



Policy: Premises Management

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| Policy title | Premises Management | Version | 5 |
| Groups consulted | Trustees | Date | September 2024 |
| Date issued | 30 th September 2024 | | |
| Review Date | September 2025 | | |

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1. Introduction

- 1.1 Red Kite Learning Trust Trustees have overall responsibility for ensuring that each of our Academies, and all non- Academy premises, have specific premises management documents including planned maintenance schedules and risk assessments. The Trust Health and Safety Policy details the responsibilities placed on the CEO, Academy Principals/Head Teachers, Business and Operations Managers, Premises Managers/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. When identifying responsibility, this policy uses the term "Academy Principal/Head Teacher/CEO". In keeping with the Health & Safety Policy, the Academy Principal/Head Teacher is responsible for implementing this policy at their Academy. The CEO is responsible for the Red Kite Learning Trust buildings which do not form part of an Academy.
- 1.4 Appendix 1 contains the Trust Estate Management Schedule. This schedule should be extended or adapted by the Academy Principal/Head Teacher/CEO to suit their circumstances.
- 1.5 Academy Principal/Head Teacher/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 Director of Estates 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 Academies are a safe place to work and study.

- 2.2 This policy operates in conjunction with the following Trust/Academy documents: -
 - Asbestos Management Arrangements
 - Health and Safety Policy
 - Lettings Procedure
 - Lockdown Procedures
 - Fire Safety Procedures
 - Fire Risk Assessment
 - Control of Contractors Arrangements
 - First Aid Procedure
 - Lone Worker Procedure
 - School Medical Policy
 - School Security Management Protocol Framework
 - Working at Height Procedures
 - Design Technology Policy
 - Snow and Ice Clearing Procedure
 - Science Policy

- 2.3 This policy is underpinned by The Equality Act 2010 (Amendment) Regulations 2023. Staff, students,

and visitors should not be treated less favourably as a result of a protected characteristic. This includes gender, sexual orientation, religion, age, disability, pregnancy or maternity status. The Trust's Equality Policy provides further information.

3. Building Condition, Suitability and Accessibility

3.1 On an on-going basis, the Academy Principal/Head Teacher/CEO 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 and Audits

4.1 Routine Health and Safety Records and Audit documentation must be maintained at each Academy in accordance with the schedule provided in section 17 of this document.

5. Emergency Evacuation and Lockdown Procedures

5.1 Academy Premises/Site Managers will ensure that all Fire Exits are operational with clear signage in place.

5.2 Each Academy will have an evacuation and lockdown procedure that is practised at least three times per year, 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.

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 Business and Operations Manager, or Premises/Site Manager will communicate this to the Academy Principal/Head Teacher/CEO.

5.6 The Business and Operations or 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.

6. Asbestos

6.1 A separate Asbestos Arrangement Plan has been adopted by the Trust which sets out the responsibilities of its Academies.

7. Heating, Ventilation and Lighting

7.1 The Business and Operations Manager or 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°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 Business and Operations Manager or 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 wastewater.

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 2010 (Amendment) Regulations 2023, 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 Business and Operations Manager or 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 Business and Operations Manager or Premises/Site Manager will, as part of the premise's inspection programme, review the condition and suitability of classroom and office furniture.
- 11.3 The Business and Operations Manager or 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 Business and Operations Manager or 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 or staff member 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 Business and Operations Manager or Premises/Site Manager will ensure that all intruder alarms and other provided security measures are functional.
- 12.4 The Academy's Business and Operations Manager or Premises/Site Manager 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 and follow its own lettings policy.

14. Grounds

- 14.1 The condition of grounds and external areas must be monitored by the Business and Operations Manager, or Premises/Site Manager and deficiencies addressed.
- 14.2 Where a grounds contract is in place for an Academy, the Business and Operations Manager or Premises/Site Manager shall assist with day-to-day liaison and communication between the Academy and contractor to secure required standards.

15. Poor Weather and other Emergency Situations

- 15.1 The Business and Operations Manager or Premises/Site Manager will liaise with the Principal/Head Teacher to decide if, based on a risk assessment, the Academy should open/remain open. The decision to open or close remains with the Academy Principal/Head Teacher/CEO, taking account information provided by the Business and Operations Manager/Premises/Site Manager.

