THE PEGASUS PARTNERSHIP TRUST
"Children First"

PREMISES MANAGEMENT POLICY

Date this policy takes effect:	Review frequency:	Date to review:	Date to be ratified:
01.03.2022	Annually	Executive Headteacher Spring 2023	Operations Committee Spring 2023
How will Trustees be assured this has been implemented?		Through site visits and reports to Trustees from the Head of Estates & IT	
Signed:		Sash Hamidi (EXECUTIVE HEADTEACHER)	
Signed:		Aliya Dhanji (CHAIR OF TRUSTEES)	

All policies are subject to change or review in light of Government guidance or when applied.

This policy works alongside the following policies:

Business Continuity; Health & Safety; Safeguarding & Child Protection;

THE PEGASUS PARTNERSHIP TRUST

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Our Vision Statement

Within The Pegasus Partnership Trust, our vision and aims of education are underpinned by the UNICEF United Nations Conventions on the Rights of the Child (UNCRC).

We believe:

- All learning should be purposeful and experiential
- In learning values and skills for whatever the future brings
- We can be world changers

We are a PRIMARY MAT for PRIMARY SCHOOLS so every child's PRIMARY EXPERIENCE enables lifelong learning

This means we are committed to providing an education, for all children, that should develop their personality, talents and abilities to the full (article 29). We encourage a sense of community spirit, where children pastoral care and well-being underpins academic, co-curricular and sporting excellence. We aim to achieve this through an inspiring curriculum, that is child-centred (article 3), and extends child learning beyond the constraints of the classroom. We want to instil a life-long love of learning and equip children with skills that develop their independence, critical thinking, self-awareness, resilience and self-confidence.

Statement of intent

The Pegasus Partnership Trust aims to ensure that all personal data collected about staff, children, parents, those in governance, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. The academy may, from time to time, be required to share personal information about its staff or children with other organisations, mainly the LA, other schools and educational bodies, and potentially social services. This policy applies to all personal data, regardless of whether it is in paper or electronic format.

Safeguarding Statement

The Pegasus Partnership Trust respects and values all children and are committed to providing a caring, friendly and safe environment for all our children so they can learn, in a relaxed and secure atmosphere (article 31). We believe every child should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm (article 19). This is the responsibility of every adult employed by, or invited to deliver services to academies within the Trust. We recognise our responsibility to safeguard all who access school and promote the welfare of all our children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

At The Pegasus Partnership Trust, we ensure equality of education and opportunity for all children, staff, parents and carers receiving services from the academy, irrespective of age, race, gender (re-assignment), disability (article 23), religion and belief (article 14), sexual orientation, marital/cohabiting status or socio-economic background (article 2). We develop a culture of inclusion and diversity in which all those connected to the academy feel proud of their identity and able to participate fully in academy life.

The achievement of children is monitored by race, gender and disability and we use this data to support children, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

This policy sets the expectation that all staff at The Pegasus Partnership Trust (the "Trust") see themselves as learners and therefore reflects their development as professionals.

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1. Introduction

1.1 TPPT Trustees have overall responsibility for ensuring that each of its Academies 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/Associate Headteacher, Estates Director, Premises Manager / Site Manager 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 "CEO/Associate Headteacher (AH)/Estates Director (ED), Premises Manager (PM) and Site Manager (SM)". In keeping with the TPPT Health & Safety Policy, where an Academy includes an Associate Headteacher, then the Associate Headteacher is responsible for implementing this policy at their Academy. The CEO is responsible for TPPT buildings which do not form part of a TPPT Academy.

1.4 Appendix 1 contains the Trust Estate Management Schedule. This schedule should be extended or adapted by the Associate Headteacher/CEO/Estates Director to suit their circumstances.

1.5 The Associate Headteacher/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 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 TPPT's 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 (created by external contractor for applicable academies)
- TPPT Health and Safety Policy
- Legionella Risk Assessments (managed in-house or by external contractor)
- TPPT Lettings and Community Use 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 Information Policy provides further information.

3. Building Condition, Suitability and Accessibility

3.1 On an on-going basis, the Associate Headteacher/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.

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 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 Premises/Site Manager will communicate this to the Associate Headteacher/CEO.

5.6 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.

6. Asbestos

6.1 A separate Asbestos Management Plan will be provided by a qualified, external contractor and adopted by the Trust which sets out the responsibilities of its applicable Academies.

