



## Premises Management Policy

This policy is applicable to our current schools, Khalsa Secondary Academy (KSA), ATAM and The Khalsa Academy Wolverhampton and for any further schools we open.

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## 1. Introduction

- 1.1 The Khalsa Academies Trustees have overall responsibility for ensuring that each of its Academies, premises, have specific premises management documents including planned maintenance schedules and risk assessments. The Trust Health & Safety Policy details the responsibilities placed on the CEO; Director of Compliance & Projects; Head Teachers; Site Managers and other post holders, which should be read alongside this document.
- 1.2 This document outlines the general principles of appropriate practice in regard to the maintenance of Trust premises and identified plant associated with estate infrastructure.
- 1.3 In this policy, the term 'building' encompasses the physical buildings, grounds and fixed assets and resources that are part of the Trust estate that are operated and under its control.
- 1.4 Appendix 1 contains the Trust Estate Management Schedule. This schedule should be extended or adapted by the Head Teachers to suit their circumstances.
- 1.5 Academy Principal/Associate Principal/CEO will, within delegated budgets, ensure the maintenance of buildings under their delegated responsibility. They will communicate the need for further funds, as necessary, and, where involved, work with the Central Services Team to maintain and develop the Trust's estate.

## 2. Purpose of Policy and Guiding Principles

- 2.1 This policy links with statutory provisions around premises management, including: -
  - The Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - The Control of Asbestos Regulations 2012
  - The Education (School Premises) Regulations 1999
  - The Regulatory Reform (Fire Safety) Order 2005

This list is not exhaustive and this policy will also have regard for statutory and non-statutory guidance to ensure that KAT Academies are a safe place to work and study.

- 2.2 This policy operates in conjunction with the following Trust/Academy documents: -
  - Asbestos Management Plan
  - Health and Safety Policy
  - Legionella Risk Assessments
  - Lettings Policy
  - Lockdown and Evacuation Procedures
  - Fire Risk Assessment

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

### 3. Building Condition, Suitability and Accessibility

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

**Building condition** - The physical state of the premises, ensuring that staff, students and visitors are safe, premises provide reasonable resistance to penetration by rain, snow, wind and moisture; and that the Academy can deliver quality education.

**Building suitability** - The building and facilities are suitable to deliver the curriculum and is not a barrier in raising educational standards.

**Accessibility** - All reasonable adjustments must be made to ensure the safe and free movement of disabled students, visitors and staff, including those who require wheelchair access. Where there are access issues these must be documented and reasonable alternative arrangements put in place.

### 4. Estates Safety, Records, Audits and action process

- 4.1 Routine Health and Safety Records and Audit documentation must be maintained at each Academy. Appendix 2 contains the daily, weekly and termly check sheets.
- 4.2 Audits, the Director of Projects and Compliance will do monthly audits using the form in appendix 3.
- 4.3 Audit document in appendix 3 has rag rating and time scales to resolve amber and red observation.
- 4.4 The Audit Procedure is as follows:
- 4.4.1 The Head Teacher will ensure that all compliance, health and safety and daily/weekly/termly check sheets are kept up to date in folders in the site office. These must be made available to the Director of Projects and Compliance within 48 hours notice for audit purposes.
- 4.4.2 The Director of Projects and Compliance will check the documentation within the folders independently and may if required take copies of any documentation as evidence of compliance
- 4.4.2 A site walk will be carried out as part of the monthly audit by the Director of Projects and Compliance. The Head Teacher should accompany the walk or the Head Teacher can arrange for a nominated person to carry out the walk on their behalf.
- 4.4.3 Any "Red" compliance issues will be reported back to the Head Teacher and the CEO within 24 hours of the audit and the Head Teacher must identify plans to mitigate/correct these Red issues within 48 hours from the site audit.

