



Premises Management Policy

Author/Owner	Clair Long, Head of Estates
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Approved By	Finance and Operations Committee

Policy Category (Please Indicate)	1	Academy to implement without amendment
	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)



Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V1	August 2018	D Ashmore	p4 2.2 entry system p4 2.4 parago system p8 first aid -frequency p8 flag poles -frequency p18 fire alarm –frequency p18 security -frequency
V2	August 2019	D Ashmore	All sections updates
V3	September 2020	L Burton	All sections reviewed no amendments Throughout document change Executive Principal to CEO
V4	January 2021	J Tuke	Replaced reference to Business and Operations Manager to Chief Operations Officer
V5	March 2021	A Hibbitt	Addition to 1.3 to include DfE (2018) “Good Estate Management for Schools” New section 7 added regarding Legionella Additional information to section 26 regarding subcontractor process for projects at academies Reformat all appendix pages, separation of assets Appendix 2 – update to response times text
V6	September 2021	A Hibbitt	Update in asbestos section, referencing asbestos management policy.
V7	September 2022	L Burton	Page 4 Referenced Estates strategy Updated to 2020 asbestos guidance Page 5 Added in Mac Consultancy Added in Termly review of premises plans Page 8 Added in emergency alarm in disabled toilets Page 15



			Added in responsibility for grounds maintenance
V8	September 2023	C Long	Moved onto new policy template Repaired error in version numbering Standardised bullet points throughout Removed references to Site Manager/Caretaker and changed to Site Manager/Supervisor 2.0 Changed the name of Mac Consultancy to MAC Construction Consultants 20.7 Added Head of Estates

1. Introduction Principles and Objectives

Exceed Learning Partnership Trust is located at Edlington Lane, Edlington, Doncaster, DN12 1PL and has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

1.1 As part of the Premises Management Strategy Exceed Learning Partnership will consider each building's:

- Condition – focusing on the physical state of the premises to ensure safe and continuous operations as well as other issues involving building regulations and other non-education centric statutory requirements.
- Suitability – focusing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

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

- The control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- The Health and Safety at Work 1999
- Statutory Premises Management Documents
- The School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- The Equality Act 2010



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

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety' responsibilities and duties for schools
- DfE (2020) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2018) "Good Estate Management for Schools"

1.4 This policy operates in conjunction with the following Trust policies:

- Asbestos Management Policy
- Health and Safety Policy
- Lettings Policy
- Lockdown Policies
- Fire Safety

The Trust works closely with all academies to ensure a high-quality learning and working environment and places a high value on ensuring such high standards throughout the Trust, through an ongoing compliance and premises review, linked in annual investment.

2. Roles and Responsibilities

The Directors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Exceed Learning Partnership and its academies.

Exceed Learning Partnership Trust provides facilities management for the buildings and is responsible for the statutory maintenance and repairs for the buildings. They are supported on a daily basis by the onsite Academy Site Managers and Caretakers and strategically through MAC Construction Consultancy.

2.1 The Governing Board is responsible for:

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

2.2 The Principal is responsible for:



- Ensuring the safety of the academies staff and pupils
- Reporting any issues with the premises to the Site Manager/Caretaker/Business Manager/Governing Board/Trust as appropriate
- Ensuring that the premises needs of people with SEND are met, e.g. accessibility
- Managing the relevant staff members who are responsible for the management of the premises e.g. Business Manager
- Reviewing this policy in liaison with the Business Manager and Site Manager/Caretaker

2.3 The Academy Business Manager is responsible for:

- Ensuring that the academy's fixtures, fittings and furnishings are high quality and value for money
- Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary
- Managing any lettings in line with the Lettings Policy
- Purchasing new equipment and resources for the academy
- Overseeing the Premises Management in collaboration with Principal/Headteacher
- Termly updating the Academy Premises Development plan

2.4 The Site Manager/Supervisor is responsible for:

- In collaboration with the Business Manager, the day-to day implementation and management of the stipulations outlined in this policy
- Identifying and undertaking any maintenance and repair work
- Conducting Health and Safety walk rounds of the building
- Ensuring Asbestos Management is kept up to date
- Checking the academies compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Principal/Headteacher

3. Asbestos

The governing body and Principal/Headteacher will ensure that the academy meets its duty to manage asbestos in the building; day to day management may be delegated to the Business Manager/Site Manager/Caretaker. This section should be read in conjunction with the Managing Asbestos Policy

3.1 Principal/Headteacher will ensure that the stipulation in the Asbestos Management Policy are



adhered to at all times

- 3.2 The Site Manager/Supervisor will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded
- 3.3 The Business Manager/Site Manager/Supervisor will establish an Asbestos Management Plan (AMP) and report back to Principal/Headteacher
- 3.5 The Site Manager/Supervisor or Business Manager will ensure staff are informed of any asbestos located within the building which may impact on their duties
- 3.6 The Site Manager/Supervisor will arrange for any necessary repairs to the building regarding asbestos
- 3.7 The Site Manager/Supervisor will carry out and record monthly asbestos checks ensuring all changes are recorded appropriately
- 3.8 The Site Manager/Supervisor will review the academy's AMP **annually**

4. Water Supply

The Site Manager/Supervisor will ensure that the academy's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- 4.1 The academy has clean supply of water for domestic purposes, including a supply of drinking water
- 4.2 Toilet facilities have an adequate supply of cold water and washbasins, and sinks have adequate supply of hot and cold water

