

Premises Management Policy

Together We Make The Difference



Meaningful
Collaboration



Evidence Informed
Practice



Our family of schools
shape the direction

Respect Responsibility Resilience Kindness Fairness Empathy

Document Control

Title	Premises Management Policy
Date	01/09/2024
Date of next review	31/08/2026
Supersedes	All previous Premises Management Policies
Amendments	See Sections: Site Security and Planned Preventative Maintenance
Related Policies/Guidance	Lettings Policy, Health and Safety Policy, Lone Working Policy, Contractors Policy, Risk Assessment Policy, CCTV Policy
Author	Compliance Administrator
Policy Category	Non-Statutory, Trust Wide: this policy applies to all schools within the Trust

Contents

1. Purpose of the Policy.....	3
2. Introduction	3
3. Division of Responsibilities	3
4. Roles and Responsibilities of Headteachers and Governors	4
5. Community Use.....	5
6. Your Legal Duties.....	6
7. School Security	24
8. Asbestos	25
9. Construction (Design and Management) Regulations 2015.....	26
10. Trees.....	27
Appendix One – Premises Management Log of Service & Maintenance	28
1.0 Gas Boilers - Annual service	28
2.0 Gas Appliances - Annual Gas Safety Check	28
3.0 Portable Appliance Testing - By Risk Assessment.....	29
4.0 Water Quality Sampling - Chlorination - Annual Test	29
5.0 Gas Catering Equipment- Annual Service.....	30
6.0 Portable Fire Fighting Equipment - Annual Service	30
7.0 Fixed Electrical Wiring Installation Test- every 5 years.....	31
8.0 Fire Safety Risk Assessment	31
9.0 Fire Alarms.....	32
10.0 Emergency Lighting - 3 & 6 monthly, annually, 3 yearly tests.....	32
11.0 Lightning Conductors - Once every 11 months.....	33
12.0 Powered Pedestrian Doors - 6 monthly checks and annual test.	33
13.0 Passenger Lifts.....	34
-14.0 Non Passenger Lifts	35
15.0 Powered Stair Lifts	36
16.0 Playground Equipment.....	37

1. Purpose of the Policy

The Schools Premises (England) Regulations 2012 stipulate the minimum standards required for school premises in the maintained sector. It is the Trust's aim to review good practice in other schools and raise awareness and give an overview for colleagues unfamiliar with many aspects of property management. It is intended to support schools in a constructive way by providing information and guidance to help schools become better informed and confident in handling property issues and the daily and annual maintenance of their building and sites.

Using information from the condition surveys, schools should prioritise maintenance works according to need. Using the check lists in this document, schools will be asked to make an annual return to ensure that statutory premises maintenance checks have been undertaken. This will enable the CLIC Trust Board of Directors, as the responsible body, to ensure that their duties and their Health and Safety obligations are being met.

2. Introduction

This policy is intended to be used as an easily accessible initial source of reference, a pointer for things that should be considered when undertaking or proposing buildings and/or associated building work.

Learning is affected by the place in which we are taught. We should strive to make the learning environment the best it can be, whatever the difficulties. The impact of the site and premises and effective premises management can play a significant role in raising educational standards within schools.

The policy outlines what is involved in maintaining, improving and developing the buildings in which our children learn, but should also give advice and guidance for those whose expertise may lie in other areas than premises and property. By undertaking effective and regular maintenance of the school buildings, schools will eliminate emergency repairs and allow schools to plan more effectively where funding should be allocated and take forward strategic investment. Regular maintenance is also essential to ensure that children are taught in a healthy and safe environment.

3. Division of Responsibilities

Under the Fair Funding for Schools scheme, schools receive a delegated sum of money to repair and maintain their site and buildings.

Schools also receive a devolved capital budget to enable them to develop and upgrade their accommodation. Schools can also apply to the ESFA for Condition Improvement Funding (CIF).

The responsibility for capital issues identified in schools under the Condition Survey, is a shared responsibility between schools and the CLIC Trust.

The current DCSF guidance on Formula Capital indicates that the first priority for expenditure is condition works. Schools also need to consider the use of Devolved Formula Capital to address the identified works within the schools Disability Action Plan, security issues, building alterations required to help improve standards and identified expenditure to meet ICT targets. This list is not exhaustive and will be dependent on the priorities of each individual school.

The definition of capital is based on the current CIPFA Code of Practice on Local Authority Accounting in Great Britain: A Statement of Recommended Practice (SORP). Further information on this can be found on the Local Management of Schools website by looking at the Local Guidance on the Scheme for Financing Schools. The main provisions of this are:

- Capital must not be used for general maintenance, redecoration (unless part of a wider scheme or where the expected lifespan is greater than 10 years) or general repairs

- Capital must not be used for the purchase of books, ICT software or training materials/services
- Capital work must be distinct from any element of routine repairs and maintenance that may be included in delegated Fair Funding budgets
- Capital must not be used to fund operating leases in respect of equipment or facilities. Finance leases are classed as borrowing
- Capital cannot be used for the purchase of equipment unless this is peripheral to the main scheme and is not a major part of the total project expenditure to be funded from this grant. NB – as an exception to normal capital rules the DCSF does allow Devolved Formula Capital to be spent on IT equipment.

4. Roles and Responsibilities of Headteachers and Governors

The Schools' premises, like staff and finance, are a major resource to be managed by the Headteacher and Board of Directors. This enables them to deliver the maximum benefit towards to the development of effective teaching and learning. As part of this, it is important that all parties involved in premises management within the school are aware of their individual and collective roles and responsibilities

4.1 The Board of Directors

The Board of Directors should:

- Focus on the strategic role of overseeing the use, maintenance and development of the premises and facilities so it supports the priorities in the School Development Plan, enables school improvements and supports community use
- Be fully aware of its legal responsibilities relating to the overall control of use of the premises.

4.2 Headteacher

The headteacher has day to day responsibility for the development of staff and financial resources. Premises management is an integral part of this.

This involves:

- Ensuring that the site and buildings are managed in an appropriate manner and that the users and staff operate in a healthy and safe environment
- Identifying future premises needs of the school through the School Development Plan
- Preparing and implementing the school based Asset Management Plan
- Planning, budgeting and managing those works and projects for which they are responsible
- Where appropriate, making the buildings and facilities available for community use
- Ensuring other staff, particularly the site manager and business support roles are fulfilling their duties in accordance with this policy
- Using effectively delegated Revenue funding and Devolved Formula Capital funding for the purpose of maintaining and improving the school buildings and site and seeking to ensure that the school is fully functioning for teaching and learning for at least 190 days each school year
- Planning, budgeting and managing projects for which the school has responsibility in line with Condition Survey priorities
- Commissioning up to date Condition Surveys
- Writing an individual school Asset Management Plan and updating this as necessary (usually on an annual basis)

4.3 The CLIC Trust

Main responsibilities are:

- Acting as a client on behalf of schools for all Capital Schemes.
- Planning, commissioning and overseeing the delivery of annual capital investment programmes.
- Giving advice, setting criteria and being responsible for coordinating information.
- Collecting, updating and validating data from schools via visits, consultations and written requests.
- Ensuring consistency in the collection and collation of information and the subsequent decision-making process.
- Treating schools in all categories fairly.
- Monitoring schools and the Board of Directors to ensure that their responsibilities are carried out.
- Providing the necessary information to the ESFA and co-operating in national benchmarking processes.