## 5. Emergency Evacuation and Lockdown Procedures

- 5.1 Academy Premises/Site Manager will ensure that all Fire Exits are operational with clear signage in place.
- 5.2 Each Academy will have an evacuation procedure that is practised at least once a term, including the first one taking place early in the first half-term of the school year, with outcomes recorded. Emergency evacuations should take place at different times of day and include one during an assembly and/or lunch time. Fire alarm call out points and systems must be checked and records maintained as per check sheets in appendix 2.
- 5.3 The Academy's Emergency Evacuation and Lockdown procedures must be renewed annually and as necessary.
- 5.4 Fire Risk Assessments are reviewed at least annually and more frequently if material changes occur. Fire risk assessments and Fire Evacuation signs must be updated to accommodate any building alterations.
- 5.5 All Fire Evacuation plans will ensure that safe evacuation can be achieved by all staff, visitors and students, including those with SEND. Where personal evacuation plans are needed the Premises/Site Manager will communicate this to the Academy Principal/Associate Principal/CEO. The Premises/Site Manager is responsible for routine checking and maintenance of fire detection (and alarm), emergency lighting, fire doors and firefighting equipment and maintaining relevant records.

## 7. Heating, Ventilation and Lighting

- 7.1 The Premises/Site Manager will ensure on a day-to-day basis that the Academy central heating, lighting and ventilation equipment is suitably set and maintained in good working order.
- 7.2 Under The Education (School Premises) Regulations 1999 heating systems shall be capable of maintaining air temperature set out below when the external air temperature is  $-1^{\circ}\text{C}$ .

Location	Minimum Temperature
Areas where there is the normal level of physical activity associated with teaching, private study or examinations	18°C
Areas where there is a lower than normal level of physical activity because of sickness or physical disability including sick rooms and isolation rooms but not other sleeping accommodation	21°C
Areas where there is a higher than normal level of physical activity (for example arising out of physical education) and washrooms, sleeping accommodation and circulation spaces.	15°C

(NB: all air temperatures should be measured at a height of 0.5 m above floor level.)

## 8. Water Supply and Drainage

- 8.1 The Premises/Site Manager will ensure that the Academy's water supply and storage meets regulatory requirements, and undertake audits and actions consistent with Legionella Risk Assessments and protocols to maintain relevant supply and storage temperatures and water hygiene.
- 8.2 There should be adequate drainage for disposing waste water.

## 9. Sanitation and Welfare

- 9.1 Sufficient sanitation facilities should be available for staff, students and visitors and should reflect the needs of the Academy, including SEND students and those with intimate care or medical needs.
- 9.2 Sanitation facilities should comply with the statutory minimum set out in The Education (Independent School Standards) (England) Regulations 2010. Sanitation requirements should review feminine hygiene facilities, staff room/common areas, washrooms, toilet areas, shower facilities (PE and staff changing areas).
- 9.3 Clearly identified changing areas should be provided. These should reflect the needs of the Academy and the curriculum. Advice should be sought where a student's needs, under the Equality Act, need to be adjusted to suit their requirements.
- 9.4 Wherever possible a medical room should be available for examination and storage of medical supplies (including medication), this should include a wash basin. Where it is not possible to provide a medical room suitable storage facilities should be available.

## 10. Cleanliness and Maintenance

- 10.1 The Premises/Site Manager must monitor the standard of cleanliness, including that maintained by contract cleaning organisations.
- 10.2 Electrical and mechanical systems must be maintained. Further requirements are set out in the Appendix to this policy.
- 10.3 Each Academy will have a system for staff to report faults and day-to-day maintenance issues. The Premises/Site Manager will need to assess and prioritise issues based on urgency, threat to student/staff safety and the cost of repair.

## 11. Furniture, Fittings and Equipment

- 11.1 Furniture and fittings in the Academy should be appropriate to meet the needs of students.
- 11.2 The Premises/Site Manager will, as part of the premises inspection programme, review the condition and suitability of classroom and office furniture.
- 11.3 The Premises/Site Manager is responsible for ensuring that any equipment owned by the Academy for cleaning, repairs or general maintenance is in a good state of repair and fit for purpose.
- 11.4 The Premises/Site Manager will ensure that details of all assets allocated to the Estates Team are included in the Trust Asset Register.

## 12. Safety, Security and Safeguarding

- 12.1 Each Academy's premises team has overall responsibility for opening the Academy at the start of the day and for securing it at the end of business.
- 12.2 Buildings and grounds must provide for safe and secure circulation. Public areas must be free from obstruction, all entrances maintained and appropriate signage in place.
- 12.3 The Premises/Site Manager will ensure that all intruder alarms and other provided security measures are functional.
- 12.4 The Academy's Premises/Site Manager and Estates team are responsible for any visiting estates contractors. They must ensure such contractors follow procedures in the asbestos register, observe health and safety essentials and safeguarding requirements.