5. Temperatures

- 5.1 Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms, the heating systems will be able to maintain a temperature of 21 °C
- 5.2 Where there is a normal level of physical activity associated with teaching the heating systems will be able to maintain a temperature of 18 °C
- 5.3 Where there is a high level of physical activity, e.g. PE sports hall, washrooms and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C
- 5.4 The academies heating systems will be capable of maintaining the above criteria at a height of 0.5 meters above floor level when the external air temperature is -1 °C



5.5 Where a nursery is present the surface temperatures of any radiator including exposed pipework that could be touched by a pupil will not exceed 43 °C

6. Toilet and Washing Facilities

- 6.1 For pupils aged **3-5**, there will be **1** toilet and washbasin for every **10** pupils
- 6.2 For pupils aged **4-5**, there will be **1** toilet and washbasin for every **20** pupils
- 6.3 For pupils over **5**, there will be **1** toilet and washbasin per **15-20** pupils, which will be segregated into male and female for those over 8
- 6.4 No more than **2/3rds** of boys' appliances will be urinals
- 6.5 For pupils over 11 years old, there will be **1** toilet and washbasin per 20 pupils, which will be segregated into male and female
- 6.6 Toilet and washing facilities will be planned to ensure that:
 - Hand washing facilities are provided within the vicinity of every toilet
 - The facilities are properly lit and ventilated
 - They are located in areas that provide easy access for pupils, and allow supervision by members of staff, without compromising the privacy of pupils
- 6.7 Disabled toilets will have a toilet, washbasin and where possible a shower or wash-down fitting
- 6.8 Disabled toilets will have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside
- 6.9 Disabled toilets will be fitted with a pull cord alarm. Pull cord alarms will be tested weekly as part of the premises routine maintenance checking process
- 6.10 Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floors
- 6.11 Where possible, shower areas will be separate from toilets, and they will provide adequate privacy
- 6.12 The Business Manager will ensure that there are appropriate facilities in place for pupils who are ill, including:
 - A room for medical (where appropriate room is available)
 - A wash basin



7. Legionella

- 7.1 The governing body and Principal/Headteacher will ensure that the academy meets its duty to manage Legionella in the building; day to day management may be delegated to the Business Manager/Site Manager/Caretaker.
- 7.2 Duty Holder will ensure management of legionella is adhered to at all times.
- 7.3 The Business Manager will ensure that an annual Legionella Risk Assessment is undertaken by a qualified contractor and survey is undertaken with outcomes recorded.
- 7.4 Following the Risk Assessment, the Business Manager or Site Manager/Supervisor will establish a site specific Legionella Management Plan and report back to Principal/Headteacher
- 7.5 The Site Manager/Supervisor or Business Manager will ensure actions highlighted by the legionella risk assessment are undertaken and that there is a site specific log and cleaning schedule, with regular checks carried out and recorded ensuring all changes are also recorded appropriately
- 7.6 The Site Manager/Supervisor is responsible for undertaking monitoring tasks outlined in the Risk Assessment, co-ordination and supervision of contractors on site to ensure that tasks are completed in a timely manner to maintain compliance.
- 7.7 The Site Manager/Supervisor will ensure there is an annual sampling plan, annual cleaning plan (e.g. cold water tanks cleaned twice a year) and annual service (e.g. TMV servicing annually) in place.
- 7.8 All Site Managers/Supervisor will undertake a minimum of Legionella Awareness Training, and all Duty Holders, including Principal/Headteacher will undertake additional Legionella training specific to people with responsibilities.
- 7.9 Periodic visual inspections are made of the water tank in the grounds to ensure it is clear. The tank is cleaned bi annually by professional contractors

8. Accessibility

- 8.1 To be compliant with the Equality Act 2010, the Principal/Headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to pupils with SEND



8.2 The accessibility strategy will include the health and safety needs of pupils with SEND

8.3 The academy will take account of its Accessibility Policy when managing and maintaining the academy site

9. Drainage

9.1 The Site Manager/Supervisor will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialist will be called in should problems arise

10. Lighting

10.1 Lighting will be appropriate for a learning environment

10.2 Where possible, natural lighting will be used

10.3 Adequate views will be available to the outside, to ensure comfort and avoid eye strain

10.4 Lighting controls will be easy to use

10.5 Blinds or other window covers will be provided, to avoid glare or excessive sunlight

10.6 External lighting will be provided to ensure safe pedestrian movement after dark

10.7 Outdoor sports facilities will have floodlights if they are likely to be used out of school hours

10.8 Emergency lighting will be provided for areas which are accessible after dark

10.9 As pupils with SEND can have additional needs, the academy will cater for these.

Some of these needs may include:

- Ensuring the academy has colour and contrast, which helps in locating doors and handles, stairs and steps
- Avoiding glare, including high gloss paint
- Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker
- Clearly marking large areas of glazing, e.g. with frosted glass, to avoid accidents

11. Security

11.1 The Business Manager or Site Manager/Supervisor will make adequate security arrangements for



the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night
- Each building has a secure entrance
- The academy's perimeters are sufficiently secure

11.2 The academy's security arrangements are based on a risk assessment, which is annually reviewed by the Business Manager or Site Manager/Supervisor and Principal, that explicitly considers the:

- Location of the academy
- Physical layout of the building
- Movement needed around the site
- Arrangements for receiving visitors
- Staff/pupil training in security

11.3 The Academy Security Policy addresses the academy's approach to ensuring the safety and security of all staff members, pupils and visitors

