contractor	Results normally recorded in the Fire log book	The Regulatory Reform (Fire Safety) Order 2005 Article 14 The Fire Precautions (Workplace) Regulations 1997 & BS 5266 Part 1, BS EN 1838, BS EN 50172 Electricity at Work Regulations 1998 BS 5266: Part 1 1999

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
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<p>Energy Performance</p>	<p>Display Energy Certificate (DEC) must be produced and displayed at all times in a prominent place clearly visible to the public. DEC's 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. Energy Performance Certificates (EPC's) are required when a building is constructed, sold or let. The EPC rating is different from a Display Energy Certificate (DEC) as it shows how the building has been constructed, not how it has been used</p>	<p>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</p> <p>When a building is constructed, sold or let</p>	<p>An Energy Assessor, accredited to produce DEC's or EPC's for that type of building, is the only person who can produce the certificates and Advisory Reports for your building.</p> <p>The DEC and EPC will need to be lodged in a national register by the assessor and given a unique reference number</p>	<p>Current certificate and advisory report</p>	<p>The Energy Performance of Buildings (Certificates and Inspections) Regulations 2007 Energy Performance of Buildings Directive (EPBD) "Improving the energy efficiency of our buildings - A guide to display energy certificates and advisory reports for public buildings</p>
<p>Fire detection and alarm systems</p>	<p>Testing of call points and sounders on rotation. Every call point on a 13 week cycle.</p> <p>Inspection and service by competent contractor.</p>	<p>Weekly</p> <p>Annual (or 25% quarterly)</p>	<p>Basic training in fire alarm operation only.</p> <p>Competent engineer experienced in type of fire alarm being tested.</p>	<p>Results to be recorded in the Fire log book and on EVERY</p> <p>Appropriate test and inspection certificate</p>	<p>BS 5839 1:2013</p>

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
Fire doors	Operation of release devices Condition checks	Every door on 6 monthly cycle	Trained premises team person.	Results to be recorded in the Fire log book and on EVERY.	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	None, visual check only.  BAFE accredited engineer or equivalent trained and qualified engineer  BAFE accredited engineer or equivalent trained and qualified engineer	Results to be recorded in the Fire log book and EVERY  Test Certificate and on EVERY  Test Certificate and on EVERY	BSEN 3 extinguisher Commissioning and Maintenance to BS 5306-3: 2009

Firefighting equipment: Sprinkler systems	Annual inspection of system by competent contractor.	Annual	LPS 1048 approved sprinkler engineer or equivalent	To be logged in the Sprinkler log book and work sheet filed.	BS EN 12845 LPCB TB203 Care and Maintenance of automatic sprinkler systems
	BS EN 12845 lists various other monthly, quarterly, six-monthly etc. checks and tests for things such as flow switches, remote signalling and water supply, and further guidance is available from insurers and sprinkler servicing companies.  BSEN12845 and its accompanying technical bulletins advise that sprinkler	Weekly	This can be carried out in-house with appropriate training	Results to be recorded in the Sprinkler log book.	

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	systems should be tested once a week. Seek advice from a competent maintenance company for the full testing, inspection and maintenance requirements as different systems may have different requirements.				

<p>Fire Shutters and curtains</p> <p>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.</p> <p>Regular maintenance in line with manufacturer's recommendations.</p>	<p>Following installation and then 6 monthly or when faults are detected</p> <p>At least annually when faults are detected</p>	<p>Demonstrably 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 signed and guarded to prevent falls through them. 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 premises staff.</p>	<p>Termly monitoring inspection forms</p>	<p><a href="#">Working at Height Regulations 2005</a></p>

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
<p>Fuel Oil and biomass storage</p>	<p>Must be maintained in accordance with the manufacturers' recommendations,</p>	<p>Annual</p>	<p>Ensure that service technician has demonstrable proof of competency appropriate to the equipment / service being maintained.</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><a href="#">The Control of Pollution (Oil Storage) (England) Regulations 2001</a> <a href="#">Guidance Note for the Control of Pollution (Oil Storage) (England) Regulations 2001</a> <a href="#">Building and Engineering Services Association SFG/20</a></p>

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
Gas pipe work	Safety inspections of internal gas pipe work (including all ancillary equipment including the pipes, valves, regulators, boosters and compressors).  Tightness testing of internal gas pipe work	Annual  5 yearly	Ensure that service technician has demonstrable proof of competency	Records of examination and maintenance are kept	<u>Gas Safety (Installation and Use) Regulations 1998</u>

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
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	<u>Supply of Machinery (Safety) Regulations 2008 BS EN 12635:2002 – Industrial, Commercial and Garage Doors and Gates – Installation and</u>