## 13. Lettings

- 13.1 Each Academy must observe its letting policy.

## 14. Grounds

- 14.1 The condition of grounds and external areas must be monitored by Premises/Site Manager and deficiencies addressed.
- 14.2 Where a grounds contract is in place for an Academy, the Premises/Site Manager shall assist with day-to-day liaison and communication between the Academy and contractor to secure required standards. Poor Weather and other Emergency Situations
- 14.3 The Premises Manager will liaise with the Principal to make a decision if, based on a risk assessment, the Academy should open/remain open. The decision to open or close remains with the Academy Principal/Associate Principal/CEO, taking account information provided by the estates team.

## 15. Roles and Responsibilities

- 15.1 The Board of Trustees shall provide systems to monitor Academies' compliance with premises obligations.
- 15.2 Academy Principal/Associate Principal/CEO will have a staffing structure which makes it clear where the responsibilities are for Premises Management, consistent with this document and the KAT Health and Safety Policy.

## Appendix 1 - Trust Estate Management Schedule

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

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<b>Air Conditioning and Ventilation (including fans, filters and motors)</b>	Units and systems should be maintained according to the manufacturer's guidance. Units and systems may require an inspection under the Energy Performance of Buildings Regulations	Annual  5 yearly	longstanding contractors which have been deemed suitable.	- F-Gas records. - Maintenance records 5 yearly Certificate	Energy Performance of Buildings Regulations (Certificates and Inspections) (England and Wales) Regulations 2013 PUWER
<b>Asset Management Plan</b>	Provides for the prioritisation of disrepair needs	5 yearly rolling cycle	Surveyors qualified to BICS/RICS or equivalent	Current survey	Best Practice
<b>Catering equipment</b>	Professional Canopy clean See other entries regarding: - Gas appliances - Electrical equipment - Pressure cookers - Firefighting equipment	Annual See other entries regarding: - Gas appliances - Electrical equipment - Pressure cookers - Firefighting equipment	Specialist duct cleaning contractor See other entries regarding: - Gas appliances - Electrical equipment - Pressure cookers - Firefighting equipment	Completion report from contractor See other entries regarding: - Gas appliances - Electrical equipment - Pressure cookers - Firefighting equipment	Industry Code/Good Practice Gas Safety (Installation and Use) Regulations 1998 Provision and Use of Work Equipment Regulations 1998 (PUWER) EAWR 1989
<b>CCTV</b>	Cleaning, Functionality testing	Annual	Trained technician from a recognised company	Written records	EAWR 1989 for PAT Testing obligations
<b>Design and Technology equipment.</b>  <b>(Also see other areas of this guide for LEV, Gas appliances lifts etc.)</b>	Routine maintenance carried out as per CKATSS guide DL254.  Servicing carried out by manufacturer / supplier / recognised maintenance company	As specified  Annual or manufacturer's recommendation	Trained DT Technician  Trained technician from a recognised company.	As specified in guide Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	Provision and Use of Work Equipment Regulations 1998 (PUWER)  CKATSS DL 254

<b>Issue / Area (listed alphabetically)</b>	<b>Requirements / Guidance</b>	<b>Frequency / Regularity</b>	<b>Assessment of Competency of Contractor/Employee</b>	<b>Evidence required to demonstrate compliance</b>	<b>Statutory/Regulatory/Industry Code/Good practice</b>
<b>Accessibility Plan</b>	Contribute to Accessibility Plan the	When reviewed by the School whenever works are carried out	Qualified Surveyor	Current Audit report	Equality Act 2010 Special Educational Needs and Disability Act 2001 SEND
<b>Doors (Automated) Applies to powered doors in public buildings.</b>	Routine servicing according to manufacturer's guidelines Inspection and testing	As recommended by the Manufacturer	To a standard recognised by the manufacturer	PUWE Regs Electricity at Work Regulations 1998	
<b>Dust and fume Extraction / Local Exhaust Ventilation (LEV)</b>	Routine checks for flow.  Thorough inspection to ensure the design and expected performance is fit for purpose. At least every 14 months	In line with manufacturer's Recommendation  At least every 14 months	Technician  Competent Person (COSHH) insurance associated engineer	Written records of inspection including identification number of system/fume cupboard, date of test, type of test carried out, results of inspection, results of performance test, list of remedial actions necessary.	Control of Substances Hazardous to Health Regulations (COSHH)  Fume cupboards BS EN 14175-2 2003 Provision and Use of Work Equipment Regulations 1998 (PUWER)
<b>Electrical, fixed installation</b>	Inspection and test of electrical installations	Every 5 years in educational establishments	NICEIC / ECA or other Certifying body's registered contractor.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	Electricity at Work Regulations 1998 BS7671 IEE Wiring Regulations
<b>Electrical Portable appliances</b>	Visual inspection Combined inspection and testing	Annual combined inspection and test of mains powered portable and transportable equipment.	In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training. A NICEIC / ECA / NAPIT accredited contractor is recommended.	Log of any faults identified and remedial action taken. Documented records of items tested  Test stickers placed on items	Electricity at Work Regulations 1998
<b>Temporary electrical installations e.g. for event</b>	Suitably commissioned	Before first use	Person responsible should be qualified	Installation and commissioning	BS 7909 – Code of practice for temporary electrical systems for entertainment and related

