



Trinity Multi Academy Trust

Policy:	Premises Management Policy
Date or review:	January 2022
Date of next review:	January 2023
Lead professional:	Director of Estates and Chief Operating Officer
Status:	Statutory

1. Purpose of policy and guiding principles

- 1.1. The Directors of Trinity Multi Academy Trust have overall responsibility for ensuring that each academy within the trust has its own specific premises management documents (e.g. PPM Schedule; Risk Assessments). The Local Governing Body (LGB) has primary responsibility for each site, ensuring implementation of policies.
- 1.2. Each academy has an appointed member of staff who is responsible for ensuring that the site meets statutory and best practice obligations for managing their academy site. Generally this will be the Premises (or 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.
- 1.4. Each site will have a designated leader and/or manager for all issues relating to their site, usually the Finance and Operations Manager or equivalent. This person is responsible to the Principal, or a senior leader as delegated by the Principal. The Premises (or Site) Manager will work as directed by the Principal or designated colleague. The Premises team will undertake any task as reasonably directed by the Principal.
- 1.5. The Premises (or Site) Manager has lead responsibility for site issues and has overall responsibility for premises health and safety, cleanliness and security. This person must inform the Principal, 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 academy 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 academy to suit their site, buildings, age range of pupils and other contextual information.
- 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. Purpose of policy and guiding principles~~ Statutory provisions and equality

- 2.1. This policy links with statutory provisions around premises management, including:
 - The Health and Safety at Work etc. Act 1974
 - The Control of Asbestos regulations 2012
 - The Education (School Premises) Regulations 1999-2012
 - Management of Health and Safety at Work Regulations 1999This 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.
- 2.2. 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.
- 2.3. This policy links with other policies 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 Premises Manager is responsible for ensuring that the academy 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 academy 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 academy 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 Premises Manager will ensure that the dining furniture can be easily removed and stored when not in use for dining.
 - 3.4. Each academy will have in place a Display Energy Certificate, in line with statutory regulations.

4. Health and Safety at Work

- 4.1. At all times the Trust expects that premises staff give high regard for their own personal safety and welfare when dealing with any premises matters.
- 4.2. The premises team will ensure that all training is up-to-date, protective clothing 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, Moving and Handling, Working at Height, Fire Regulations and Health and Safety and any other relevant area, specific to the needs of the academy at which they work.
- 4.3. The Premises Manager is expected to work closely with the relevant LA's 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 should be undertaken and each academy 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 Premises Manager of each academy will ensure that all Fire Exits are operational with clear signage in place.
- 5.2. Each academy 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.
- 5.3. The Fire Evacuation procedure will be updated by the Premises Manager, in conjunction with the Principal. 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 material changes occur. Fire risk assessments and Fire Evacuation signs are amended and included within any building alteration or decoration.
- 5.5. All Fire Evacuation plans will ensure that safe evacuation can be achieved by all staff, visitors and students, including those with SEN/D. Where personal evacuation plans are needed the Premises Manager will communicate this to the Principal.
- 5.6. The Premises Manager is responsible for routine checking and maintenance of fire detection (and alarm), fire doors and firefighting equipment.

6. Asbestos

- 6.1. The Premises Manager will ensure that the academy meets its duty to manage asbestos in the academy 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. Where required a premises asbestos management plan (PAMP) to manage the risks identified will be put in place and shared with the LGB. All staff should consult with the Premises Manager before any works, maintenance, installation or display is undertaken to ensure that the actions are safe and in accordance with the PAMP.

7. Heating, Lighting and Ventilation

- 7.1. The premises team will ensure that the academy is suitably heated for staff and students and will inform the Principal of any major concerns.
- 7.2. Heating and lighting should meet legal requirements.
- 7.3. 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 Premises Manager will ensure that the academy's water supply meets regulatory requirements by carrying out checks at regular intervals.
- 8.2. The academy 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 should not exceed statutory temperatures.
- 8.4. There should be adequate drainage for disposing waste water. Regular checks should 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 academy. This includes any SEN/D students and those with intimate care or medical needs.
- 9.2. Sanitation requirements should review 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. Wherever possible 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 should be available.