Gym 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 that equipment remains safe for use, but also to prolong the life of equipment by regular inspection and renewal of worn parts.	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	<a href="#">BS1892 part II 1986/1991 "Safe Practice in Physical Education and School Sport" (section 3.6 and Appendix 20) – Association of Physical Education</a> <a href="http://www.afpe.org.uk/">http://www.afpe.org.uk/</a>
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. Either properly trained site staff or outside contractor.	Records to be maintained and kept for a minimum of 5 years.	<a href="#">BS EN 15288 – 2:2008 Managing Health and Safety in Swimming Pools (HSG179)</a>
Intruder Alarm	Monitored inspection and testing according to manufacturer's guidelines	6 monthly	Demonstrably competent person or contractor	An inspection report summarising any faults and remedial action required	<a href="#">Electricity at Work Regulations 1998 IEE Wiring Regulations: BS7671</a>

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
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<p>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.</p>	<p>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.</p> <p>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.</p> <p>Thorough examination of all Lifting accessories, regardless of whether they are used to lift 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 the lifting equipment, e.g. chains, slings, ropes, hooks, shackles, eyebolts, fall arrest harness.</p> <p>Full routine maintenance of equipment designed for both</p>	<p>Before using for the first time and every 6 months</p> <p>Before using for the first time and every 6 months</p> <p>Before using for the first time and every 6 months</p> <p>Depending on the equipment and the manufacturer's recommendations this can be anything from Quarterly to annually</p> <p>As determined by the competent person engaged to carry out thorough examination.</p>	<p>Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.</p> <p>Note: A thorough inspection is not the same thing as routine maintenance.</p> <p>Suitably qualified mechanical engineer.</p> <p>Thorough inspection is usually carried out by someone other than the person maintaining the equipment,</p>	<p>Written report containing date of examination, date next examination is due and a full list of any defects found.</p> <p>Maintenance records showing any defects and their rectification.</p> <p>Must be certificated and a copy kept on site for inspection</p>	<p><a href="#">Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</a></p> <p>"Guidelines on the supplementary tests of inservice lifts" - The Safety Assessment Federation (SAFed) and the HE</p>
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Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	<p>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. The requirement for supplementary tests is determined on the basis of an assessment of risks at the time of each thorough examination. Supplementary tests may include:</p> <p>Testing of safety gear Thorough overhaul and indepth testing, including the use of weights, to test cables, breaking and motor efficiency.</p>		commonly through an insurance company.		

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.	11 monthly	Demonstrably competent person.	Issue of test compliance sheet.	<a href="#">Section 32 of BS6651- "Protection of Structures against Lightning."</a>
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Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
Mechanical Services general maintenance	Commission and maintain a system of planned preventative maintenance to ensure the correct functioning and longevity of all equipment.	Various	Commission and maintain a system of planned preventative maintenance to ensure the correct functioning and longevity of all equipment	Records of maintenance are kept, including date of inspection / maintenance, date next inspection or maintenance due and record of defects and rectification.	<a href="#">Building and Engineering Services Association SFG/20</a> (standard maintenance specification)

Playground equipment	Visual inspection	Daily	No specific training required and can be carried out by premises staff.	None required but could be recorded in an opening and closing book if school follows this good practice.	New play equipment purchased by schools must comply with BS EN1176 2008 – Playground Equipment and General Surfacing. Impact absorbing surfaces should be procured in compliance with BS EN 1177 2018 – Impact attenuating playground surfacing. Determination of critical fall height.
	Documented visual (routine) inspection	Weekly	No specific training required and can be carried out by premises staff, but an RPII Outdoor Routine qualification is desirable.	Weekly inspection monitoring form	
	Interim inspections	Quarterly	Can be carried out by premises staff with RPII Registered Outdoor Operational Inspector training (recommended) or similarly qualified contractor.	Quarterly monitoring inspection form.	
	Annual inspection and assessment	Annual		A detailed inspection report summarising any faults and remedial action required	
	Maintenance to be carried out	Annual and when required		Evidence of remedial works completed	

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
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			RPII Outdoor Annual Registered Certified inspectors.  Competent contractor, e.g. from equipment supplier/installer.		
Pottery kilns	Annual inspection and maintenance as per manufacturer's instructions	Annual	<ul style="list-style-type: none"> <li>• NICEEC accredited contractor for electric kilns.</li> <li>• Gas Safe accredited contractor for gas kilns (these are not recommended for use in schools)</li> </ul>	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.	<a href="#">Gas Safety (Installation and Use) Regulations 1998</a> <a href="#">Electricity at Work Regulations 1998</a> BS7671 IEE Wiring Regulations <a href="#">Provision and Use of Work Equipment Regulations 1998</a> (PUWER)
Pressure vessels	Ensure that the system undergoes through examination according to a written scheme. Examples of pressure vessels include Autoclaves, expansion valves on gas boilers, steam ovens / pressure cookers, compressors and portable hot water/steam cleaning unit fitted with pressure vessel.	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.	<a href="#">The Pressure Systems Regulations 2000</a>

Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	Implement a suitable maintenance scheme for the system according to manufacturer's guidelines.				
Roller shutters (see also fire shutters)	Regular maintenance in line with the manufacturer's recommendations	At least annually	Demonstrably competent person.	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.	BS EN 12453 for installation BS EN 12635 covers maintenance including the need for log book
Tables (particularly centre fold ones such as SICO)	<ul style="list-style-type: none"> <li>Regular maintenance according to manufacturer's recommendation. Training for staff operating tables</li> </ul>	Annual	Serviced by contractor's trained staff.	Maintenance records showing date of maintenance and any defects and their rectification.	<u>Provision and Use of Work Equipment Regulations 1998</u> PUWER
Tree Safety and grounds maintenance	<p>Regular visual inspection to identify broken/dead branches, especially after high winds.</p> <p>Maintenance regime to be in place for all surfaces and features.</p> <p>Tree Survey</p>	<p>Annual, and after high winds</p> <p>Every 3 years</p> <p>Various</p>	<p>None – suitable premises staff.</p> <p>Qualified arboriculture contractor.</p> <p>Demonstrably competent person.</p>	<ul style="list-style-type: none"> <li>Records of maintenance activity.</li> </ul> <p>Record of tree inspections including date of survey, results, list of recommended actions and dates works completed.</p>	Compliant with BS7370

Water hygiene: Risk assessment	Water Hygiene risk assessment carried out and reviewed.	Every 2 years or when there is significant	Assessor should have suitable experience and training, e.g.	Diagram of the system.	
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Issue / Area (Listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
		change to the system or use of the building.	Legionella Control Association registered	Identification of likely risks and measures to reduce/control the hazard.	
Water hygiene: testing and precautions	Flush through of little used outlets. Temperature testing of hot and cold stored water systems. De-scaling of shower heads. Supply temperature check. Sampling and chlorination of system and regular routine maintenance required.	Weekly Monthly Quarterly 6 monthly Annual	Weekly, monthly and quarterly, trained premises staff  Suitably qualified contractor e.g. Legionella Control Association registered	Log book containing records of tests including dates and remedial actions where tests are outside accepted parameters	<a href="#">The control of Legionella bacteria in water systems L8</a>
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.	<a href="#">Provision and Use of Work Equipment Regulations 1998 (PUWER)</a>
Water and surface Temperature	Heat emitters and exposed surfaces of pipe work not to exceed regulation temperatures.	Annual	Demonstrably competent person.	Records of maintenance activity.	<a href="#">Building Bulletin 87: Guidelines for Environmental Design in School</a>

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.	<a href="#">Working at Height Regulations 2005</a> <a href="#">Provision and Use of Work Equipment Regulations 1998 (PUWER)</a>
<b>Issue / Area (Listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
Working at Height: Scaffold Access towers	<ul style="list-style-type: none"> <li>Inspection after assembly in any position</li> </ul> Maintenance and inspection as per manufacturer's recommendations	<ul style="list-style-type: none"> <li>After assembly and before first use</li> </ul> After any event that may affect stability e.g. vehicle strike, high winds	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.	<a href="#">Working at Height Regulations 2005</a> <a href="#">Provision and Use of Work Equipment Regulations 1998 (PUWER)</a>
Working at Height: Guard rails	Must be properly inspected and maintained.	Annually	Demonstrably competent person.	Records Kept	<a href="#">Working at Height Regulations 2005</a>
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 6037-12003, EN 1808 <a href="#">Working at Height Regulations 2005</a> <a href="#">Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</a> <a href="#">Provision and Use of Work Equipment Regulations 1998 (PUWER)</a>



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.	<u>Building and Engineering Services Association SFG/20</u> (standard maintenance specification) <u>Provision and Use of Work Equipment Regulations 1998 (PUWER</u>
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Item	Definition
BAFE	British Approvals for Fire Equipment
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
SFG/20	Building and Engineering Services Association Standard Maintenance Specification

**Appendix 2 Contractor checklist**

**Contractor Checklist**

Schools are responsible for the activities undertaken by their contractors. Schools must therefore make reasonable checks to ensure that contractors are working both according to their organisation’s risk assessments and also in a safe manner.

The larger the size or higher the level of risk posed by the project, the greater the level of monitoring which should be undertaken. Most of the monitoring which schools will undertake will be through observation of the work. If the person undertaking the monitoring is unhappy with how the work is being undertaken they should raise this through the appropriate channels. As part of the co-operation and co-ordination process the client and contractor should have established set methods for communicating such issues, including those which require immediate action.