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		Further periodic testing may be required	electrician / Competent Person	certificates including earth leakage test records	purposes. HSE Guidance Note GS50
<b>Emergency Lighting</b>	<p>Visual inspection to ensure the batteries are charging</p> <p>Disconnection of the mains lighting to enable a function test</p> <p>Annual Service including 3 hour drop test</p>	<p>Weekly</p> <p>..Monthly</p>	<p>None required</p> <p>None required</p>	<p>Academy Fire log book</p> <p>Academy Fire log book</p> <p>Annual Certificate</p>	<p>Electricity at Work Regulations 1998</p> <p>BS 5266: Part 1 1999</p>
<b>Energy Performance</b>	<p>Display Energy Certificate (DEC) must be produced and displayed at all times in a prominent place clearly visible to the public. DEC's are only required for buildings that have a total useful floor area of more than 500m<sup>2</sup>, that are occupied by a public authority or an institution providing a public service to a large number of people, and are frequently visited by members of the public.</p>	<p>Where the building has a total useful floor area of more than 1,000m<sup>2</sup>, the DEC is valid for 12 months. Where the building has a total useful floor area of between 500m<sup>2</sup> and 1000m<sup>2</sup>, the DEC is valid for 10 years</p>	<p>An Energy Assessor, accredited to produce DEC's or EPC's for the type of building, is the only person who can produce the certificates and Advisory Reports for your building.</p> <p>The DEC and EPC will need to be lodged in a national register by the assessor and given a unique reference number</p>	<p>Current certificate and advisory report</p>	<p>The Energy Performance of Buildings (Certificates and Inspections) Regulations 2007 Energy Performance of Buildings Directive (EPBD) (2010/31/EU)</p> <p>"Improving the energy efficiency of our buildings - A guide to display energy certificates and advisory reports for public buildings</p>
<b>Fire detection and alarm systems</b>	<p>Testing of call points and sounders on rotation</p> <p>Inspection and service by competent contractor</p>	<p>Weekly</p> <p>Annual (or 25% quarterly)</p>	<p>Basic training in fire alarm operation only.</p> <p>Competent engineer experienced in type of fire alarm being tested</p>	<p>Results to be recorded in the Fire log book</p> <p>Appropriate test and inspection certificate</p>	<p>BA 5839 1:2013</p>

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
<b>Fire doors</b>	Operation of release devices, door closers and Condition checks	Weekly Monthly	Trained premises team person.	Results to be recorded in the Fire log book.	Regulatory Reform (Fire Safety) Order 2005
<b>Firefighting equipment:</b>	<p>Visual check to ensure equipment is in its assigned location and has not been discharged.</p> <p>Thorough inspection and testing by competent contractor</p> <p>Extended service (test discharge)</p>	<p>Monthly</p> <p>Annual</p> <p>5 yearly for all extinguishers except CO2 which is 10 yearly</p>	<p>None, visual check only.</p> <p>BAFE accredited engineer or equivalent trained and qualified engineer</p> <p>BAFE accredited engineer or equivalent trained and qualified engineer</p> <p>Hoses are no longer recommended, and have those installed replaced with water extinguishers. Where hose reels remain, they must be subject to annual inspection regime.</p>	<p>Results to be recorded in the Fire log book.</p> <p>Test Certificate Test Certificate</p> <p>Test Certificate</p>	<p>BSEN 3 extinguisher Commissioning and Maintenance to BS 5306-3: 2009</p>
<b>Firefighting equipment: Hoses</b>	<p>Hoses are no longer recommended as they are more likely to put a user at risk than prevent injuries. The recommendation is to decommission and remove fire hoses.</p> <p>Flexible tubing pressure test must be carried out.</p>	<p>Annual</p> <p>5 yearly</p>	<p>Where hose reels are in place, a flexible tubing pressure test must be carried out.</p> <p>Where hose reels are in place, a flexible tubing pressure test must be carried out</p>	<p>Test Certificate</p> <p>Test Certificate</p>	<p>BS 5306:Part 1: 2006 BS 671-3: 2009</p>