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'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 where required. 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 facility 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 Appendix 1 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 it's 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.

15. Poor Weather and other Emergency Situations

15.1 The Premises/Site Manager will liaise with the Associate Headteacher 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 Associate Headteacher/CEO, taking account information provided by the estates team.

16. Roles and Responsibilities

16.1 The Board of Trustees shall provide systems to monitor Academies' compliance with premises obligations.

16.2 The Associate Headteacher/CEO will have a staffing structure which makes it clear where the responsibilities are for Premises Management.

APPENDIX 1 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
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 5 yearly	CHAS Approval for the sector work or longstanding contractors which have been deemed suitable.	- F-Gas records. - Maintenance records 5 yearly Certificate under the	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

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 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	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	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	

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	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
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	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 12months	In line with manufacturer's Recommendation At least every 12 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

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
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. ❑Documented records of items tested ❑Test stickers placed on items	Electricity at Work Regulations 1998
Temporary electrical installations e.g. for events	Suitably commissioned	Before first use Further periodic testing may be required	Person responsible should be qualified electrician / Competent Person	Installation and commissioning certificates including earth leakage test records	BS 7909 – Code of practice for temporary electrical systems for entertainment and related purposes. HSE Guidance Note GS50
Emergency Lighting	Visual inspection to ensure the batteries are charging Disconnection of the mains lighting to enable a function test Annual Service including 3 hour drop test	Weekly Monthly	None required None required	Academy Fire log book Academy Fire log book Annual Certificate	Electricity at Work Regulations 1998 BS 5266: Part 1 1999

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
Energy Performance	Display Energy Certificate (DEC) must be produced and displayed at all times in a prominent place clearly visible to the public. DECs are only required for buildings that have a total useful floor area of more than 500m2, that are occupied by a public authority or an institution providing a public service to a large number of people, and are frequently visited by members of the public.	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	Results to be recorded in the Fire log book Appropriate test and inspection certificate	BA 5839 1:2013
Fire doors	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

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
Firefighting equipment:	Visual check to ensure equipment is in its assigned location and has not been discharged. Thorough inspection and testing by competent contractor Extended service (test discharge)	Monthly Annual 5 yearly for all extinguishers except CO2 which is 10 yearly	None, visual check only. BAFE accredited engineer or equivalent trained and qualified engineer BAFE accredited engineer or equivalent trained and qualified engineer 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.	Results to be recorded in the Fire log book. Test Certificate Test Certificate Test Certificate	BSEN 3 extinguisher Commissioning and Maintenance to BS 5306-3: 2009
Firefighting equipment: Hoses	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. Flexible tubing pressure test must be carried out.	Annual 5 yearly	Where hose reels are in place, a flexible tubing pressure test must be carried out. Where hose reels are in place, a flexible tubing pressure test must be carried out	Test Certificate Test Certificate	BS 5306:Part 1: 2006 BS 671-3: 2009

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
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. Annual, 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

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
Fire Shutters and curtains A fire shutter or curtain is a specially developed and engineered screen that drops from the ceiling and cuts off the path of a fire between two open areas. These are often used in kitchen service hatches.	Regular testing to ensure effective operation. Regular maintenance in line with manufacturer's recommendations.	Following installation and then 6 monthly	Competent person	Log book containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification	BS7273: Code of practice for the operation of fire protection measures Actuation of release mechanisms for doors BS EN 12453 for installation BS EN 12635 covers maintenance including the need for log book Appendix B of the Building Regulations Approved Document B
Fragile roofs	Fragile roof access to be clearly. 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
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

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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/

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
	that equipment remains safe for use, but also to prolong the life of equipment by regular inspection and renewal of worn parts.				
Hydrotherapy and swimming pools	Maintained to the standards outlined in "Treatment and quality standards for pools and spas" published by the Pool Water Treatment Advisory Group.	As per manufacturers requirements	Staff trained and competent to handle the chemicals associated with the pool treatment.	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

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
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, fork lift trucks, lifting beams.	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 LEAP'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
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."

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
Outdoor fixed equipment, eg Basket ball 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

	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	
Pressure vessels	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 manufacturer's guidelines.	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
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 log book

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
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 arboricultural 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

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
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

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
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 or 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)
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)