10. Maintenance and cleaning

- 10.1. It is the site team's responsibility to ensure that the academy is kept as clean and tidy as possible. The Premises 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 academy will have in place a schedule for testing electrical equipment and installations. This will include any emergency lighting or other systems.
- 10.3. Each academy will have a 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 academy holiday periods.

11. Furniture, fittings and equipment

- 11.1. Furniture and fittings in the academy should be appropriate to the age and need of students. Within budget constraints, consideration will be given to specific requests for furniture and fittings.
- 11.2. The Premises Manager, within the annual maintenance 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 Premises 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 Premises Manager will ensure that details of any assets that should be recorded on the asset register are provided to the relevant Finance Manager.

12. Safety, security and safeguarding

- 12.1. Each academy's premises team has overall responsibility for opening the academy 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 Premises 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 Premises 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 academy's premises team must take overall responsibility for any visiting contractor to the academy site, making sure that they work safely and adhere to the academy's safeguarding policies.
- 12.5. The Premises 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.

13. Charging, Remissions and Lettings

- 13.1. The trust has in place a Charging and Remissions Policy.
- 13.2. The trust has in place a Lettings Policy which can be adapted for each academy depending on their charging arrangements and which facilities are available for hire. Please contact the individual academy for further information.

14. Other provisions

- 14.1. The premises team will abide by all policies relating to staff working in an academy.
- 14.2. Each Premises Manager will have a budget to work within. Any additional expenditure must be agreed in accordance with the trust's Finance Policy.
- 14.3. The Premises 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 academy site.
- 14.4. The Premises Manager and site team are responsible for ensuring that everything that can be done is undertaken to keep an academy open during poor weather or other emergency situations. This is done with an overarching commitment to staff and student safety. The Premises Manager will liaise with the Principal to make a decision if, based on a risk assessment, the school should open/remain open. The decision to open remains with the Principal.

15. Roles and responsibilities

15.1 The role of the Board of Directors and Local Governing Body

15.1.1 The Directors of the trust have delegated a number of responsibilities to the Local Governing Body (LGB) within each academy and expect the LGB to monitor the implementation and practice of policy and procedure. LGBs will report back to the CEO and Board of Directors where there are any concerns regarding premises management and with any suggestions to improve management.

15.1.2 Where required the Board of Directors with the LGB will be required to confirm an academy has met its statutory obligations.

15.2 The role of the Principal

15.2.1 Each Principal is responsible for the safety and security of their students, staff and premises.

15.2.2 Each Principal will take advice from the premises team before deciding to open/close their academy. The responsibility for this decision is the Principal's.

15.2.3 Each Principal will have a staffing structure which makes clear where the responsibilities for Premises Management, within their academy, lies.

15.3 The role of the Finance and Operations Manager

15.3.1 The Finance and Operations Manager, or equivalent, in each academy, will take responsibility for supervising all areas of Premises Management and health and safety, and for overseeing the work of the Premises Manager.

15.4 The role of the Premises Manager (or other designated persons)

15.4.1 Each Principal is responsible for the safety and security of their students, staff and premises.

15.4.2 The Premises Manager will ensure that all subsequent health and safety checks are carried out as per schedule, including PAT testing, Fire Alarm and Extinguisher checks and Legionella checks, heating, gas, electricity, pests - and will inform the Principal of any concerns.

15.5 The role of all staff

15.5.1 All staff are responsible for reporting any concerns or faults as soon as possible to ensure the safe and smooth running of the academy.

15.5.2 All staff are responsible for their own Health and Safety with regards to the maintenance and use of academy equipment and resources.

15.6 The role of the Director of Estates and Facilities

15.6.1 To provide guidance and support to Principals, designated site leaders (usually the Finance and Operations Managers or equivalent) and the site premises teams 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.