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
<b>Firefighting equipment: Wet and dry Risers</b>	Regular maintenance and servicing	2 visual inspection services per year 2 electric pump inspection services per year 1 flow test per year (if applicable) A visual inspection every six months An annual pressure test	Accredited company for testing and inspection.	Accredited company for testing and inspection	BS 5306 Part 1: 2006 Regulatory Reform (Fire Safety) Order 2006
<b>Firefighting equipment: Wet and dry suppression systems e.g. Ansul, FM 200</b>	Maintenance of suppression systems as per manufacturer's guidance.	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	BS 5306 Regulatory Reform (Fire Safety) Order 2005
<b>Fire Shutters and curtains A fire shutter or curtain is a specially developed and engineered screen that drops from the ceiling and cuts off the path of a fire between two open areas. These are often used in kitchen service hatches.</b>	Regular testing to ensure effective operation.  Regular maintenance in line with manufacturer's recommendations.	Following installation and then 6 monthly	Competent person	Log book containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification	BS7273: Code of practice for the operation of fire protection measures Actuation of release mechanisms for doors  BS EN 12453 for installation BS EN 12635 covers maintenance including the need for log book Appendix B of the Building Regulations Approved Document B
<b>Fragile roofs</b>	Fragile roof access to be clearly. Periodic inspection of signage required.	As part of termly / quarterly health and safety inspection regime.	None – can be carried out by Estates staff.	Termly monitoring inspection forms	Working at Height Regulations 2005

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

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

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	<p>passengers or goods. Lifting accessories are any components to the main lifting structure that are subject to wear and tear and the bearing of a load and which are integral to the operation of the lifting equipment, e.g. chains, slings, ropes, hooks, shackles, eyebolts, fall arrest harness.</p> <p>Full routine maintenance of equipment designed for both the lifting of passengers and goods according to manufacturer's guidelines.</p> <p>Supplementary tests for in-use passenger and goods lifts are tests or examinations called for by a 'Competent Person' where concerns regarding the condition of equipment arise following thorough examination.</p> <p>The requirement for supplementary tests is determined on the basis of an assessment of risks at the time of each thorough examination.</p> <p>Supplementary tests may include:</p> <ul style="list-style-type: none"> <li>- Testing of safety gear</li> </ul>				

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	Thorough overhaul and in-depth testing, including the use of weights, to test cables, breaking and motor efficiency.				
<b>Lightning conductors</b>	Where fitted, the lightning conductor installation must be checked for damage and deterioration. The electrical continuity of conductors, bonds and joints require testing and the earth resistance measured.	Annually	Demonstrably competent person.	Issue of test compliance sheet.	Section 32 of BS6651- "Protection of Structures against Lightning."
<b>Outdoor fixed equipment, eg Basket ball hoop on permanent fixture on a tarmac area (not Playground Equipment)</b>	Visual inspection  Documented visual (routine) inspection	Weekly  Monthly	No specific training required and can be carried out by Estates staff  No specific training required and can be carried out by Estates staff	Monthly inspection monitoring form  Evidence of remedial works completed	
<b>Playground equipment</b>	Visual inspection  Documented visual (routine) inspection  Interim inspections	Daily  Weekly  Quarterly	No specific training required and can be carried out by Estates staff.  No specific training required and can be carried out by Estates staff, but an RPII Outdoor Routine qualification is desirable.  Can be carried out by Estates staff with RPII Registered Outdoor	None required, but could be recorded in an opening and closing book if Academy follows this good practice.  Weekly inspection monitoring form  Quarterly monitoring inspection form.	EN: 1176 (play equipment). EN: 1177 (safety surfacing)