**Pre-Works Checks**

**Name of School:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Project:** \_\_\_\_\_

	YES	NO	N/A	Date Check Completed	Signature of person carrying out check
Has the scope of the works been clearly defined?					
Does the work specification include any specific health and safety requirements that are required (e.g. work methods, material standards etc.)?					
Have the wider health and safety implications of the project been considered (e.g. effect on emergency procedures, generation of dust etc.)					
Has a pre-start meeting been held?					
Has the contractor provided contact details for the key personnel?					
Has a site (school) contact been nominated who can act on instructions from the School?					
Have staff been nominated who can make decisions on behalf of the school or liaise with school leaders where further clarity/authorisation is needed e.g: <ul style="list-style-type: none"> <li>• Change to scope of works</li> <li>• Dangerous practice on school site</li> <li>• Additional costs</li> <li>• Changes to timeline</li> </ul>					

Has evidence of appropriate employers and public liability insurance been provided for <b>All</b> contractors?					
Have you been provided with evidence of DBS checks for staff who will be working on the school site? If you have any					

doubts please seek clarification from the central HR/ Facilities Team.					
<p>Have you received RAMS (Risk Assessment and Method Statements) for the works to be carried out? I.E</p> <ul style="list-style-type: none"> <li>RAMS must be requested for all building works at your school</li> <li>RAMS should be requested from all contractors for routine maintenance, these may be generic</li> <li>If a regular contractor is carrying out a one off task, a specific risk assessment and method statement should be requested</li> </ul> <p><b>Works cannot commence without this documentation</b></p>					
Have you been given confirmation from the central Facilities team to proceed with any asbestos removal?					
Is a Refurbishment & Demolition Survey required prior to works commencing?					
<p>Have you checked the <a href="#">HSE website</a> for any notices against the company?</p> <ul style="list-style-type: none"> <li>Check for All Notices</li> </ul>					
If notifiable construction work has the HSE been notified?( <i>see <b>Construction Management Section of Manual for details</b></i> )					
<p>Have you checked the financial stability of the company through <a href="#">Companies House</a>?</p> <ul style="list-style-type: none"> <li>How long has the company been registered?</li> <li>Are there any charges against them?</li> <li>Financial Standing (latest report)</li> <li>People</li> </ul>					
Has the School consulted its staff about the proposed works?					

<p>Have discussions taken place with the contractor about:</p> <ul style="list-style-type: none"> <li>• Contractor’s risk assessment &amp; “safe systems of work”</li> <li>• Hazards on site which may affect contractors;</li> <li>• Deliveries/collections &amp; vehicle movements &amp; parking on site; • Materials and waste storage;</li> <li>• Access to power &amp; water;</li> <li>• Asbestos management;</li> <li>• Welfare arrangements;</li> <li>• Emergency procedures;</li> <li>• Security Arrangements;</li> <li>• Interaction with students</li> </ul>					
<ul style="list-style-type: none"> <li>• School rules applicable to the contractors (e.g. smoking, conduct, dress code etc.)</li> <li>• Other contractors working on site over the same period.</li> </ul>					
<p>Does the work require a Hot Work Permit?</p> <ul style="list-style-type: none"> <li>• If so, issue the contractor with the Zurich Template previously shared and ensure an adequate fire watch is carried out on completion of works.</li> <li>• The permit must be signed off</li> </ul>					
<p>Does the work involve working from height?</p> <ul style="list-style-type: none"> <li>• Discuss with the contractor the access equipment that will be required and ensure this is covered in the quote. • Check the RAMS to ensure the contractor working on site is using the equipment specified i.e. not working from a stepladder if a tower is specified in the RAMS.</li> </ul> <p><b>Contractors must not use school equipment</b></p>					
<p>Has the contractor been verified in terms of level of resources allocated/available i.e. staff/equipment</p>					
<p>If sub-contractors are to be used has the main contractor satisfied the School that appropriate competence checks have been made?</p>					

Have regular site inspections/meetings been scheduled to monitor the work's progress? (for larger projects)					
All works on site should be monitored by the site team or nominated person.					
Has a review panel been established to learn lessons from the project?					
Have you checked the oneSource manual for any guidance that might support you with the works being undertaken i.e. asbestos, legionella, working at height?					

**Contractors on Site**

	YES	NO	N/A	Date Check Completed	Signature of person carrying out check
Have contractors been made aware that they must sign in and out on the Inventory system on a daily basis?					
Has the contractor been shown and signed the asbestos register?					
If contractors are using school welfare facilities, has an area been designated for them to use that has clear signage displayed?					
Are you satisfied with the contractor's set up and method of working?					

**If you are not satisfied with a contractor working on site this MUST be escalated to a member of SLT immediately and a decision will be made on pausing works until concerns have been addressed. On instruction from SLT, it may be necessary to ask the contractor to leave site.**