12. Lettings

12.1 The Business Manager will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others

12.2 The trust/academies Lettings Policy will be adhered to at all times

12.3 Hirers will make an application for hire to the governing body

12.4 When determining whether to approve an application; the governing board will consider the following factors:

- The type of activity
- Possible interference with academy activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The academy's duties with regards to the prevention of terrorism and radicalization
- Whether the letting is deemed compatible with the ethos of the academy

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

- Is aimed at promoting extremist views
- Involves the dissemination of inappropriate materials
- Contravenes the statutory Prevent duty



- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

13. Weather

- 13.1 The Site Manager/Supervisor will ensure that the academy buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conduction via regular visual checks
- 13.2 Any issues identified will be relayed to the Business Manager within the academy
- 13.3 The academy's adverse weather procedure will be adhered to at all times

14. Invacuations and Evacuations

- 14.4 The Site Manager/Supervisor will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks
- 14.5 To ensure the safety of pupils with SEND, the Site Manager/Caretaker will liaise with the Business Manager to establish the needs of the pupils where appropriate
- 14.6 Any issues will be reported to the Principal and SENCO, where appropriate
- 14.7 When assessing the safety of the school the Lockdown Policy will be considered, and reviews will be made where necessary

15. Suitability

- 15.1 The Business Manager will maintain the academy by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned
- 15.2 The Business Manager and Site Manager/Supervisor will further ensure that, in terms of the design and structure of the academy building, no areas of the school compromise health or safety. Upstairs windows to be fitted with stops or bars as appropriate, high level hand rails on stairs above an open stair well

16. Fire Safety

- 16.1 Everyday management and vigilance by staff ensures that potential hazards are kept under



- control to prevent the occurrence of fire
- 16.2 Regular /weekly testing of the fire alarm and emergency lighting systems
 - 16.3 Regular monthly checks of the fire equipment
 - 16.4 Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire
 - 16.5 Planning for the actions to be taken in the event of fire, the training of staff, pupil instruction, display of fire notices to ensure staff and pupils are familiar with emergency evacuation procedure
 - 16.6 Control of risks associated with particular activities or processes that could cause fire. E.g. storage of hazardous chemicals, gas electricity, contractors on site, vandalism
 - 16.7 Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills
 - 16.8 Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of staff and pupils in case of fire
 - 16.9 Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems
 - 16.10 Risk assessments will be reviewed annually and updated if there are any significant changes to the premises
 - 16.11 All academy procedures and provisions relating to fire safety are outlined in section 8 of the trusts health and safety policy and should be adhered to at all times

17. Catering

- 17.1 The Business Manager in consultation with the Catering Manager, will ensure that where food is served there are adequate facilities in place for its hygienic preparation, serving and consumption
- 17.2 The schools Whole School Food Policy will be adhered to at all times

18. Cleaning

- 18.1 The Business Manager in conjunction with the Site Manager/Caretaker will be responsible for monitoring cleaning staff and will ensure that classrooms and other parts of the academy are maintained in a tidy, clean and hygienic state by monitoring standards
- 18.2 The academy Business Manager will ensure that issues relating to the Cleaning contact are reported to the area manager where external contracts are in place



19. Acoustics

- 19.1 Learning spaces will be designed in a way to enable pupils to hear clearly, understand and concentrate
- 19.2 There will be minimal disturbance from unwanted noise
- 19.3 Some learning spaces, such as music rooms or open areas will require consideration by all to ensure noise does not disturb other pupils

20. Maintenance

- 20.1 The Business Manager will ensure that buildings are maintained to a high standard
- 20.2 The Site Manager/Caretaker will be responsible for the day to day maintenance of the building and ensuring statutory checks are completed within the required timescales (see appendix 1)
- 20.3 Compliance is a must with steps being taken to monitor compliance in all academies
- 20.4 Major maintenance concerns must be reported to the Deputy CEO for further investigation where necessary.
- 20.5 General maintenance issues will be dealt with by the Academies' Site Managers/Supervisor where possible, with urgent issues being reported to the Principal of the Academy /Business Manager and dealt with as a matter of priority.
- 20.6 The Business Manager in consultation with the Site Manager/Supervisor will provide a planned programme of building maintenance and project work and complete termly updates of the Premises Development Plan
- 20.7 The Deputy CEO and the Head of Estates will work with the Academies' Business Managers to develop: -
 - The Asset Management Plan
 - The long-term maintenance Plan
 - Manage repair or improvement capital projects
 - Prepare policies for security, fire, health & Safety and monitoring processes
 - Ensure risk assessments are prepared and acted upon
 - Employ professional property advisers, as required, to ensure larger projects are undertaken to an acceptable standard and are compliant with relevant legislation and regulations

21. Furnishings

- 21.1 The Business Manager, in consultation with the Principal/Headteacher/SENCO and Site Manager/Supervisor will ensure that the furniture and fittings area appropriately designed for the age and needs (including any SEND or medical conditions) of all pupils registered at the academy
- 21.2 Considerations will be given to specific requests for furniture and fittings generated as a result of



the annual asset audit completed by the Site Manager/Caretaker

22. Playing Fields

- 22.1 Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development
- 22.2 Where the land is owned by the LA, any playing fields which have been in use as playing fields for over 10 years are protected

23. Grounds

- 23.1 The Business Manager, in consultation with the Principal/Headteacher will ensure that there are appropriate arrangements for providing outside space for pupils to learn, play and exercise safely
- 23.2 The condition of all playground and outside learning areas will be monitored by the Site Manager/Supervisor and deficiencies addressed appropriately
- 23.3 The Site Manager will be responsible for oversight of the Grounds maintenance contract.
- 23.4 Any issues regarding the contract will be reported to the Academy Business Manager who will communicate with the contract manager

24. Health and Safety Audit

- 24.1 The Business Manager will ensure that the academy premises are subject to a regular Health and Safety Audit
- 24.2 The Site Manager/Caretaker will monitor that health and safety risk assessments are completed and reviewed annually for each area

25. Insurances

- 25.1 The trust will ensure there is sufficient insurance in place for each of the buildings, the policy will include buildings, contents and public liability cover.