15.7

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/In dustry Code/Good practice
Asbestos	Overall duty is to manage asbestos in premises. Each site should have an asbestos management survey.	Re-survey recommended every 3 - 5 years	UKAS Accredited company for testing and inspection.	<ul style="list-style-type: none"> Current Asbestos Management Survey. Completed asbestos log book 	Control of Asbestos Regulations 2012
	Each site 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 recommended.	<ul style="list-style-type: none"> Awareness training recommended. 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.	UHAS Accredited company for testing and inspection.	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.	Annual	Visual inspection only and can be carried by premises staff who have had asbestos awareness training.	Annual monitoring inspection form	
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"> Holds C&G 2078 Holds CITB Safe Handling of Refrigerants certificate 	<ul style="list-style-type: none"> F-Gas records. Maintenance records 	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.
AMP (Asset Management Plan)	The council is required to conduct asset management plan surveys (AMP's) on	3-year rolling cycle.	Surveyors qualified to BICS/RICS or	Current survey	DfE Requirement

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
Surveys (for educational establishments only)	educational establishments, which are then provided to the Department for Education (DfE) and used to determine property maintenance funding for the coming year. The returns to the DfE will include basic factual data and data relating to the three AMP categories of 'condition', 'suitability' and 'sufficiency'.		equivalent arranged by the Local Authority.		
Boiler Maintenance	Must be maintained in accordance with the manufacturers' recommendations. Safety inspections are to include internal gas pipe work, including all ancillary equipment including the pipes, valves, regulators, boosters and compressors.	Annual	The Service technician's Gas Safe card has credits appropriate to the equipment / service being maintained.	Maintenance records are kept including: <ul style="list-style-type: none"> • Date of maintenance • Date by which next maintenance is due Record of defects And rectification. <ul style="list-style-type: none"> • Service document should also record the Gas Safe registration of the technician carrying out the work. 	Gas Safety (Installation and Use) Regulations 1998
Catering equipment	Must be maintained in accordance with the manufacturers' recommendations and according to the type of equipment. See other entries covering <ul style="list-style-type: none"> • Gas appliances • Electrical equipment • Pressure cookers • Firefighting equipment 	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	Gas Safety (Installation and Use) Regulations 1998 Provision and Use of Work Equipment Regulations 1998 (PUWER)
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.	Electricity at Work Regulations 1998 IEE Wiring Regulations: BS7671
Design and Technology equipment. (See other areas of this guide for LEV,	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	Provision and Use of Work Equipment Regulations 1998 (PUWER) CLEAPSS DL 254

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
Gas appliances lifts etc.)	Design and Technology department health and safety audit	Every 2 years	DATA /CLEAPSS approved person.	next inspection or maintenance due and record of defects and rectification.	
Disabled Access	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.	Every 3 years and whenever works are carried out.	Surveyors qualified to BICS/RICS or equivalent. For further help, refer to the National Register of Access Consultants.	Current Audit report	<u>Equality Act 2010</u> <u>Special Educational Needs and Disability Act 2001 (SENDA)</u>
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 <u>Electricity at Work Regulations 1998</u> BS7671 IEE Wiring Regulations
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 should 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	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.	<u>Control of Substances Hazardous to Health Regulations 2002 (COSHH)</u> <u>Fume cupboards BS EN 14175-2 2003 Provision and Use of Work Equipment Regulations 1998 (PUWER)</u>

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
Electrical stage lighting	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads	Every 3 months and after every alteration			<u>Electricity at Work Regulations 1998</u>
Temporary electrical installations e.g. for events	Small installations less than 6.5 KW Larger installations need professional installation.	Before first use Dependant 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	BS 7909 – Code of practice for temporary electrical systems for entertainment and related purposes. HSE Guidance Note GS50
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	None required	Results normally recorded in the Fire log book	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. DEC's are only required for buildings that have a total useful floor area of more than 500m², 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	Where the building has a total useful floor area of more than 1,000m², the DEC is valid for 12 months. Where the building has a total useful floor area of between 500m² and 1000m², the DEC is valid for 10 years When a building is constructed, sold or let	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. 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) "Improving the energy efficiency of our buildings - A guide to display energy certificates and advisory reports for public buildings