4.4 School Property Support Team

This is an outsourced role for schools as appropriate. These support companies will:

- Provide schools with advice, help and support on a full range of maintenance, health & safety and improvement issues
- Preparation of scheme designs, option appraisals, planning and building regulation drawings, specification documents, tender documentation, project management services for:
 - School extension/ alteration projects
 - Large and small scale maintenance works
 - Disability access initiative funded works

CLIC Trust Schools use an outsourced health & safety support service that will support with:

- Statutory service and inspection, setting standards and overseeing contractual arrangements
- Advice on mechanical and electrical engineering standards and good practice E.g. Legionella

CLIC Trust School's use additional outsourced support services for:

- Advice and support regarding the presence of asbestos in schools
- The application and the Construction Design Management Regulations (CDM) 2007 in schools
- Provision and advice, support and monitoring of the Condition Survey Surveying Contractor and project managing the delivery of surveys to DCFS standards

Ownership of School Sites

All CLIC Trust school sites are on 125 year leases and as such involvement of the Local Authority regarding significant change or disposal of land. All decisions to dispose of land are subject to the requirements of Section 77 of the Standards and Framework Act 1998. Proposals are subject to consultation and final agreement by the ESFA.

5. Community Use

The community use of school buildings, such as for playgroups, halls and classrooms, is a well-established and important function of the site. It is essential that appropriate agreement for the type of use concerned be put in place to protect all parties. Such agreements do not just cover rights of occupation but can make sure insurance and indemnities and other necessary issues are covered.

Refer to the Lettings Policy.

6. Your Legal Duties

Statutory Testing of Plant and Equipment

A Property Manager or Site Manager role carries many responsibilities; one of these responsibilities is arranging for the testing, at the appropriate frequency, of various items of plant and equipment. See Appendix One for the maintenance cycle. This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender. Failure to perform these tasks may also invalidate the school insurance cover. Failure to maintain and service specific building elements at recommended intervals can also significantly impact upon their efficiency, safety and lifespan.

Schools must arrange for servicing and testing to be undertaken at the appropriate time and frequency. Any organisation chosen to undertake the works must be recognised by an appropriate industry standards body to secure safe maintenance and management through competent, trained and qualified operatives and contractors. A certificate must always be obtained from the contractor to show that the works have been carried out.

The Trust Leadership Team will monitor and log the Statutory Premises Checks being undertaken by schools. This will be recorded in the Premises Management Log (Appendix One) which evidences maintenance procedures are in place and the school is undertaking its legal responsibilities.

6.1 Servicing and Testing

Electrical Services- Essential Health and Safety Requirements	
1	Electrical Fixed Wiring Test & Inspection
2	Electrical PAT Testing
3	Emergency & Exit lighting maintenance program
4	Fire Alarm system testing & maintenance
5	Portable Fire Fighting equipment inspection
6	Premises Fire Safety Risk Assessment
7	Lightning Protection systems testing
8	Kitchen Fixed appliance electrical test
9	Stage Lighting
10	Sustainable Energy products (P.V. cells, Wind turbines etc)
11	Powered Access Doors servicing
12	Plant room control panel test(including electrical T&I's)
13	Lift Maintenance Test & Commission
14	Non-Passenger (goods) Lift Maintenance & Test
15	Powered Stair Lift Maintenance & test

Mechanical Services- Essential Health and Safety Requirements	
1	Gas Appliance Test & certification
2	Gas System testing
3	Boiler and Other gas appliances maintenance
4	Plant room pressure vessel Insurance checks (+1000 litres)
5	Oil Boiler and other oil fired appliances Service & Safety check
6	Comfort Cooling Systems including EU_F Gas Regulations checks
7	Oil Storage tanks & bunds
8	Oil pipework pressure testing
9	Comfort Cooling Systems
10	Legionella report/ Risk assessment

11	Water Quality Sampling & Chlorination
12	Mixing Valves>Showers/Sprays
13	Sewage pumping systems
14	Petrol Interceptors
15	Kitchen Fixed appliance gas system test
16	Kitchen Fixed extract / ventilation systems test
17	Personal hoists (Mechanical & Electrically operated)
18	Climbing Frames/Sports hall (Mechanical & Electrically operated)
19	SEN & Disability Compliance of site survey

Desirable	
1	Access control systems maintenance
2	Intruder alarm systems maintenance
3	CCTV System maintenance
4	Air Handling Units and Fan convector servicing
5	Hearing loops test
6	Smoke cloak units
7	Automated Windows

6.2 Planned Preventative Maintenance

The estate buildings are an important and valuable long-term asset. They may also be open to the public as community facilities. You should plan for and maintain the buildings to make sure they are:

- Safe
- Warm
- Weatherproof
- Providing a suitable teaching and learning environment

As a result of delegation and the scheme of Fair Funding, schools have responsibility for all those elements of building maintenance covered by statute. There is a growing appreciation that buildings are a capital asset and that the school is the 'temporary' custodian of these buildings.

The day-to-day maintenance of buildings can be defined as work undertaken in order to keep, restore or improve the facility, with preventative maintenance being work carried out at pre-determined levels and intended to reduce the possibility of an item not meeting an acceptable standard.

Preventative maintenance, when undertaken in a phased and programmed manner, can reduce the volume of day-to-day and costlier reactive and responsive repairs. By introducing a planned approach to maintenance, the building asset will be preserved, disruption minimised and a financial benefit achieved by the 'building manager'.

The regular inspection of a building's general condition can, at an early stage, identify defects which left unattended could incur costlier remedial works.

Poor or irregular maintenance of school buildings can result in:

- Disruption of education
- Closure or partial closure of school buildings
- Invalidation of your insurance
- Poor value for money

- Unnecessary expenditure to rectify problems which could have been avoided
- Risks to the health, safety and welfare of building users
- Legal claims
- Non-compliance with regulations

The following schedule has been compiled to help schools plan and implement a cyclical maintenance programme that can help prolong the durability of buildings, plant and equipment and reduce reactive repairs.

The implementation of a 'room defects report format' can assist in developing a strategy for not only addressing the day-to-day repairs that may be required, but can also contribute to a planned maintenance approach to maintenance needs.

6.2.1 Structure and Constructional items

Area	Elements	Activity Frequency	Comments
Floor, stairs and landings	Check and inspect damaged floors for trip hazards, especially in floor finishes	Termly	Defective tiles, lifting edges, joints to sheet materials
Roof coverings	Periodic inspection and ad hoc repairs	6 Monthly	Gutters, Roof outlets, Rain pipe- inspect and clear of any debris
Inspect pitched and flat roofs from ground level or suitable upper floor window and report defects and/or damage likely to cause failure in or water ingress	Periodic inspection of gutters, roof outlets, rain pipes etc.	6 Monthly (including one in November-December) or more frequently as required	Inspect and remove debris, leaves etc. Clear/clean gullies and report any blockages and/or defects
Windows and doors	Periodic inspection of locks and security, and ad hoc repairs	Weekly	Check operation of opening mechanisms, closers and fittings generally
	Integrity of glazing and vision panels	Weekly	Check glazing and protective films for damage. Report damage in glass integrity
	Glazing	Risk assessment as required	Seek specialist risk assessment for glass and glazing under Regulation 14, Workplace Regulations (H&S) 1992
External walls ceilings, partitions & cladding	Periodic inspection and ad hoc repairs	Monthly	Inspect wall surfaces externally and internally, check and report defects and/or damage.