26. Contractor Management

- 26.1 Projects requiring external contractors to carry out works within an academy will be managed by the Site Manager/Caretaker whilst works are being completed. All contractors for any project must be appointed following a robust Sub-Contractor Management process whilst following the Finance Policy. Appropriated qualifications must be requested for external contractors for example Gas Safe, CHAS or NICIEC for work in relation to gas and electrical installations. Risk Assessments and Method Statements will be requested, along with details of suitable insurances



and evidence of experience. All this information must be collated and reviewed before a decision to appoint the external contractor is made.

- 26.2 Projects of a larger scale i.e. Condition Improvement Fund Capital Projects will be overseen by the Deputy CEO. Appropriately qualified building consultancy companies will be commissioned to support on developing a longer term building programme of works and cover tender/commission competent consultants/contractors to deliver the larger planned maintenance projects, action as the client under the CDM Regulations. Appropriated qualifications will be requested for example Gas Safe, CHAS or NICIEC for work in relation to gas and electrical installations. Risk Assessments and Method Statements will be requested, along with details of suitable insurances.
- 26.3 Where appropriate the Site Manager/Business Manager will be asked to manage the contractors whilst on site and ensure they are following the Trusts Health and Safety procedures and that work is being carried out to an acceptable standard

Policy Agreed: September 2023

Signed CEO:

Signed: Chair of Directors:

Policy to be reviewed September 2024



27. Appendix 1 (a) – Schedule of Activity

ITEM / ELEMENT	FREQUENCY / REGULARITY (STATUTORY)	RELEVANT LEGISLATION AND / OR GUIDANCE
Asbestos Management Survey	Undertaken post 2012	Control of Asbestos Regulations 2012
Lifts and Hoists	6 months minimum for passenger lifts 12 months for goods lifts	In accordance with manufacturer instruction and maintenance requirements. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR) The Management of the Health & Safety at Work Act Regulations 1999 (MHSWR)
Fixed Playground and Gymnasium Equipment Multi Use Games Areas Equipment Football Posts Tennis Nets	Annual	In accordance with manufacturer instruction and maintenance requirements. EN: 1176 (play equipment) EN: 1177 (safety surfacing).
Roller Shutters Automatic and Manual	Annual	In accordance with manufacturer instruction and maintenance requirements. 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 inc the need for log book Appendix B of the Building Regulations Approved Document B
Stage Ropes/ Pulleys	Annual	In accordance with manufacturer instruction and maintenance requirements.
Tree Safety	Bi -Annual	To be in accordance with the requirements of BS 7370
Waste Water/Contaminated Effluents	Quarterly	The Workplace (Health, Safety & Welfare) Regulations 1992 (Regulation 5)
Cold Water Tanks	6 monthly	Legionnaires Disease - The Control of Legionella Bacteria in Water Systems ACoP L8 http://www.hse.gov.uk/healthservices/legionella.htm
Working at Height - Safety Eyes Bolts and Cradles Scaffolding etc.	Annual	Working at Height Regulations 2005 Provision and Use of Work Equipment Regulations 1998 (PUWER)



Workshop Equipment, Guards, Emergency Stop, Separate Power Isolation	Annual	Electricity at Work Regulations 1989 Provision and Use of Work Equipment Regulations 1998 (PUWER)
Management Storage and Use of Hazardous Materials (COSHH)	Annual	Control of Substances Hazardous to Health Regulations 2002
Display Energy Certificate	Annual	The Energy Performance of Buildings (Certificates and Inspections) Regulations 2007 Energy Performance of Buildings Directive (EPBD)
Equality DDA (Disability Discrimination Act)	Annual	Equality Act 2010 Special Educational Needs and Disability Act 2001 (SENDA)
Fire Doors	Annual	In accordance with manufacturer instruction and maintenance requirements. Regulatory Reform (Fire Safety) Order 2005
First Aid Equipment First Aid Kits	Annual – Monthly or more frequently if required	Health and Safety (First-Aid) Regulations 1981
Flag Poles	3 yearly 6 monthly if flags are being used	In accordance with manufacturer instruction and maintenance requirements. Provision and Use of Work Equipment Regulations 1998 (PUWER) LOLER 1998 Regulations – the raising and lowering of materials.
Flammable Liquids (Petrol etc) and Fuel Oil Storage	Annual	Control of Substances Hazardous to Health Regulations 2002
Radon Gas - Risk Assessment	1- 10 years	In accordance with guidance from Health and Safety Executive
Roof Vents	Annual	In accordance with manufacturer instruction and maintenance requirements and relevant British Standard.
Automatic Doors/Access Controls/Folding Doors/Automatic Gates & Barriers	Annual	BS 7036-0:2014 Electricity at Work Regulations 1989 BS7671 IEE Wiring Regulations
Evacuation Chair/s	Annual	RRO & BS9999 and PUWER standards www.healthandcare.co.uk/evacuation-chairs-and-the-law.html