16. Roles and Responsibilities

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

17. Trust Estate Management Schedule

| 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 |
|---|--|---|---|---|---|
| Asbestos | Overall duty is to manage asbestos in premises. Each site should have Asbestos 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 | Control of Asbestos Regulations 2012 |
| | 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 | 3 monthly | Visual inspection only and can be carried by estates staff who have had asbestos awareness training | 3 monthly monitoring inspection form | |

| 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 |
|--|---|--|---|--|--|
| Air Conditioning and Ventilation (including fans, filters, and motors) | Units and systems should be maintained according to the manufacturer's guidance. Units and systems may require an inspection under the Energy Performance of Buildings Regulations | Annual Every 5 years | CHAS Approval for the sector work or long-standing contractors who 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 |
| Asset Management Plan | Provides for the prioritisation of disrepair needs | 5 yearly rolling cycle | Surveyors qualified to BICS/RICS or equivalent | Current survey | Best Practice |
| Catering equipment | 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 |
| CCTV | Cleaning, Functionality testing | Annual | Trained technician from a recognised company | Written records | EAWR1989 for PAT Testing obligations |
| Design and Technology equipment. (Also see other areas of this guide for LEV, Gas appliances, lifts etc.) | Routine maintenance carried out as per CRKLTSS 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) CRKLTSS DL 254 |

| 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 |
|---|--|--|--|---|--|
| Accessibility Plan | Contribute to the Accessibility Plan in respect of premises access requirements | When reviewed by the school or whenever works are carried out | Qualified Surveyor | Current Audit report | Equality Act 2010 (Amendment) Regulations 2023 Special Educational Needs and Disability Act 2001 SEND |
| Doors (Automated) Applies to powered doors in public buildings. | Routine servicing according to manufacturer's guidelines Inspection and testing | As recommended by the Manufacturer | To a standard recognised by the manufacturer | Servicing report | PUWERegs Electricity at Work Regulations 1998 |
| Dust and fume Extraction / Local Exhaust Ventilation (LEV) | 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 recommendati on 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) |
| Electrical, fixed installation | 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 |
| Electrical Portable appliances | 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. <input type="checkbox"/> Documented records of items tested <input type="checkbox"/> Test stickers placed on items | Electricity at Work Regulations 1998 |
| Temporary electrical installations e.g., for events | 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 |
| Emergency Lighting | Visual inspection to ensure the batteries are charging Disconnection of the mains lighting to enable a function test Annual Service including a 3 hour drop test | Weekly Monthly | None required None required | Academy's Online Compliance Log Academy's Online Compliance Log Annual Certificate | Electricity at Work Regulations 1998 BS 5266: Part 1 1999 |
| Energy Performance | Display Energy Certificate (DEC) must be produced and displayed at all times in a prominent place clearly visible to the public. DEC's are only required for buildings that have a total useful floor area of more than 500m ² , 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. | Where the building has a total useful floor area of more than 1,000m ² , the DEC is valid for 12 months. Where the building has a total useful floor area of between 500m ² and 1000m ² , the DEC is valid for 10 years | An Energy Assessor, accredited to produce DECs or EPCs for the type of building, is the only person who can produce the certificates and Advisory Reports for your building. The DEC and EPC will need to be lodged in a national register by the assessor and given a unique reference number | Current certificate and advisory report | The Energy Performance of Buildings (Certificates and Inspections) Regulations 2007 Energy Performance of Buildings Directive (EPBD) (2010/31/EU) "Improving the energy efficiency of our buildings - A guide to display energy certificates and advisory reports for public buildings |
| Fire detection and alarm systems | Testing of call points and sounders on rotation Inspection and service by competent contractor | Weekly Annual (or 25% quarterly) | Basic training in fire alarm operation only. Competent engineer experienced in type of fire alarm being tested | Academy's Online Compliance Log Appropriate test and inspection certificate | BA 5839 1:2013 |