Miscellaneous structures outbuildings	Periodic inspection and ad hoc repairs	Monthly	Inspection of miscellaneous structures check and report defects and/or damage
Lightning protection	Periodic inspection and ad hoc repairs	Annually	Inspect and test lightning tapes and earthing pits. Report defects and/or damage. Seek specialist advice

6.2.2 Decorations

Area	Elements	Activity Frequency	Comments
Internal and external decorations	Periodic inspection Note: Set up rolling programme of painting works, with circulation areas being painted more often.	Annually	Annually inspect internal and external finishes, including tiling, masonry and paintwork and report major defects and/or serious damage. Kitchens should be checked for flaking paint and treated. Kitchen walls above 2 meters require cleaning every 12 months (link with fan and canopy cleaning), additionally paint kitchens every three years. Note: be aware of asbestos containing materials.

6.2.3 Water and Drainage

Area	Elements	Activity Frequency	Comments
Water supply systems	Periodic inspection and ad hoc repair of cold water supply and distribution pipework	Annually	A service contract to check pipework for leaks and stop valves for correct operation could be set up.
	Periodic inspection and ad hoc repairs to pumps, cold water storage tanks and insulation	Annually	Suitable service contract to check pumps and equipment. Drain and clean cold-water storage tank.
Water supply systems	Periodic inspection and repair, or replacement of sanitary fittings, taps, wastes, traps and fittings	Monthly	Inspect sanitary ware, check and report defects and/or damage. Check auto flushing systems for correct operation.
	Periodic inspection to check for blockages	6 Monthly	Inspect drains, gullies, manhole chambers etc, and

Waste pipes and above ground drainage			report need for rodding, jetting or cleaning
	Kitchens - clean out grease traps	3 Monthly	Inspect drains, gullies, manhole chambers etc, and report need for rodding, jetting or cleaning
Downpipe and gutters	Periodic inspection	6 Monthly or more frequently during Autumn and/or location	Clear leaves and offsets to prevent ingress and dampness

6.2.4 Mechanical Services

Area	Elements	Activity Frequency	Comments
Heating installation	Servicing of boilers, controls, burners and associated pumps, pipes and equipment within boiler house	6 monthly	Service installation prior to heating season and minor service in spring
	Servicing hot water calorifier, pumps, controls and pumps, within the boiler house	6 monthly	Service installation prior to heating season and minor service in spring
	Periodic inspection of pipes, valves, insulation and general surfaces within boiler house	Monthly	Inspect boiler house surfaces, check and report defects/damage
	Heating installation Cleaning and servicing of boiler flues and chimneys	Annually	Specialists to check operation clean and repair prior to heating season
	Pressure testing of gas pipework	Annually	Service contract to test integrity of gas supply pipework as part of boiler service
	Check and service heat emitters, convectors etc	Annually	Check integrity, fixings, valve operation.
	Drain, clean and inspect calorifiers through examination	2 Yearly	Service contract to inspect, examine and overhaul
	Air conditioning and ventilation	Service and clean plant, equipment and duct work. Internal surfaces of ductwork – inspect and possible clean	Annually

Oil and gas fired heaters	Service direct oil and/or gas fired heaters including remote boilers i.e. caretakers house	Annually	Service contact to inspect equipment prior to heating season
Sewerage pumps and chambers	Service foul water pumps, storage vessels etc. and periodically de-sludge	As required- check monthly	Inspect and service equipment in accordance with manufacturers recommendations
Oil supply pumps and chambers	School to visually inspect. Periodic inspection and test	Annually	Service to contract to inspect, check operation of valves etc. and report
Kitchen equipment	Service gas cooking equipment, water softeners, water boilers etc	Annually	Service kitchen equipment and check safety valves
	Clean and service kitchen canopy	Annually	Degrease canopy filters and clean stainless steel hood. Annual service of fan motor and duct work
Firefighting equipment	Check condition and operation of fire blankets	Every 3 months	Visual checks that fire blankets are correctly located and unobstructed. Tamper of fire blanket are broken and not missing
	Service of firefighting equipment	Annually	Inspection, testing and replacement of all firefighting equipment
	Fire door visual checks	Weekly	Check all seals are in tact and that doors close properly with no obstructions/ anything holding them open
Fire fighting equipment	EVAC chair service	Annually	If the school has one

6.2.5 Electrical services and associated switchgear

Area	Elements	Activity Frequency	Comments
Fixed equipment	Periodic inspection and testing of fixed plant and machinery	Annually	Service contract for inspection/test fixed plant and equipment, and report
	Periodic servicing of all kitchen equipment and white goods i.e. ovens, ranges, refrigerators etc	Annually	Service contract for inspection/test fixed plant and equipment, and report
School equipment related to curriculum activity	Portable equipment testing and maintenance of	Annually	Service contract to update equipment register, test

	equipment register for all electrical items of a portable nature		and certify all items of portable equipment
Lift installations	Periodic inspection and servicing of lift motors, hydraulics, controls switchgear	Monthly	Service contract for maintenance and servicing of passenger lifts and platform lifts in accordance with manufacturer's instructions and recommendations
	Servicing hoists, lifting aids, barriers and electric door motors etc	6 Monthly	Service contract to test maintain electric motors hydraulics and controls
Fire alarm	Audible fire alarm test	Weekly	Can be carried out by premises manager or nominated representative
	General test of fire alarm system	Termly	Test fire alarm and fire procedures
	Servicing fire alarm system, including panel, call points, detectors etc	Annually	Service contract to inspect and test fire alarm system and issue certificate
	Test and commission integral fire alarm, and emergency lighting system and battery back up	Annually	Service contract to test and reset fire alarm system and issue certificate annually (required where public license in operation)
Security system	Periodic inspection and testing of security system	6 Monthly	Service contract for testing and maintenance of security system including detectors, cameras, panels etc.
Emergency lighting	Periodic inspection and testing of the emergency lights.	Monthly	Monthly check can be carried out by premises manager or nominated representative.
		6 Monthly and Annually	Service contract for testing and inspection for 6 month and annual checks.

6.2.6 Furniture, Fixtures and Fittings

Area	Elements	Activity Frequency	Comments
Fixed sports and gymnasium equipment	Periodic inspection and ad hoc repairs	Annual	Service contract with manufacturers or specialist supplier to check, inspect and repair defects/damage
External play equipment	Periodic inspection and ad hoc repairs to children's play equipment and adventure areas	Monthly/ Annually	Can be undertaken by premises manager or nominated representative. Specialist supplier to be contacted for repairs as required
Kitchen equipment	Inspect folding table/chair units.	Daily	Can be carried out by premises manager or nominated representative.
Pest control	Periodic inspection and eradication of vermin	As required	Periodic inspection and eradication of vermin As required Check for signs of vermin and seek specialist advice.