28. Appendix 1 (b) Statutory compliance Legislation & guidance – M & E Services

Aspect	Action Required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Air Conditioning Systems	Inspection, Maintenance, Action Plan and Testing	12 or 6 monthly Every 5 Years	Competent person	Best Practice Statutory	The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 Part 4
Automatic Doors/DDA Access Controls	Inspection, Maintenance (including cleaning), Action Plan and Testing	12 monthly (or in accordance with manufacturer's instructions/competent person recommendation)	Competent person	Statutory	The Workplace (Health, Safety & Welfare) Regulations 1992 (Regulation 5) ACop L24
Boilers - Inspections: Environmental management	Minimize and control environmental impact.	Combustion checks Oil 6 monthly Gas 12 monthly	Gas Safe/OFTEC Certified Company Competent person	Operational	ISO14001:2004 Environmental management systems Gas Safe Card with certification for appliances
Boilers - Maintenance:	Cleaning and onsite checks and Action Plan	Daily cleaning (ash), Weekly and Monthly (part of manufacturer's instructions)	Competent person	Statutory	The Workplace (Health, Safety & Welfare) Regulations 1992 (Regulation 5) ACop L245 The Boiler (Efficiency) (Amendment) Regulations 2006
Duct Hygiene (Air Conditioning, Plenum Heating, Kitchen Extraction) Kitchen Extraction	Inspection, maintenance cleaning and testing	12 monthly inspection Testing through cleaning routine determined from testing/inspection results (manufacturer instructions/competent persons recommendations)	Competent person	Statutory	The Workplace (Health & Safety & Welfare) Regulations 1992 (Regulation 5) The Control of Substances Hazardous to Health (Amendment) Regulations 2004 (Regulation 7) ACoP L5
	Part of Fire Risk Assessment	12 monthly	Competent person To TR/19 Standard	Statutory	Fire Regulations HVCADW/172



Emergency Lighting The continued operation of emergency lighting is imperative, and testing is required to ensure it remains in a serviceable condition. Log book record required	Full discharge for self-contained fitting 36 months after installation and then annually. Indicators of central power supplies Short Duration Test Monthly Discharge Test	Daily Monthly 12Monthly	User User Competent person	Operational Operational Statutory	The Electricity at Work Regulations 1989 (EAWR) The Health & Safety at Work Act 1974 (HSW) BSEN50172:2004 (BS5266-8:2004) Emergency escape lighting systems. The frequency of inspection and testing may change subject to assessment or building type
Aspect	Action Required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Fixed Electrical Installations Includes fixed electrical, control panels. Electrical Installation Condition Report	Visual and functional checks Inspection and testing of fixed wiring and all distribution boards and safety devices and action plan Thorough Inspection and test	60 monthly 12 monthly	Competent person Competent person	Operational Statutory	Inspection frequency varies according to the type of equipment and the environment used Electricity at Work Regulations 1989 and BS7671 IEE Wiring Regulations The Provision of Use of Work Equipment Regulations 1998 (PUWER)



<p>Portable Electrical Appliances (PAT)</p> <p>A portable appliance in a low risk area is an electrical appliance that can be plugged in, or moved whilst connected to an electrical supply and includes some fixed appliances</p>	<p>Pre-use checks</p> <p>Heavy use equipment e.g. by mobile engineer, cleaners and on construction site need risk assessment</p>	<p>At suitable intervals</p> <p>Vary according to requirement</p> <p>Testing variable up to 12 monthly</p>	<p>User</p> <p>Competent person</p>	<p>Operational</p> <p>Statutory</p>	<p>The Health & Safety at Work Act1974 (HSW)</p> <p>The Management of the Health & Safety at Work Act Regulations1999 (MHSWR)</p> <p>The Provision & Use of Work Equipment Regulations1999(PUWER)</p> <p>The Electricity at Work Regulations 1989 (EAWR)</p> <p>HSEHSG107 Maintaining Portable & Transportable Electrical Equipment HSEINDG236</p> <p>Maintaining portable equipment in offices</p>
<p>WEEE</p>		<p>Records</p>		<p>Statutory</p>	<p>Waste Electrical & Electronic Equipment Regulations 2007</p> <p>Environmental Protection (Duty of Care) Regulations1991</p> <p>The Hazardous Waste (England & Wales) Regulations 2005</p>
<p>Refrigerant gases: HFCs; HCFCs</p>	<p>Follow fixed schedule of inspections for leaks</p>	<p>Follow guidance in F-Gas Regs for frequency</p>	<p>REFCOM Certified Company,</p> <p>Competent person</p>	<p>Statutory</p>	<p>F-Gas Regulation No.842/2006</p> <p>Card Holder Category 1 to 4 and sufficient experience.</p>
<p>Extraction Systems including Fume Cupboards and Kitchen Ventilation</p>	<p>Inspect, maintain, clean and test of Dust/Vapor Extraction Equipment, with Action Plan</p>	<p>12 monthly</p>	<p>Competent person</p>	<p>Statutory</p>	<p>The Control of Substances Hazardous to Health (Amendment) Regulations 2004</p> <p>ACoP L5</p> <p>The Workplace (Health, Safety & Welfare) Regulations 1992 (Regulation 5) Building Bulletin 88 Fume Cupboards, DfES applies to installation and maintenance of school fume cupboards (BS for other cupboard)</p>