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
	building has been constructed, not how it is used.				
Fire detection and alarm systems	Testing of call points and sounders on rotation	Weekly	Basic training in fire alarm operation only.	Results to be recorded in the Fire log book	BS 5839 1:2013
	Inspection and service by competent contractor.	Annual (or 25% quarterly)	Competent engineer experienced in type of fire alarm being tested.	Appropriate test and inspection certificate	
Fire doors	Operation of release devices 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.	Monthly	None, visual check only.	Results to be recorded in the Fire log book.	BSEN 3 extinguisher Commissioning and Maintenance to BS 5306-3: 2009
	Thorough inspection and testing by competent contractor	Annual	BAFE accredited engineer or equivalent trained and qualified engineer	Test Certificate	
	Extended service (test discharge)	5 yearly	BAFE accredited engineer or equivalent trained and qualified engineer	Test Certificate	
	Overhaul (hydraulic test)	10 yearly	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. Where hose reels remain in sit, they must be maintained to ensure that water flow is adequate and that all	Test Certificate	

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
Firefighting equipment: Wet and dry Risers Wet/dry risers are intended for the use of the Fire Service to provide a readily available means of delivering considerable quantities of water to extinguish or to prevent the spread of fire.	Wet Risers: Regular maintenance and servicing A wet riser is a system of valves and pipe work which are kept permanently charged with water. Dry Risers: Regular maintenance and servicing A dry riser is a system of valves and pipe work which enables the Fire Service to pump water on to upper floors of a building.	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	UKAS Accredited company for testing and inspection. UKAS Accredited company for testing and inspection	UKAS Accredited company for testing and inspection UKAS Accredited company for testing and inspection	BS 5306 Part 1: 2006 Regulatory Reform (Fire Safety) Order 2005
Firefighting equipment: Wet and dry suppression systems e.g. Ansul, FM 200	Maintenance of suppression systems as per manufacturer's guidance.	Annual	BAFE accredited engineer or equivalent trained and qualified 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.	BS 5306 Regulatory Reform (Fire Safety) Order 2005
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.	Regular testing to ensure effective operation. Regular maintenance in line with manufacturer's recommendations.	Following installation and then 6 monthly or when faults are detected At least annually when faults are detected	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	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
Fragile roofs	Fragile roof access to be clearly signed and guarded to prevent falls through	As part of termly / quarterly health and	None – can be carried out by premises staff.	Termly monitoring inspection forms	Working at Height Regulations 2005

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
	them. Periodic inspection of signage required.	safety inspection regime.			
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
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	Gas Safety (Installation and Use) Regulations 1998
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 Equipment	Visual inspection of equipment	Prior to each use Annual	Qualified PE teachers	Log sheet or similar	BS1892 part II 1986/1991

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
	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.		Qualified to inspect to the standard	<ul style="list-style-type: none"> • A detailed inspection report, summarising any faults and remedial action required • Evidence of remedial works completed 	<p>“Safe Practice in Physical Education and School Sport” (section 3.6 and Appendix 20) – Association of Physical Education http://www.afpe.org.uk/</p>
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.	<p>BS EN 15288 – 2:2008 Managing Health and Safety in Swimming Pools (HSG179)</p>
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	<p>Electricity at Work Regulations 1998 IEE Wiring Regulations: BS7671</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>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</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>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>	Written report containing date of examination, date next examination is due and a full list of any defects found.	<p>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</p>