6.2.7 External Works

Area	Elements	Activity Frequency	Comments
Playgrounds, car parks, roads and footpaths	General inspection, maintenance and surface treatment	As required	Maintain hard surfaces and walkways in safe condition and request ad hoc repairs as necessary
	Inspect kerbs, channels, verges, line marking etc and ad - hoc repairs	As required	Generally maintain perimeters of hard surfaces, clean channels and maintain line markings as required
Ground generally	Normal ground maintenance	Weekly	Ground maintenance for grass cutting, planting and flowerbed maintenance etc to suit.
Fences, boundary walls and gates	Periodic inspection and ad hoc repairs	As required	Check gates for correct operation, inspect and maintain boundary walls, fences etc in safe condition and request ad hoc repairs as required
Outbuildings	Periodic inspection and ad hoc repairs to all outbuildings, stores, temporary buildings, sheds etc.	Annually	Carried out by site manager, any defects or damage to the buildings reported and rectified

6.2.8 Below Ground Drainage

Elements	Elements	Activity Frequency	Comments
Foul drainage	Periodic inspection of all manhole/access chambers.	Annual	Check for clear running location and fit of access covers/doors, grease and refit seals as appropriate. Clear soil and debris from channels. Note: condition of pointing, broken covers and other obvious defects and arrange remedial work
	Periodic rodding and flushing of debris.	As required	Report frequent need for rodding and arrange camera survey for possible breakages/serious blockages.
Surface water drainage	Periodic inspection of all manhole/access chambers	Annually	Check clear running location and fit of access covers/doors, grease as appropriate. Clear soil and debris from channels. Note: conditions of pointing, broken covers and other obvious defects and arrange remedial work
	Periodic rodding and flushing of debris.	As required	Report frequent need for advice and/or camera inspection for breakages/serious blockages

6.3 Building defects- types of problems are remedies

Repairing and maintaining buildings can be a very detailed, complicated and time-consuming area of a school's responsibilities. A complete summary of every aspect would stretch to several lengthy volumes and would not sit within this document. The following pages go some way to listing some of the common defects found in buildings together with their possible causes. It is not an exhaustive list and if you are in any doubt about any particular problem, then you should seek specialist advice.

6.3.1 Ceilings, walls and doors

Defect	Cause	Remedy
Defect Cause Remedy Cracks in plasterwork on boards	Straight cracking will generally follow the edges of the boards and may be due to movement of the supports for the boards	If ceiling is cracked but otherwise sound, it may be enough to repair defects prior to decoration, or apply lining paper.
Loss of adhesion of laths to plaster	Seek advice	Remove all defective areas and re-plaster, check adjacent areas of plaster

Cracks in plasterwork on concrete	If the plaster has fallen off the concrete, this could be caused by a number of reasons: e.g. loss of adhesion; movement of structure; moisture ingress..	Remove all defective areas, clear the surface, apply a bonding agent and replaster
Door slams /fails to close or latch properly	Defective door closer, or other fittings.	Check, adjust or replace fittings as appropriate
Door sticks Door or frame has distorted	Plane or trim to fit	Adjust door stops, replace door
Fire doors	Any fault	Repair or renew immediately.

6.3.2 Floors

Defect	Cause	Remedy
Lifting, curling and cracking of floor screeds	Seek advice	Remedial work may involve removal and patching, leveling off areas or total renewal of screed in severe cases.
Lifting of clay tiles in either large areas or rows	Tiles may sound hollow, be arched or uneven, caused by initial expansion, or shrinkage of the floor screed.	Relaying generally required incorporating a movement joint
Lifting and deterioration of plastic or thermoplastic floor tiles	Tiles are loose, edges have lifted and may show a white salt-like substance	May be water passing through the concrete base or from excess water in cleaning. If in isolated areas, renew; however, in larger areas seek specialist advice. Note: Be aware of asbestos possible in flooring material.
Lifting of wood block flooring	Humid conditions create and increase in moisture content within the blocks causing them to swell. Occasionally other sources of moisture have the same effect i.e. leaking radiator valves.	Heating and ventilating the area will reduce the humidity and the blocks can be relayed. The provision of an expansion joint is recommended. Replace leaking valves
Lifting of other floor coverings	Could be the result of excess moisture before or during installation, resulting in gaps and curling and the consequent lifting of any covering on the boards	Nail down loose boards and check existing nailing. The boards can be planed or sanded to an overall flat surface. Re-secure any boards that are 'squeaky' by screwing. Renew floor covering.

6.3.3 Glazing

Defect	Cause	Remedy
Cracking of glass in steel windows	As steel rusts it expands and can exert considerable pressure on the glass. Rusting is often caused by water finding its way down the back edge of glazing	If the frame is badly corroded or distorted it will be simpler to replace it. To replace only the cracked pane strip the putty, take out the glass, remove rust, treat and re-glaze with laminated glass.

	putties or by penetrating an unprotected gap between the window and reveal	
Rainwater penetration around glass	This is normally because of age or lack of maintenance, glass may be incorrectly bedded	Assess benefit of new beading/puttying, otherwise re-glaze if necessary
Glass loose	Check beading and putty	See advice on wood rot where extensive. Mist in sealed double glazing This is caused by moisture penetrating into the sealed unit. The sealed unit cannot be repaired and will need to be replaced.
Leaking through roof lights	Possible causes include old putty, defective lead flashings or rubber seals, cracked glass, or rusting steel sections.	Replace, or overhaul as required. Condensation to roof light metal upstands Lack of ventilation, or a cold bridge caused by inadequate ventilation. Provide ventilation and insulation

6.3.4 Roofs- Flat felt

Defect	Cause	Remedy
Ponding	Generally caused by deflection in the roof decking preventing surface water getting to the outlets, by blockage of the outlets or because outlets are fixed proud of the decking. Persistent ponding at the same place causes a gradual deterioration of the bitumen felt, especially if it is old and based on organic fibres	Ponded areas that do not leak can be left until it is convenient to carry out remedial work, but should be inspected at regular intervals. The material causing the blockage will have to be removed by rodding or jetting. If the roof outlet was blocked consideration should be given to a guard to prevent debris from entering. It may be necessary to re-position height of the outlet

6.3.5 Roofs- Flat Asphalt

Defect	Cause	Remedy
Blistering	If unbroken they only affect the appearance of the roof, but if they are broken they may allow water to pass into the roof structure. Blistering is caused by pressure from water vapour forcing up the asphalt, particularly during hot weather. Penetration of water through asphalt is unlikely	If the blister has not split it can be left, though it should be inspected periodically, especially if there is any foot traffic on the roof. If the blister has split it should be opened and repaired by a specialist firm, first drying out the structure. If the cause is interstitial condensation a vapour barrier or check should be provided
Splits or cracks in the asphalt, usually straight, possibly causing	Asphalt seldom cracks or splits of its own accord,	If the asphalt has perished or has been damaged by the use of the

<p>leakage of water into the building.</p>	<p>though this may happen if the asphalt is very old and near the end of its useful life or if, in order to reduce solar heat gain, it has been painted with a wrong type of paint.</p> <p>The most common cause is movement of the base on which the asphalt has been laid. This movement may be the result of shrinkage of the base or of thermal movement of the roof</p>	<p>wrong paint it must be replaced. If the cracking is due to roof movements and this is likely to continue then convert the crack or split into a movement joint.</p> <p>If free movement between the asphalt and the base is restricted the restriction must be removed. Solar heat gain should be minimised by an appropriate treatment.</p>
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6.3.6 Roofs- Pitched Tile

Defect	Cause	Remedy
<p>Delaminated or spalled tiles</p>	<p>This defect is due to frost action, generally on clay tiles. When a few tiles fail from this because it is likely that the majority will similarly fail in time. The defect is more common on relatively shallow roofs and is different from the occasional weathered tile due to under-firing</p>	<p>Replace damaged tiles with frost resistant tiles.</p>
<p>Slipping</p>	<p>Disintegration of nibs results from crystallization of salts transferred by water from the exposed part of the tile. Usually happens when the tiles have been under-fired. This condition may also lead to a low frost resistance and damage the remainder of the tile. fixings.</p>	<p>The examination of the roof will have indicated whether the defect is general or confined to a few tiles, especially if it has been possible to examine the underside of the roof tiles still in position. If only a few tiles are affected they can be replaced, but otherwise it may be preferable to replace all of them.</p>
	<p>Inappropriate or deteriorated nails or other mechanical fixings.</p>	<p>Renew with non- corrosive fixings.</p>