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|---|--|--|---|--|--|
| Fire doors | Operation of release devices, door closers and Condition checks | Weekly Monthly | Trained premises team person. | Academy's Online Compliance Log | Regulatory Reform (Fire Safety) Order 2005 |
| Firefighting equipment: | <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>Every 5 years for all extinguishers except CO2 which is every 10 years</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>Academy's Online Compliance Log</p> <p>Test Certificate</p> <p>Test Certificate</p> <p>Test Certificate</p> | BSEN 3 extinguisher Commissioning and Maintenance to BS 5306-3: 2009 |
| Firefighting equipment: Hoses | <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>Every 5 years</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> | BS 5306: Part 1: 2006 BS 671-3: 2009 |

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|---|--|--|--|---|---|
| Firefighting equipment: Wet and dry Risers | 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 |
| Firefighting equipment: Wet and dry suppression systems e.g. Ansul, FM 200 | Maintenance of suppression systems as per manufacturer's guidance. | Annual | BAFE accredited engineer or equivalent trained and qualified engineer. | Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification. | BS 5306 Regulatory Reform (Fire Safety) Order 2005 |
| Fire Shutters and curtains A fire shutter or curtain is a specially developed and engineered screen that drops from the ceiling and cuts off the path of a fire between two open areas. These are often used in kitchen service hatches. | Regular testing to ensure effective operation. Regular maintenance in line with manufacturer's recommendations. | Following installation and then every 6 months | Competent person | Logbook 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 logbook Appendix B of the Building Regulations Approved Document B |
| Fragile roofs | Fragile roof access to be clearly signposted. 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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|---|--|---------------------------------|---|--|---|
| Fuel Oil and biomass storage | Must be maintained in accordance with the manufacturers' recommendations, | Annual | Ensure that service technician has demonstrable proof of competency appropriate to the equipment / service being maintained. | Records of examination and maintenance are kept, including date of inspection / maintenance, date next inspection or maintenance due and record of defects and rectification. | The Control of Pollution (Oil Storage) (England) Regulations 2001 Guidance Note for the Control of Pollution (Oil Storage) (England) Regulations 2001 Building and Engineering Services Association SFG/20 |
| Gas appliances | Must be maintained in accordance with manufacturer's recommendations | Annual | Ensure that service technician has demonstrable proof of competency i.e., a Gas Safe card with credits appropriate to the equipment / service being maintained | Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification. Service document should also record the Gas Safe registration of the technician carrying out the work. | Gas Safety (Installation and Use) Regulations 1998 L56: Safety in the installation and use of gas systems and appliances |
| Gates (Automated) | Site specific risk assessment Regular maintenance as per manufacturer's recommendations to ensure safe operation, including all safety devices. | Before installation Annual | Suitably competent person / organisation. For new installations confirm that the supplier will CE mark the gate and issue you a Declaration of Conformity | Records of maintenance including testing of functioning of safety devices fitted | Supply of Machinery (Safety) Regulations 2008 BS EN 12635:2002 – Industrial, Commercial and Garage Doors and Gates – Installation and Use HSE Guidance |
| Gym/PE Equipment | Visual inspection of equipment To inspect and maintain all Gymnasium Equipment to the standards required in British Standard Specification BS1892 part II 1986/1991 To ensure | 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 http://www.afpe.org.uk/ |

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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. | | | | |
| Hydrotherapy pools | Maintained to the standards outlined in “Treatment and quality standards for pools and spas” published by the Pool Water Treatment Advisory Group. | As per manufacturers requirements | Staff trained and competent to handle the chemicals associated with the pool treatment. | 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) |
| Intruder Alarm | 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 |
| Lifts and lifting equipment Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing, or supporting it. | 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, forklift 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 the Trust’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. The requirement for supplementary tests is determined on the basis of an assessment of risks at the time of each thorough examination. Supplementary tests may include:</p> <ul style="list-style-type: none"> - Testing of safety gear | | | | |

| 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 |
|---|---|--------------------------------------|--|---|--|
| | Thorough overhaul and in-depth testing, including the use of weights, to test cables, breaking and motor efficiency. | | | | |
| Lightning conductors | Where fitted, the lightning conductor installation must be checked for damage and deterioration. The electrical continuity of conductors, bonds and joints require testing and the earth resistance measured. | Annually | Demonstrably competent person. | Issue of test compliance sheet. | Section 32 of BS6651- "Protection of Structures against Lightning." |
| Outdoor fixed equipment, e.g., Basketball hoop on permanent fixture on a tarmac area (not Playground Equipment) | 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 | |
| Playground equipment | 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) |