Inspect, maintain, clean and test of Local Exhaust Ventilation, with Action Plan	14 monthly	Competent person	Statutory
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Aspect	Action Required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Fire detection & alarm system	Functional check	Daily	User	Operational	BS5839-1:2013 Fire Detection & Alarm Systems Code of practice Loss Prevention Standard 1014 requirements for Fire Detection & Alarm Systems Installers. FIA, LPC, or similar
	Inspection	Weekly	User	Operational	
	Inspect and Test	3 monthly	Competent person (Accredited Company)	Operational	
Fire sprinkler system	Inspection and testing of fire sprinkler system	Annual, further checks may be necessary for specific insurance	Competent person (Accredited Company)	Best practice	Regulatory Reform (Fire Safety) Order 2005
Fire protection extinguishing systems Communication Rooms and Server Rooms CO2/Inert Gas Systems	Visual Training Panel Test Inspect and Test Enclosure Integrity	Weekly 1 monthly 3 monthly 6 monthly 12 monthly	User Competent person (Accredited Company)	Non Statutory Business Risk	BS 53060-1986 Guide for the Selection of Installed Systems and other Fire Equipment FIA or other fire F Gas Certification body for HCFCs
Non Automatic Fire Protection System Dry (or Wet)	Visual Inspection Hydraulic Test	Weekly 6 monthly 12 monthly	User Competent person (Accredited	Statutory	BSEN671 BS9990:2006 and BS5306-1:2006. BS588-12 and Building Regulations FIA, LPC or similar accreditation



Risers and hydrants			Company)		
Automatic sprinkler Protection systems Wet System (Wet/Dry) Dry System Pre-engaged Fire Pumps	Depends on type and purpose- Risk based	Weekly 1 monthly 3 monthly 6 monthly 12 monthly	Trained person Competent person (Accredited Company)	Operational Statutory	BS128452004 Automatic sprinkler systems LPCB certificate of conformity BS9251 Sprinkler systems for residential & domestic occupancies (CoP) FIA, LPC or similar
Smoke extract system Fire Curtains Powered Exhaust Ventilators	Simulated Test Inspection	Weekly Risk assessment	User Trained person	Operational Statutory	BS9999:2008 Code of Practice for Fire Safety in the Design, Management & Use of Buildings
Smoke extract - Car park ventilation	Test Inspection and Testing	Monthly 12 Monthly	User Competent person		Building Regulations for Smoke Control Local Exhaust Ventilation for Fume Control (Statutory)

Aspect	Action Required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Gas Safety Inspections and certificates		12 monthly or as per manufacturer instructions/ competent person		Statutory	The Gas Safety (Installations and Use) Regulations 1998
Gas proving system	Inspection	12 monthly	Competent Person	Statutory	www.hse.gov.uk/pubns/cais23.pdf Regulation BS 6173
Condition and Pressure testing	Visual condition inspection and Pressure testing	12 monthly		Recommended	The Gas Safety (Installations and Use) Regulations 1998 Liquids and Liquefied Petroleum Gases Regulations 1972



Storage (cylinders)		12 monthly or as per manufacturer instructions/ competent person		Statutory	
Gas installation Landlord annual safety check for tenanted premises	Safety Certificate	12 monthly	Competent person Gas Safe Registration	Statutory	Gas Safety (Installation and Use) Regulations 1998 (SI1998 No2451) HSC ACOP L56 Safety in the Installation and Use of Gas Systems and Appliances
Carbon Monoxide Monitors Testing (Alarms)	Testing	12 monthly or as per manufacturer instructions/ competent person	Competent person	Highly Recommended	
Identification and Location		12 monthly updating		Statutory	The Gas Safety (Installations and Use) Regulations 1998
Servicing for efficient operation, combustion	To include ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working	12 monthly		Recommended for all premises	
Generators	Inspection, Maintenance (servicing) and Testing	12 monthly or Hours Run (As per Manufacturer's instructions/ competent		Statutory	The Provision and Use of Work Equipment Regulations 1998 ACOP L22



Aspect	Action Required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Intruder Alarms	Inspection, Maintenance (Servicing) & Testing	As Risk Assessment/ Manufacturer Instruction or 12 Monthly Annually		Statutory	The Electricity at Work Regulations 1989 (EAWR) BS 7671 IEE Wiring Regulations Workplace (Health, Safety and Welfare) Regulations 1992 ACoP L24
CCTV	Annual inspection			Recommended	
Intercom video entry Systems	Annual inspection			Recommended	
Aspect	Action Required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Passenger Lifts: All lifting equipment used to lift or lower persons	Service Engineering Inspection	Risk Assessment 6 monthly	Accredited Company Competent person Accredited Company Competent person	Operational Statutory	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR) The Management of the Health & Safety at Work Act Regulations 1999 (MHSWR)