6.3.7 Roofs- Pitched Slate

Defect	Cause	Remedy
Delaminated slates	The principal cause of this defect is attack by polluted air. Most British slates are very resistant to such attack, but some slates of continental origin contain calcium carbonate as an impurity. There is a possibility that the slates have been damaged by frost, but such slates would be of poor quality.	Confirmation of the condition may be obtained by testing a sample of slates removed from the roof. If only a few slates are affected they may be replaced until a greater number are involved. It is likely that the slates will deteriorate further in the course of time
Slipping	If nail-holes are broken it is likely that the slates are deteriorating and unable to resist the chafing action of the nails when disturbed by wind. This condition may be aggravated or influenced by corrosion of nails.	Strip the roof, replace with new slates conforming to BS680.
Asbestos based materials	Asbestos can be found in various locations, e.g., as roof coverings, rainwater goods, wall cladding, boiler house door linings, window panels, as insulation boards and ceiling and floor tiles,	Prior to any works being undertaken, always check if asbestos is evident.

6.3.8 Staircases

Defect	Cause	Remedy
Extensive wear to granolithic finish, cracks or hollows	Damage from structural movement could indicate a lack of movement joints	Defective areas need cutting out and replacing by specialist. Special advice recommended.
Nosings cracked or missing	Loss of adhesion or rough usage	Specialist repair recommended before it becomes dangerous
Worn nosings, treads, balusters, handrails, loose newel posts.	Cracked treads occur as a result of lack of angle blocks between treads and risers (timber construction)	Install extra angle blocks as necessary. Other faults require carpentry and joinery operations to make them safe
Handrails loose, balusters loose in their bases	Pay careful attention required to all bolted or welded joints in steelwork (metal construction).	Regular checks necessary to ensure safety. Re-fix all components, tighten bolts. Rake out and re-grout sockets.

6.3.9 Walling

Defect	Cause	Remedy
Damp masonry Leaking gutters or rainwater pipes, defective overflows, defective flashings or detailing.	Penetrating damp, rising damp, condensation, leaking appliances or plumbing, poor detailing, weathered movement joints	Check for defects and attend as necessary. If no improvement, seek specialist advice to determine nature of dampness by appropriate tests
Cracking	Components, differential settlement overloading, instability wall tie failure, render mixes too strong, weak bricks, frost attack, hygroscopic salts, defective mortar or pointing. Cracks may be long and fine after new work dries out, commonly at junctions of floors, walls and ceilings. May correspond with joints in plasterboard or blockwork, caused generally by shrinkage during drying out process.	Check for defects and seek specialist advice. Glass strips 'tell tales' can be fixed over cracking to determine if movement is still occurring. A structural engineer can establish cause.
Discoloration or blistered wall finishes	These are due normally to presence of moisture, chemical reaction or mould growth.	Remedy dampness and re-decorate after drying out. May need special products for mould growth treatment
Wall tiles loose or fallen	Hollowness may occur after fixing due to lack of adhesive or incorrect adhesive in wet area, or tile expansion	Re-fix tiles after cleaning using flexible or waterproof adhesive if relevant. If problem persists, seek specialist advice.

6.3.10 Woodwork- Windows, Doors, External joinery

Defect	Cause	Remedy
Woodwork soft and friable	Decay due to wood rotting fungi, usually wet rot.	Check for structural integrity Seek specialist advice if extensive
Distorted joinery and consequent gaps, poor fitting and draughts	Woodwork unevenly or not regularly painted is subject to varying moisture contents, causing expansion and contraction.	Plane off the area that is binding. Repaint the planed area. In extreme cases replace affected parts
	Out of square usually results from a combination of dry conditions and poorly made joints	For loose joints fill with epoxy resin adhesive to make more rigid. Some gaps can be remedied by draught stripping.
Wet and dry rot	There are two main types of wood rotting fungi found in buildings, wet and dry rot. It is not necessary to distinguish between the many species of wet rot	Successful remedial treatment of dry rot may require more elaborate and sometimes very expensive measures. It is therefore essential to establish whether dry rot or wet rot is present by seeking specialist advice.

Wood boring insects	Many insects use wood as a food source and some of them can cause serious damage to building timbers.	These insects all have fairly similar life cycles, although there are variations on the length of each stage, the type of wood attacked and extent of damage caused. The presence of damage caused by wood boring insects does not always indicate a need for remedial treatment. Correct identification is essential if the right treatment is to be selected. Seek specialist advice.
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6.3.11 Decoration

Defect	Cause	Remedy
Adhesion failure	Application to damp or dirty substrates or subsequent entry of moisture. Omission of suitable primer. Application to powdery or friable substrates.	Flaking, peeling or poorly-adhering material should be removed. If moisture is the cause, eradicate the source. Prepare surfaces prior to redecoration.
Blistering	Blistering is usually indicative of liquid or vapour beneath the coating. On woodwork, resinous material may be responsible. Preparation may be confined to removal of isolated blisters if the extent is slight.	Where moisture is the cause, time should be allowed for drying out. Prepare and seal knots prior to redecoration.
Colour defects, fading, staining, bleeding or other discolouration	Due to age, exposure to sunlight and poor workmanship.	Seek specialist advice prior to arranging for redecoration.
Cracking, other than due to structural movement	Usually indicative of stresses within the coating film, caused by applying hard-drying over soft coatings. May also be initial stage of adhesion failure. Cracks may be confined to the finishing coat or extend through the thickness of the film.	If cracking is slight and confined to the finishing coat, rubbing down may provide a satisfactory base for re-coating. If cracking is severe or extends through the thickness of the film, complete removal may be necessary.
Damage to coating	Mechanical damage e.g. by abrasion, impact or vigorous cleaning	Where surfaces are subject to hard wear, specialist coatings or a different material, may be required. Consider a protective barrier
Reduced gloss	Refer to section on colour defects.	Prepare as normal for redecoration. If in doubt, seek specialist advice.
Organic growths, i.e. moulds, algae, lichen, moss	Usually, the result of an unfavourable environment for painted surfaces.	Consider modification of design or environment to eliminate or reduce causes of failure.

Rust-spotting or rust-staining on painted iron	Paint system is too thin to provide protection to peaks and edges. May result from application of an inadequate system. A further possible cause is failure to use a rust-inhibiting primer.	Treatment may range from manual cleaning and priming of localised areas to removal of the coating and treatment as for new iron and steel.
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6.3.12 Plumbing and above ground drainage systems

Defect	Cause	Remedy
Dripping tap	Split/damaged washer or worn sealing. Wear and tear of moving parts.	Change washer with washer of same type. Should tap not stop dripping, top may require resealing or renewing
Defective WC cistern / does not flush	Defective flushing mechanism. Water level set too low	Fit new mechanism or complete siphon unit, adjust float arm
Overflows running	Passing water	Replace washer, clean out foreign bodies, or renew ball valve.
Water slow to run away from sink	Trap under sink is blocked	Remove trap, clean and refit. If the trap appears clear the waste pipe may be blocked, or corroded.