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employ ee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
	Annual inspection and assessment  Maintenance to be carried out	Annual  Annual and when required	Operational Inspector training (recommended) or similarly qualified contractor.  RPII Outdoor Annual Registered Certified inspectors.  Competent contractor, e.g from equipment supplier/installer.	A detailed inspection report summarising any faults and remedial action required  Evidence of remedial works completed	
<b>Pottery kilns</b>	Annual inspection and maintenance as per manufacturer's instructions	Annual	Competent contractor for electric kilns. Gas Safe accredited contractor for gas kilns (these are not recommended for use in Academies)	Date of test and name of tester. The record must show actual measured test values of earth continuity and insulation resistance. Actual current drawn is also a useful measurement to record.	Gas Safety (Installation and Use) Regulations 1998 Electricity at Work Regulations 1998 BS7671 IEE Wiring Regulations Provision and Use of Work Equipment Regulations 1998 (PUWER)
<b>Pressure vessels</b>	Ensure that the system undergoes through examination according to a written scheme, if required. Examples of pressure vessels include expansion valves on gas boilers, steam ovens / pressure cookers, compressors and portable hot water/steam cleaning unit fitted with pressure vessel. Implement a suitable maintenance scheme for the system according to	Annual  At least annually and as necessary.	Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.  Suitably qualified mechanical engineer.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	The Pressure Systems Regulations 2000

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
<b>Roller shutters (see also fire shutters)</b>	Routine maintenance in line with recommendations	At least annually	Demonstrably competent person.	Results of installation testing and records of all maintenance and defect rectification.	BS EN 12453 for installation BS EN 12635 covers maintenance including the need for log book
<b>Tree Safety and grounds maintenance</b>	Regular visual inspection to identify broken/dead branches, especially after high winds.  Maintenance regime to be in place for all surfaces and features.  Tree Survey	Every 3 years Various	None – suitable Estates staff.  Qualified arboricultural contractor.	<ul style="list-style-type: none"> <li>Records of maintenance activity.</li> <li>Record of tree inspections including date of survey, results, list of recommended actions and dates works completed.</li> </ul>	The Workplace (Health, Safety and Welfare) Regulations 1992
			Demonstrably competent person.		
<b>Water hygiene: Risk assessment</b>	Water Hygiene risk assessment carried out and reviewed.	Every 3 years or when there is significant change to the system or use of the building.	Assessor should have suitable experience and training, e.g. Legionella Control Association registered	Legionella risk assessment including asset register of components and schematic diagram of the system. Identification of likely risks and measures to reduce/control the hazard.	The control of Legionella bacteria in water systems L8
<b>Water hygiene: testing and precautions</b>	Temperature testing of hot and cold stored water systems.  Disinfection of shower heads.  Flushing	Monthly  Quarterly  At a frequency directed by risk assessment	Trained Estates staff  Suitably qualified contractor e.g. Legionella Control Association registered  Trained Estates staff	Records of tests including dates and remedial actions where tests are outside accepted parameters	The control of Legionella bacteria in water systems L8

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
<b>Water hygiene: Thermostatic Mixing valves on water outlets and showers</b>	In service safety check to be carried out to check whether any deterioration has occurred in the performance of the Thermostatic Mixing Valve (TMV). Maintenance of all Thermostatic Mixing Valves.	6 monthly  Annual or following identification of a fault.	Servicing should only be undertaken by a competent engineer or plumber.	Maintenance record showing date of maintenance and any defects and their rectification.	Provision and Use of Work Equipment Regulations 1998 (PUWER)
<b>Working at Height: Ladders</b>	Ladders should be inspected before use and at regular intervals according to the manufacturer's instructions	Annual	Demonstrably competent person.	Periodic visual inspection of ladders should be recorded including date, person inspecting. Any defects and record of repair or destruction. Ladders should be easily identifiable, e.g. through the use of inspection tags.	Working at Height Regulations 2005 Provision and Use of Work Equipment Regulations 1998 (PUWER)
<b>Working at Height: Scaffold Access towers</b>	- Inspection after assembly in any position - Maintenance and inspection as per manufacturer's recommendations	After assembly and before first use After any event that may affect stability e.g. vehicle strike, high winds - Every 7 days whilst erected.	Erected and inspected by trained person (PASMA Trained or similar) hired towers to be assembled by hire company if no trained person available.	Records of inspections to be kept at least until next inspection.	Working at Height Regulations 2005 Provision and Use of Work Equipment Regulations 1998 (PUWER)
<b>Working at Height: Guard rails</b>	Must be properly inspected and maintained.	Annually	Demonstrably competent person.	Records Kept	Working at Height Regulations 2005
<b>Working at Height: Fall arrest and fall restraint systems (see also lifting equipment)</b>	Visual inspection of harnesses, cables and eye bolts. Users must be properly trained, closely supervised and rescue procedures must be in place. Must be properly inspected and maintained	Prior to each use 6 monthly	By trained user. Demonstrably competent and independent person for thorough inspections.	Records kept including thorough inspections	BS EN 365:2004 BS 6037-1-2003, EN 1808 Working at Height Regulations 2005 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Provision and Use of Work Equipment Regulations 1998 (PUWER)