Lifts & Hoists: Lift used for lifting goods and equipment only	Service Engineering Inspection	Risk Assessment 12 monthly	Accredited Company Competent person Accredited Company Competent person	Operational Statutory	
Escalators: Includes stair lift conveyor, horizontal and vertical conveyor walks	Service	6 monthly	Competent person	Statutory	
Lightning protection and earthing systems	Condition and inspection Report	11 monthly (indicative) full test to assess adequacy of earthing, evidence of corrossions, alterations to structure	Competent person	Operational	The Electricity at Work Regulations 1989 (EAWR) BS 6551 1992 The Health & Safety at Work Act 1974 (HSW) BSEN 62305 (1-4) 2006 Protection Against Lightning
Local Authority Entertainments Licensing: As required by Local Authority for public areas, includes emergency Lighting and lightning protection	Local authority mandates	12 monthly or as required	Competent person	Statutory	The Management of the Health & Safety at Work Act Regulations1999 (MHSWR) The Electricity at Work Regulations 1989 (EAWR)
Boilers - Servicing: Hot Water Boilers (>100°C) Heating systems MTHW and	Inspection, Servicing, and Testing	14 monthly	Competent person Independent and	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations1998 (PUWER) The Electricity at Work Regulations1989 (EAWR) HSCACOPL122 Safety of



HTHW			minimum Incorporated Engineer		Pressure Systems
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Aspect	Action Required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Steam Boiler and Steam Ovens generating high pressure hot water, or steam. The steam oven/autoclave/ steam Coffeemakers	Provision of written scheme of examination	12 monthly	Competent person Independent Chartered Engineer	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR) HSC ACOP L122 Safety of Pressure Systems
Steam Pressure Vessels using steam to sterilize laboratory materials and equipment/hold gases or liquids at high pressure	Provision of written scheme of examination	26 monthly	Competent person	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations1998 (PUWER) The Electricity at Work Regulations1989 (EAWR) HSC ACOP L122 Safety of Pressure Systems
Other Pressure Vessels- All other non- steam vessels containing a relevant fluid, used to hold gases or liquids at high pressure.>250Bar Litres	Provision of written scheme of examination	26 monthly	Competent person	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations1989 (EAWR)



Refrigeration Plant (>25kw) Where Gas, liquid, and mechanical pressure is used to move heat in order to refrigerate	Provision of written scheme of examination	48 monthly	Competent person	Statutory	Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR)
Compressed Air	Provision of written scheme of examination	14 monthly	Competent person	Statutory	Pressure Systems Safety Regulations 2000 (PSSR) Provision and Use of Work Equipment Regulations 1998 (PUWER) The Electricity at Work Regulations 1989 (EAWR)

Aspect	Action Required	Frequency	Inspection by	Type of Inspection	Relevant Legislation and/or Guidance
Local Extraction (LEV) - Equipment used in the extraction of fumes or dust. Spray Booths- Paint, chemical - spray booths	Condition and performance report	12 monthly	Competent person	Statutory	Control of Substances Hazardous to Health Regulations 2002 (COSHH) HSG258:2008 Controlling Airborne Contaminants at Work: A guide to Local Exhaust Ventilation Guidance Notes EH40 and HS(G)54 1987
Noise	Risk Assessment	Assessment report	Competent person	Statutory	Control of Noise at Work Regulations 2005
Powered Mechanical Closers	Where a person may become trapped in a closing door	12 monthly	Competent person	Statutory	BS7026
Pumps (Not under other systems)	Inspection, Maintenance, Servicing and Testing	12 monthly (Should be deemed from		Statutory	The Provision and Use of Work Equipment Regulations 1998 ACoP L22 Pressure Systems Safety Regulations 2000 ACoP L122 Electricity at Work Regulations 1989



		manufacturer's instructions/ competent person)			BS 7671 IEE Wiring Regulations
Ventilation System	Risk Assessment	Risk Assessment	Competent person To TR/19 Standard	Operational	MHSWR1992(Reg5and6) HVCATR/19
Waste Water Contaminated Effluents	Interceptor tanks Pumps, Onsite collection, treatment plant (servicing) Inspection Chamber Maintenance (servicing)	Quarterly (should be deemed from manufacturer instruction/ competent person)		Statutory	The Workplace (Health, Safety & Welfare) Regulations 1992 (Regulation 5)
Water Hygiene and Safety Water Systems - Low pressure hot water systems	Visual condition inspection Maintenance checks on all pipe work devices (Strainer, valves, blending valves, pumps, etc.	12 monthly		Recommended Best Practice	Legionnaires Disease - The Control of Legionella Bacteria in Water Systems ACoP L8

29. Appendix 1 (c) – Planned Preventative Maintenance – M & E Services

A. WATER AND DRAINAGE			
Elements	Maintenance Activity	Frequency Per year	Comments



WATER SUPPLY SYSTEMS	Periodic inspection and ad hoc repair of cold water supply and distribution pipework	Annually	Service contract to check pipework for leaks and stop valves for correct operation and pipe insulation. Inspect sanitary ware, check and report defects and/or damage.
	Periodic inspection and repair/replacement of sanitary fittings, taps, wastes, traps and fittings	Monthly	
WASTE PIPES AND ABOVE GROUND DRAINAGE	Periodic inspection to check for blockages	6 Monthly	Inspect drains, gullies, manhole chambers etc. and check need for rodding, jetting or cleaning.
B. MECHANICAL SERVICES Typical frequencies and checks are noted here for information. Actual servicing records and frequencies may vary according to the plant installed.			
Elements	Maintenance Activity	Frequency Per year	Comments
HEATING INSTALLATION	Servicing of boilers, controls, burners and associated pumps, pipes and equipment within boiler house	6/ 12 Monthly	
	Servicing hot water calorifiers, pumps, controls and pumps, within the boiler house	6 Monthly	
	Pressure testing of gas pipework	Annually	
	Cleaning of fan convectors	Annually	
	Check and service heat emitters, convectors etc.	Annually	Inspect, clean and check heat emitters, room thermostats, radiator valves.
	Drain, clean and inspect Calorifiers through examination	2 Yearly	