6.3.13 Drainage- Below Ground

Defect	Cause	Remedy
Dripping tap	Split/damaged washer or worn sealing. Wear and tear of moving parts.	Change washer with washer of same type. Should tap not stop dripping, top may require resealing or renewing
Defective WC cistern / does not flush	Defective flushing mechanism. Water level set too low	Fit new mechanism or complete siphon unit, adjust float arm
Overflows running	Passing water	Replace washer, clean out foreign bodies, or renew ball valve.
Water slow to run away from sink	Trap under sink is blocked	Remove trap, clean and refit. If the trap appears clear the waste pipe may be blocked, or corroded.
Drainage system blocked	Silting and buildup of debris	It may be considered that specialist advice is sought before works ordered or undertaken

Ground movement	Back-falls created, allowing debris to build up Rod or jet drains to clear debris.	Establish defects using CCTV and undertake work required to allow proper operation of the pipe work system
	Tree root action	Roots to be cut out from within drain.
	Leaking joints to be repaired	Drain to be surrounded in concrete to prevent further attack
	Loading from buildings	Redesign and re-lay system. Load to be taken off drain by underpinning
	Collapsed render from manhole	Clear blockage, re-render manhole. Renew collapsed or broken section of drain. Check remainder of run by use of CCTV survey
	Wholesale deterioration of system	Renew or re-line system
	Broken or cracked manhole covers	Replace with correct duty cover for situation and location

6.3.14 Electrics

Defect	Cause	Remedy
No power or lighting to building	Possible external fault on supply cable to building.	Assess whether neighbouring buildings are suffering similarly. Contact local supply authority to establish if fault is general. Contact N.I.C.E.I.C. qualified electrical contractor
No power and lighting to part of the building	Possibly one of three phases out of circuit. Possibly one of the main supply fuses serving the local distribution board has blown.	Seek specialist advice, as above.
No power to socket outlets	Blown fuse or tripped circuit breaker	Seek specialist advice, as above.
No lights working in an area	If the lighting fittings are not working in a small area there is every possibility that the local lighting control fuse or circuit breaker protecting that circuit has tripped or ruptured	Seek specialist advice, as above
Light fitting not working	Broken or expired lamp	Replace lamp. If fault persists then call qualified electrician.
Fluorescent lighting fitting keeps flashing	Expired fitting or faulty starter	

6.3.15 Fan Convectors

Defect	Cause	Remedy
Fan not rotating	Blown fuse Switch off unit and replace with correct fuse type.	If fault persists contact qualified electrician Inadequate heat output
Blocked or expired filter	Seek specialist advice	Fan convector(s) not blowing
Pipework not hot enough	Seek specialist advice	Fan convector blowing cold air
	Faulty or incorrectly set thermostat	Adjust return temperature on thermostat or call electrician

6.3.16 Electrical Heating and Ventilation Equipment

Defect	Cause	Remedy
Storage heater not charging	Thermal link melted	Ask electrical contractor to replace thermal link
All heaters not working	Faulty or incorrectly set controls	Check time clock and associated controls.
Water heater too hot	Thermostat set too high or faulty	Adjust or replace thermostat. Seek advice from qualified electrician

6.3.17 Fire Alarms

Defect	Cause	Remedy
Fire bell/sounders ringing	If a false alarm, check for broken glass on manual contact. (Any Fire Detector that operates under a non-fire condition must be investigated to establish the reason for the alarm before re-setting fire alarm system).	Evacuate building, report to emergency services. Check which sensor has been activated. Reset. Contact contractor to check through system.

6.3.18 Mechanical

Defect	Cause	Remedy
No heating	Boiler burner locked out	Press reset button twice, seek expert advice.
	Fuel supply isolated	Seek expert advice
	Heating pump not working	Seek expert advice
	Boiler thermostats have been turned down or in the off position	Turn boiler thermostat up to approximately 65°C. If boiler does not operate, seek expert advice
	Main control panel locked out	Check if lockout light lit, if so, seek expert advice
Suspected gas escape		Do not switch on or off lighting and electrical appliances. If readily identifiable isolate main gas cock at meter. Contact gas emergency services, seek specialist advice.
High water bills	Suspect mains water leak.	Contact Property and Technical Services. Turn off supply at internal stop cock and inspect meter, if still movement on meter probably external mains water leak – seek advice. If sound, check for excessive flushing of urinals, dripping taps, defective ball valves and roof tanks overflowing.

7. School Security

The term 'security' has an increasing resonance in our society. It is a concept we are reminded of every day in the media, who report avidly on the perceived failures of security, when individuals are injured or killed, or premises are damaged or destroyed, because of the inability of 'security' to protect them. There is a popular perception that we live in violent times and that we may be visited by violence.

Staff and pupils need to be able to work and learn in a safe and secure place. Maintenance and inspection activities should cover any security arrangements you have in place. Security arrangements may vary to reflect the differing nature of sites and buildings.

Site security measures could include:

- Perimeter fencing and landscaping
- Security lighting
- Alarm systems
- Security surveillance systems
- Access control
- Compliance with DBS clearance requirements

School security is ever changing and needs to be kept under constant review, with vulnerable areas identified and remedial actions implemented to address them.

8. Asbestos

The Control of Asbestos at Work Regulations 2002 introduced an explicit duty to manage asbestos in non-domestic premises. The duty came into force on 21 May 2004 and applies to all schools.

General information on asbestos together with comprehensive guidance on asbestos management and compliance with current legislation, including the duty referred to above, is contained within Section 4 of the Council's Asbestos Management Manual, a copy of which has been provided to all schools.

Please ensure that you are familiar with this manual. It is essential reading for any school staff involved in carrying out, procuring or overseeing any repair and maintenance works upon the premises. Section 4 Part E contains contact numbers for further advice and guidance on any asbestos related matters.

Asbestos is chemically inert and its mere presence in a building DOES NOT indicate a hazard to health. Asbestos only poses a risk to health if it is disturbed and asbestos fibres are released into the air, outside of an asbestos removal controlled environment.

Before you commission any work, you should check with your Asbestos Log to determine the probability of encountering asbestos. If the work involves disturbing asbestos, you must seek specialist advice prior to proceeding. Even small-scale building repairs and decoration activities can, if not carried out properly, cause damage to asbestos that may result in widespread contamination.

What to do if you suspect asbestos has been disturbed during the course of the works.

1. Evacuate the area, seal off and prevent entry.
2. Report to the head of the establishment.
3. Seek advice from Property and Technical Services.

Remember that it is not possible to guarantee that all asbestos occurrences have been identified in your register. If you have any doubts regarding any material on your premises you MUST presume that it contains asbestos unless there is strong evidence to suggest otherwise.

8.1 The Legislation

- The Health and Safety at Work etc Act 1974
- The Asbestos (Licensing) Regulations 1983
- The Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos at Work Regulations 2002
- Health and Safety Policy

Note: Except for work of brief duration, only contractors licensed by the HSE are permitted to remove or work on asbestos insulation, asbestos coating and asbestos insulating board. In addition, if any item of such work is liable to take more than two hours to complete, then the HSE must be notified 14 days prior to commencement.

9. Construction (Design and Management) Regulations 2015

The Construction (Design and Management) Regulations 2015 are aimed at improving the management and co-ordination of health, safety and welfare throughout all stages of construction projects.

As a general guide, the projects that will need to conform to the regulations are any that either:

- Involve demolition work
- Are expected to last 30 days or more
- Where five or more contractor's staff will be working on the project, or are on site at any one time.

What this means is that Schools are obliged by statute to employ "competent contractors and planning supervisors". Clients must ensure that such contractors/supervisors have a health and safety policy and that they carry sufficient third-party insurance.

There are other requirements of the CDM Regulations that need to be explored in any of the projects outlined above that need to be researched in a timely way on the HSE Website, under Guidance, Industries, Construction for up to date legislation and guidance.