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor/Employee	Evidence required to demonstrate compliance	Statutory/Regulatory/Industry Code/Good practice
<b>Other equipment Ground heat source pumps Sewage pumps</b>	Unless otherwise specified all equipment should be maintained as per manufacturers/ installers recommendations and records kept of this maintenance including date of visit, name of person carrying out maintenance, details of maintenance carried out and any remedial work carried out.	As advised by manufacturer	Suitably competent person.	Date of visit, name of person carrying out maintenance, details of maintenance carried out and any remedial work required. Evidence of remedial work completed.	Building and Engineering Services Association SFG/20 (standard maintenance specification) Provision and Use of Work Equipment Regulations 1998 (PUWER)

### Definitions

BS	British Standard
CKATSS	Consortium of Local Education Authorities for the Provision of Science Services
COSHH	Control of Substances Hazardous to Health
DATA	Design and Technology Association
ECA	Electrical Contractors Association
EN	European norm
HSE	Health and Safety Executive – The national enforcement body for health and safety law in the UK.
IEE	Institution of Electrical Engineers
L8	Legionnaires' Diseases. The Control of Legionella Bacteria in Water Systems Approved Code of Practice
NAPIT	National Association of Professional Inspectors and Testers
NICEIC	National Inspection Council for Electrical Installation Contracting
PUWER	Provision and Use of Work Equipment Regulations
PASMA	Prefabricated Access Suppliers' and Manufacturers' Association

## Appendix 2 – Daily Site Checks

### Daily Site Checks

Item	Day Checked														
	Monday	Tuesday			Wednesday			Thursday			Friday			Time	Checked by
	Checked / Result	Time	Checked by	Checked/ Result	Time	Checked by	Checked/ Result	Time	Checked by	Checked/ Result	Time	Checked by	Checked/ Result		
Perimeter Secure															
Heating Operational															
Lighting Operational															
Car Park Secure															
Paths and walkways. Safe to Use															
Plant (Boilers etc.) Operational															
Exit Doors Clear / Operational															
Fire Doors Operational															
Computers off															
Room lights off															
Toilets checked (check sheet provided)															
Litter and bin checks done. playground															
Litter and bin check. court yard															
Leaf removal sports pitches and paths															
Check cleaners have completed their tasks to a good standard															
Alarm and secure building															

APPENDIX 3 - Weekly Site Checks

**Week Commencing:**

Item				Comments
	date			
	Checked/ Result	Time	Checked by	
Inspect the roof and remove any play equipment, litter and leafs				
Inspect playground equipment ensure it's safe, ensure there are no hazards in outside areas				
Emergency light testing (as per logging document provided)				
Fire alarm testing (as per logging document provided)				
Water point test(as per logging document provided)				
Ensure refuse collection is done				
Ensure refuse area is clean				

## APPENDIX 3 – Termly Tasks

**Week Commencing:**

Item	date		Checked by	Comments
	Checked/Result	Time		
	Check and maintain the caretaker's equipment and storage areas and order any items needed for health and safety e.g. grit, hazard tape etc			
Carry out full health and safety check				
Arrange and monitor fire drills				
Monitor that all health and safety checks (e.g. fire alarm & extinguisher) have been carried out				
Advise the headteacher when the annual safety test on electrical, PE and fire equipment is				
Clean the windows (or arrange for them to be cleaned)				
Pruning trees (or arrange for landscapers to do this)				
Clearing gutters				
Cleaning carpets (ensure this is done as part of the deep cleans)				