GAS FIRED HEATERS	Service direct oil and/or gas fired heaters, under floor heating including remote boilers i.e. school keeper's house	Annually	Service plant and equipment and report defects and/or damage. Check Carbon Monoxide sensors/alarms.
SUMP PUMP AND CHAMBER	Service water pumps	Annually and de-sludge monthly	Inspect & service equipment in accordance with manufacturer's recommendations.
KITCHEN EQUIPMENT	Service cooking equipment, water softeners, water boilers etc.	Annually	Service kitchen equipment and check safety valves Check Carbon Monoxide sensors/alarms.
	Clean and service kitchen canopy	Annually	Degrease canopy filters and clean stainless steel hood. Annual service of fan motor and duct work.
FUME CUPBOARDS & OTHER LOCAL EXTRACT VENTILATION	Periodic inspection and testing of fume cupboards including extractor fans and duct work	Annually or more frequently depending on chemicals used	Test fume cupboard performance, physical condition and service pipe connections.
LOCAL EXTRACT VENTILATION	Periodic inspection and testing of extractor fans and duct work	Annually	Test extract fan performance, and physical condition.
C. ELECTRICAL SERVICES			
FIXED EQUIPMENT AND ASSOCIATED SWITCHGEAR			
Elements	Maintenance Activity	Frequency Per year	Comments
FIXED EQUIPMENT	Periodic inspection and testing of fixed plant and machinery	Annually	Fixed part and machinery.
	Periodic servicing of all kitchen equipment and white goods i.e. ovens,	Annually	



	ranges, refrigerators etc.		
SCHOOL EQUIPMENT RELATED TO CURRICULUM ACTIVITY	Portable equipment testing and maintenance of equipment register for all electrical items of a portable nature	Annually	Service contract to update equipment register, test and certify all items of portable equipment.
ARM	Audible fire alarm test. Including accessible WC Inspection of fire alarm system. Servicing fire alarm system, including panel, call points, detectors etc. Test and commission integral fire alarm, and emergency lighting system and battery back up	Weekly 6 Monthly Annually Annually	
D. Security			
SECURITY SYSTEM	Periodic inspection and testing of security system	6 Monthly Annual Inspection	Service contract for testing and maintenance of security system including detectors, cameras, panel etc



30. Appendix 1 (d) – General Maintenance

E. General Maintenance			
Elements	Maintenance Activity	Frequency Per year	Comments
Hand Dyers	Cleaning and inspection	Annually	Regulation 21 of the Workplace (Health, Safety and Welfare) Regulations 1992
Hydroboil Zip Heaters	Inspection and cleaning	Recommended Annually more frequent if required	
Showers/taps	Descaling	Quarterly	Legionnaires Disease - The Control of Legionella Bacteria in Water Systems ACoP L8 http://www.hse.gov.uk/healthservices/legionella.htm
Water Systems	Temperature Check	Monthly	Legionnaires Disease - The Control of Legionella Bacteria in Water Systems ACoP L8 https://legionellacontrol.com/.../244-how-to-check-water-temperatures-legionella-control
Partition Doors	Inspection /Service	Annually	Maintenance
Glazing/windows	Inspection	Termly	Identify any faults/issues and report
Drinking Fountain/water coolers	Cleaning & Inspection	Weekly	Cleaning and identify any faults
Pest control	Inspection and treatment	Termly	
Lunch tables	Inspection / Service	Annually	
Canopies/Gazebo	Inspection / Clean /Treat wood	Annually – summer Holidays	Report faults
Ladders	Inspection	Termly	Health and Safety
Grounds & Fields / Gardens	Inspection	Weekly	Health and Safety
Fences/gates/padlocks	Inspection	Recommended Daily/weekly	Health and Safety
Car parks / pedestrian walkways	Inspection	Weekly	Health and safety
Field Grass cutting	Inspection/grass cutting	As required (2 weekly during summer)	Health and Safety
Lines & Track Markings	Track Markings – Athletics	As required	



31. Appendix 2 – Emergency Response Repairs

Emergency response repairs should be phoned through to the relevant contractor by the Business Manager or Site Manager/Supervisor

Response times are as follows

Priority 1 – Emergency Repairs

- e.g. To make safe after fire, prevent flooding, correct serious unsafe conditions
- Resolution time – attendance at the situation and make safe/secure as soon as possible and in any event within 4 hours of the situation being logged
- All out of normal hours call outs will make safe as soon as possible

Priority 2 – Very Urgent Repairs

- e.g. Repair broken window causing security or safety risks, fix blocked toilet, repair lighting if levels dangerously low, fix trip hazards on flooring
- Resolution time – attendance at the situation and make safe/secure within 8 core working hours

Priority 3 – Urgent Repairs

- e.g. For routine repairs not likely to cause injury to persons or further property damage not considered as a priority 1 or 2
- Resolution time – attendance at the situation and repair complete within 3-5 working days

Priority 4 – Routine Repairs

- e.g. fix door closure, replace defective light fitting
- Resolution time – attendance at the situation within 5 working days and repair complete within 10 working days

Priority 5 – Client Requested Works – within agreed timescales

- Client requested works
- Resolution time – within agreed timescales

Minor maintenance issues are dealt with the by Site Manager/Supervisor where possible without engaging the use of an outside contractor. Emergency matters will be managed on site by the Site Manager/Supervisor whilst responses from the reactive repair contractor is received to ensure the building is kept safe and secure for building