9.1 Insurance

In the case of any works being carried out, the Headteacher must insist that the [parties undertaking the works hold public liability insurance cover the provide protection in the event of injuries to staff, pupils and third parties, as well as damage to the buildings or contents.

Please note that prior to the commencement of any work, confirmation of appropriate insurance cover must be evidenced.

9.2 Health and Safety

You are also reminded of your obligations under the Health and Safety at Work Act 1974. A useful summary of H&S issues for schools can be found on the Health and Safety Executive website. The guidance is entitled 'Workplace Regulations 1992 Guidance for the Education Sector'.

Information regarding contractors can be found in the 'Contractors on Site Policy'.

9.3 Building regulations

The most common route for Building Regulation approval is by use of the Local Authority Building Control department (LABC). In this case a Full Plans application is made to the LABC who will check the application and pass or reject the plans within five weeks. The Building Control Officer will inspect the work at set stages during construction to ensure compliance.

At the Full Plans application stage the LABC will consult any appropriate authority, including the Fire Service. It is therefore not necessary for schools to consult the Fire Service separately from the Building Regulations Approval application. There may be circumstances where it is appropriate to consult the Fire Service where Building Regulation approval is not required.

The LABC will make a charge for the Plans application and for the site inspections. The charges are on a sliding scale according to the value of the work.

9.4 Things to consider prior to the start of your project

At various times during the project, there will be points that need to be considered. There are some things to consider that you may not have thought about:

- Are you following the correct financial procedures, as outlined in the scheme of financial delegation?
- Do you know that the chosen builder is technically and practically able to carry out the work? Is the builder complying with relevant legislation?
- Are you insured or indemnified against all risks in relation to building works?
- Have all statutory notices been given and approvals received? The Capital Development Team can give advice on this point
- Have you considered access for the disabled? Does the planned project take into account the needs of the disabled, or will it mean that disabled people cannot access areas of the school or the grounds?
- Have you alerted your neighbours to any potential disruption and ensured they will be kept aware of timescales?
- Have you set up an agreed procedure for communications with the contractor and with the Capital Development Team, while the work is in progress?
- Are you sure that the security of the site is not prejudiced?
- Have you clarified the working area for the project, the use of services and facilities by the contractor? Have you clarified the expected conduct of contractor's employees? (For example, as regarding smoking on school premises).
- Are you sure that planned fittings comply with regulations? (For example, carpets need to meet minimum specifications of fire resistance, as do other fittings to ensure that the Trust's insurance is not prejudiced).

9.5 Emergency Key Holders

It is essential that schools have arrangements in place for any emergencies on their premises that may occur during evenings, weekends and school holidays. A copy of the list of Key holders is also forwarded to the Local Alarm Centre.

10. Trees

An effective system for managing trees includes:

- An overall assessment of risks from trees - identifying groups of trees by their position and degree of public access. This will enable the risks associated with tree stocks to be prioritised, and help identify any checks or inspections needed. All trees on an urban school site will fall in to Zone one where there is frequent public access to trees.
- Risk assessments should be carried out every 3 years
- Risk assessments must grade the risk and all high risk reports should be acted upon immediately and other levels of risk should be monitored as instructed in the report.

Appendix One – Premises Management Log of Service & Maintenance

These are all the activities that require being logged on Every and therefore this is just a useful guide as a snapshot of the Every system.

1.0 Gas Boilers - Annual service

Gas Boilers require an annual service by a suitably qualified contractor. Please see HSE website for further details.

<i>Has a service been carried out?</i>
<i>If no, please state why?</i>
<i>If serviced, what was the date?</i>
<i>If a service has not been carried out, what remedial action has taken place?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the service certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

2.0 Gas Appliances - Annual Gas Safety Check

All gas appliances are required to have an annual gas safety check carried out by a suitably qualified contractor. Please see HSE website for further details.

<i>Have the appliances been checked, dated and labeled?</i>
<i>If no, please state why?</i>
<i>If so, what are the most recent dates of the test?</i>
<i>If a gas check has not been carried out, what remedial action has taken place?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the appliance check certificate completed & displayed?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

3.0 Portable Appliance Testing - By Risk Assessment

All portable appliances must be tested on the correct frequency and labeled and dated to confirm the test according to current regulations. Please see HSE website for further details.

The questions that require answers are: -

<i>Have the appliances been checked, dated and labeled?</i>
<i>If no, please state why?</i>
<i>What are the most recent dates of the test?</i>
<i>If a service has not been carried out, what remedial action has taken place?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the test certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

4.0 Water Quality Sampling - Chlorination - Annual Test

Water checks should be carried out in line with legal guidelines and recommended good practice. Please see HSE website for further details.

<i>Have samples been taken?</i>
<i>If no, please state why?</i>
<i>If so, what are the most recent dates of the test?</i>
<i>Have the readings been confirmed as satisfactory?</i>
<i>If no, please state why?</i>
<i>If the reading is not satisfactory, what remedial action is to take place?</i>
<i>If no, please state why?</i>
<i>If the reading is not satisfactory, what remedial action is to take place?</i>
<i>Have any recommended works been completed?</i>
<i>If no, please state why?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the test certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>If there are tanks are they clean?</i>
<i>If no, please state why?</i>

<i>Please state any general comments upon your observations</i>

5.0 Gas Catering Equipment- Annual Service

All gas catering equipment has to be serviced on an annual basis by a suitably qualified contractor. Please see HSE website for further details.

<i>Have all the appliances been serviced?</i>
<i>If no, please state why?</i>
<i>If so, what are the dates of the most recent test?</i>
<i>If a service has not been carried out, what remedial action has taken place?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the test certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

6.0 Portable Fire Fighting Equipment - Annual Service

All portable firefighting equipment has to be checked on an annual basis (including extinguishers, fire blankets and hoses) in accordance with BS5306: Part 3: 1985 for fire extinguishers, BS EN 1869 for fire blankets and BS 5306 part 1 1976 for hose reels.

<i>Has all the equipment been serviced?</i>
<i>If no, please state why?</i>
<i>If so, what are the dates of the most recent test?</i>
<i>If a service has not been carried out, what remedial action has taken place?</i>
<i>What is the Name of the Contractor?</i>
<i>What is the Contractor's registration no?</i>
<i>Is the test certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

7.0 Fixed Electrical Wiring Installation Test- every 5 years

All fixed electrical wiring must be tested in line with current legislation and recommended good practice. Please see HSE website for further details.

<i>Has all the equipment been tested?</i>
<i>If no, please state why?</i>
<i>What is the most recent date of the test?</i>
<i>If a test has not been carried out, what remedial action has taken place?</i>
<i>Was the installation satisfactory?</i>
<i>If no, please state why?</i>
<i>If the installation was not satisfactory, what remedial action has taken place?</i>
<i>Has the recommended remedial work been completed?</i>
<i>If no, please state why?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the test certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

8.0 Fire Safety Risk Assessment

Schools are required, under the Regulatory Reform (Fire Safety) Order 2005, to carry out a fire safety risk assessment and keep a copy freely available for inspection.