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|---|---|--|--|---|--|
| | <p>Annual inspection and assessment</p> <p>Maintenance to be carried out</p> | <p>Annual</p> <p>Annual and when required</p> | <p>Operational Inspector training (recommended) or similarly qualified contractor.</p> <p>RPII Outdoor Annual Registered Certified inspectors.</p> <p>Competent contractor, e.g., from equipment supplier/installer.</p> | <p>A detailed inspection report summarising any faults and remedial action required</p> <p>Evidence of remedial works completed</p> | |
| Pottery kilns | 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) |
| Pressure vessels | <p>Ensure that the system undergoes through examination according to a written scheme, if required.</p> <p>Examples of pressure vessels include expansion valves on gas boilers, steam ovens / pressure cookers, compressors and portable hot water/steam cleaning unit fitted with pressure vessel.</p> <p>Implement a suitable maintenance scheme for the system according to</p> | <p>Annual</p> <p>At least annually and as necessary.</p> | <p>Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.</p> <p>Suitably qualified mechanical engineer.</p> | Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification. | The Pressure Systems Regulations 2000 |

| 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 |
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| | manufacturer's guidelines. | | | | |
| Roller shutters (See also fire shutters) | 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 logbook |
| Tree Safety and grounds maintenance | 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 arboriculture contractor. Demonstrably competent person. | • Records of maintenance activity. • Record of tree inspections including date of survey, results, list of recommended actions and dates works completed. | The Workplace (Health, Safety and Welfare) Regulations 1992 |
| Water hygiene: Risk assessment | 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 |
| Water hygiene: testing and precautions | 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 |

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| Water hygiene: Thermostatic Mixing valves on water outlets and showers | In service safety check to be carried out to check whether any deterioration has occurred in the performance of the Thermostatic Mixing Valve (TMV). Maintenance of all Thermostatic Mixing Valves. | 6 monthly Annual or following identification of a fault. | Servicing should only be undertaken by a competent engineer or plumber. | Maintenance record showing date of maintenance and any defects and their rectification. | Provision and Use of Work Equipment Regulations 1998 (PUWER) |
| Working at Height: Ladders | Ladders should be inspected before use and at regular intervals according to the manufacturer's instructions | Annual | Demonstrably competent person. | Periodic visual inspection of ladders should be recorded including date, person inspecting. Any defects and record of repair or destruction. Ladders should be easily identifiable, e.g., through the use of inspection tags. | Working at Height Regulations 2005 Provision and Use of Work Equipment Regulations 1998 (PUWER) |
| Working at Height: Scaffold Access towers | - 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) |
| Working at Height: Guard rails | Must be properly inspected and maintained. | Annually | Demonstrably competent person. | Records Kept | Working at Height Regulations 2005 |
| Working at Height: Fall arrest and fall restraint systems (see also lifting equipment) | Visual inspection of harnesses, cables, and eye bolts. Users must be properly trained, closely supervised and rescue procedures must be in place. Must be properly inspected and maintained | 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) |

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| | including thorough examination. | | | | |
| Other equipment Ground heat source pumps Sewage pumps | Unless otherwise specified all equipment should be maintained as per manufacturers/ installers recommendations and records kept of this maintenance including date of visit, name of person carrying out maintenance, details of maintenance carried out and any remedial work carried out. | As advised by manufacturer | Suitably competent person. | Date of visit, name of person carrying out maintenance, details of maintenance carried out and any remedial work required. Evidence of remedial work completed. | Building and Engineering Services Association SFG/20 (Standard maintenance specification) Provision and Use of Work Equipment Regulations 1998 (PUWER) |

Definitions

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| BS | British Standard |
| CRKL TSS | 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 |