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
	<p>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 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> <ul style="list-style-type: none"> • Testing of safety gear <p>Thorough overhaul and in-depth testing, including the use of weights, to test cables, breaking and motor efficiency.</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>Suitably qualified mechanical engineer.</p> <p>Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.</p>	<p>Maintenance records showing any defects and their rectification.</p> <p>Must be certificated and a copy kept on site for inspection</p>	
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.	Section 32 of BS6651- "Protection of Structures against Lightning."
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	Records of maintenance are kept, including date of inspection / maintenance, date next inspection or	Building and Engineering Services Association SFG/20 (standard maintenance specification)

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
			and longevity of all equipment.	maintenance due and record of defects and rectification.	
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.	EN: 1176 (play equipment). EN: 1177 (safety surfacing)
	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	RPII Outdoor Annual Registered Certified inspectors.	A detailed inspection report summarising any faults and remedial action required	
	Maintenance to be carried out	Annual and when required	Competent contractor, e.g. from equipment supplier/installer.	Evidence of remedial works completed	
Pottery kilns	Annual inspection and maintenance as per manufacturer's instructions	Annual	<ul style="list-style-type: none"> NICEEC accredited contractor for electric kilns. Gas Safe accredited contractor for gas kilns (these are not 	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

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
			recommended for use in schools)		Equipment Regulations 1998 (PUWER)
Pressure vessels	<p>Ensure that the system undergoes through examination according to a written scheme. 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.</p> <p>Implement a suitable maintenance scheme for the system according to manufacturer's guidelines.</p>	<p>Annual</p> <p>At least annually and as necessary.</p>	<p>Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.</p> <p>Suitably qualified mechanical engineer.</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.	The Pressure Systems Regulations 2000
Roller shutters (see also fire shutters)	Regular maintenance in line with the manufacturers 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"> Regular maintenance according to manufacturer's recommendation. Training for staff operating tables 	Annual	Serviced by contractor's trained staff.	Maintenance records showing date of maintenance and any defects and their rectification.	Provision and Use of Work Equipment Regulations 1998 (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 arboricultural contractor.</p> <p>Demonstrably competent person.</p>	<ul style="list-style-type: none"> Records of maintenance activity. Record of tree inspections including date of survey, results, list of recommended actions and dates works completed. 	Compliant with BS7370
Water hygiene: Risk assessment	Water Hygiene risk assessment carried out and reviewed.	Every 2 years or when there is significant change	Assessor should have suitable experience and training, e.g. Legionella	Legionella risk assessment including asset register of components and schematic	The control of Legionella bacteria in water systems L8

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
		to the system or use of the building.	Control Association registered	diagram of the system. 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	The control of Legionella bacteria in water systems L8
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)
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.	Building Bulletin 87: Guidelines for Environmental Design in School
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	<ul style="list-style-type: none"> Inspection after assembly in any position Maintenance and inspection as per manufacturer's recommendations 	<ul style="list-style-type: none"> After assembly and before first use 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.	Working at Height Regulations 2005 Provision and Use of Work Equipment Regulations 1998 (PUWER)

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/In dustry Code/Good practice
		<ul style="list-style-type: none"> Every 7 days whilst erected. 			
Working at Height: Guard rails	Must be properly inspected and maintained.	Annually	Demonstrably competent person.	Records Kept	<u>Working at Height Regulations 2005</u>
Working at Height: Fall arrest and fall restraint systems (see also lifting equipment)	<p>Visual inspection of harnesses, cables and eye bolts. Users must be properly trained, closely supervised and rescue procedures must be in place.</p> <p>Must be properly inspected and maintained including thorough examination.</p>	<p>Prior to each use</p> <p>6 monthly</p>	<p>By trained user.</p> <p>Demonstrably competent and independent person for thorough inspections.</p>	<p>Records kept including thorough inspections</p>	<p><u>BS EN 365:2004</u> <u>BS 6037-1-2003</u>, <u>EN 1808</u> <u>Working at Height Regulations 2005</u> <u>Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</u> <u>Provision and Use of Work Equipment Regulations 1998 (PUWER)</u></p>
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>

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