<i>Has a Fire Risk Assessment been carried out?</i>
<i>If no, please state why?</i>
<i>If so, what date was the assessment carried out?</i>
<i>Was the inspection satisfactory?</i>
<i>If no, please state why?</i>
<i>If an inspection has not been carried out, what remedial action has taken place?</i>
<i>What date is the inspection planned?</i>
<i>Please state any general comments upon your observations</i>

9.0 Fire Alarms

Fire Alarms tests need to be carried out weekly, 3 monthly, annually and 3 yearly, in accordance with BS 5839 Part 1 2002 Fire Detection and Fire Alarm Systems for Buildings Part 1 Code of Practice for System Design, Installation, Commissioning and Maintenance

Audible fire alarm tests should be carried out on a weekly basis, normally by the premises manager, with all other testing being carried out by an electrical contractor. It is imperative that you ensure that fire escapes are free from obstruction at all times.

Annual tests should comprise of testing all devices, smoke and heat detectors, call points and sounders.

Five yearly testing would comprise of a comprehensive test of all fire alarm equipment. The system wiring would be tested in accordance with BS7671: 1992. Requirements for Electrical Installations.

<i>Are the weekly fire alarm audible tests carried out?</i>
<i>If not, please state why?</i>
<i>What are the dates of the most recent tests?</i>
<i>If a test has not been carried out, what remedial action has taken place?</i>
<i>Has the recommended remedial work been completed?</i>
<i>If no, please state why?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the test certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Are the fire escape routes kept free from obstructions?</i>
<i>If no, please state why?</i>
<i>If no, what remedial action has taken place?</i>
<i>Please state any general comments upon your observations</i>

10.0 Emergency Lighting - 3 & 6 monthly, annually, 3 yearly tests

Emergency Lighting, needs to be tested in line with current legislation. Further details can be found on the HSE website.

<i>Has the emergency lighting been tested?</i>
<i>If no, please state why?</i>
<i>What are the dates of the most recent tests?</i>
<i>If a test has not been carried out, what remedial action has taken place?</i>
<i>Are the batteries renewed every 3 years?</i>
<i>If no, please state why?</i>
<i>If no, what date are they renewed?</i>

<i>When was the last renewal date?</i>
<i>Has any recommended remedial work been completed?</i>
<i>If no, please state why?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the test certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>please state any general comments upon your observations</i>

11.0 Lightning Conductors - Once every 11 months

Lightning conductors need to be checked every 11 months in accordance with BS 6651:1999.

<i>Have the Lightning conductors been tested?</i>
<i>If no, please state why?</i>
<i>What is the date of the most recent test?</i>
<i>If a test has not been carried out, what remedial action has taken place?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the test certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

12.0 Powered Pedestrian Doors - 6 monthly checks and annual test.

Powered Pedestrian Doors where applicable require to be serviced in line with current legislation. Please see HSE website for further details.

<i>Have the Powered Pedestrian Doors been tested?</i>
<i>If no, please state why?</i>
<i>What is the date of the most recent test?</i>
<i>Are they tested 6 monthly Annual test</i>
<i>If a test has not been carried out, what remedial action has taken place?</i>
<i>What is the Name of the Contractor?</i>
<i>Is the test certificate completed and displayed?</i>

<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

13.0 Passenger Lifts

Passenger lifts require insurer inspections and a planned maintenance inspection in accordance with current legislation. Please see HSE website for further details.

<i>Has an annual insurers inspection been carried out?</i>
<i>If no, please state why?</i>
<i>What is the date of the most recent inspection?</i>
<i>If an annual insurance inspection has not been carried out, what remedial action has taken place?</i>
<i>Has an annual planned maintenance inspection been carried out?</i>
<i>If no, please state why?</i>
<i>What date was the most recent annual planned maintenance inspection?</i>
<i>Planned maintenance inspection has not been carried out, what remedial action has taken place?</i>
<i>Are they tested 6 monthly, annual test?</i>
<i>Date of most recent 5 yearly safety gear test:</i>
<i>13.11 Is the Contractor registered?</i>
<i>13.12 If no, please state why?</i>
<i>13.13 What is the Name of the Contractor?</i>
<i>13.14 What is their Contractor registration no?</i>
<i>Is the inspection certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Do the stop switches meet BS requirements?</i>
<i>If no, please state why?</i>
<i>Is the access to motor room safe?</i>
<i>Is motor room access door lockable?</i>
<i>If no, please state why?</i>

<i>Does the rooftop control meet BS requirements?</i>
<i>If no, please state why?</i>
<i>Are the Statutory Notices displayed?</i>
<i>If no, please state why?</i>
<i>Have you carried out the recommendations noted in the insurers inspection report?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

-14.0 Non Passenger Lifts

Non-passenger lifts need to have an insurers inspection, a planned maintenance inspection and a 5 yearly safety gear test in accordance with current regulations. Please see HSE website for further details.

<i>Has an annual insurers inspection been carried out?</i>
<i>If no, please state why?</i>
<i>What is the date of the most recent inspection?</i>
<i>If an annual planned maintenance inspection has not been carried out, what remedial action has taken place?</i>
<i>Has an annual planned maintenance inspection been carried out?</i>
<i>If no, please state why?</i>
<i>If so, what date was the most recent inspection?</i>
<i>If an annual insurance inspection has not been carried out, what remedial action has taken place?</i>
<i>Are they tested 6 monthly Annual test</i>
<i>What is the date of the most recent 5 yearly safety gear test?</i>
<i>Is the Contractor registered?</i>
<i>If no, please state why?</i>
<i>What is the Name of the Contractor?</i>
<i>Their Contractor registration no?</i>
<i>Is the inspection certificate completed and displayed?</i>
<i>If no, please state why?</i>
<i>Date of most recent 5 year SAFed LG1 safety gear test:</i>
<i>Is the pit area cleaned annually by a specialist Contractor?</i>
<i>If no, please state why?</i>

<i>Is the recommended corrosion work carried out?</i>
<i>If no, please state why?</i>
<i>Do the stop switches meet BS requirements?</i>
<i>If no, please state why?</i>
<i>Is the access to motor room safe?</i>
<i>If no, please state why?</i>
<i>Is motor room access door lockable?</i>
<i>If no, please state why?</i>
<i>Does the rooftop control meet BS requirements?</i>
<i>If no, please state why?</i>
<i>Are the Statutory Notices displayed?</i>
<i>If no, please state why?</i>
<i>Have you carried out the recommendations noted in the insurers inspection report?</i>
<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

15.0 Powered Stair Lifts

Powered Stair Lifts need to have an insurers inspection, a planned maintenance inspection in with current legislation. Please see HSE website for further details.

<i>Has an insurers inspection been carried out?</i>
<i>If no, please state why?</i>
<i>If so, what date was the most recent inspection?</i>
<i>If an insurance inspection has not been carried out, what remedial action has taken place?</i>
<i>Has a planned maintenance inspection been carried out?</i>
<i>If no, please state why?</i>
<i>If so, what was the date?</i>
<i>If a planned maintenance inspection has not been carried out, what remedial action has taken place?</i>
<i>What is the Name of the Contractor?</i>
<i>What is their Contractor registration no?</i>
<i>Is the inspection certificate completed and displayed?</i>

<i>If no, please state why?</i>
<i>Please state any general comments upon your observations</i>

16.0 Playground Equipment

There is no specific legal responsibility to provide inspection and maintenance programmes but such procedures are recommended by the British Standards Institute, the Health and Safety Executive, Insurers and Royal Society for Prevention of Accidents. Playground managers have a legal and moral responsibility of care towards children using the site.

Further guidance on recommended inspection requirements can be found on the HSE website.

Schools should undertake an annual check of fixed outdoor play equipment and keep a copy freely available for inspection if required. This is particularly important for Health and Safety Inspectorate visits following any accident involving the equipment.