



# St Francis Multi Academy Trust

## Premises Handbook

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## 1. Introduction

Experience has shown that without clear guidance the boundaries on landlord and Duty Holder standards, roles and responsibilities can sometimes become blurred and result in outcomes that detract from the efficient and safe management of school premises.

The following handbook has been developed to support Duty Holders including Headteachers, Governing Bodies and their respective responsible persons in understanding their responsibilities for statutory compliance and good practice in relation to premises activities.

This document highlights the key areas where some sort of compliance monitoring is required, along with some background information. It establishes the status of each area (e.g., statutory, recommended good practice), and suggests good practice frequencies.

This document is not a legal document and should be read as a guidance note for those responsible for the management of school buildings. The aim of the document is to provide a summary of relevant responsibilities and to assist premises teams to organise appropriate testing and inspection of systems and equipment with planned preventative maintenance in mind.

## 2. Duty Holder

Employers must take all reasonable measures to ensure that school premises and equipment on the premises are safe to use. Headteachers and Governing Bodies retain overall responsibility for health and safety but they can delegate duties to other school staff who have the relevant competencies i.e., Business Managers, Finance Managers and Premises staff. Senior school managers involved in the day-to-day running of the school also have responsibility for the health and safety of staff and students.

The responsibilities imposed by health and safety law cannot be delegated. Duties may be delegated, but that does not release the employer from a duty, for example to monitor to ensure that their responsibilities are being discharged appropriately and in line with Health and Safety Legislation.

## 3. The Management of Health and Safety

The general duties imposed by the HSWA are supported by more detailed provisions in the Managements of Health and Safety at Work Regulations 1999 (MHSWR). Under the MHSWR (regulation 7) employers need to appoint one or more competent

persons to assist in undertaking the measures necessary for compliance with the requirements and prohibitions imposed by legislation.

Under the MHSWR a person is deemed to be competent if they have an adequate combination of training and experience or knowledge. Regulation 7 (8) requires employers to consider appointing a competent person who is in their employment.

There are three main areas to consider in terms of what constitutes a competent person:

1. Core knowledge of the subject
2. Experience to apply that knowledge correctly
3. Personal qualities needed to undertake functions effectively:

Once a person is deemed to be competent arrangements must be put in place to ensure that this level of competence is retained, such as through regular training. In order to ensure that the health and safety arrangements within an organisation are effective there must be systems in place to ensure that the risks which arise from the organisation's activities are identified and controlled. Management of Health and Safety at Work Regulations 1999 require employers to manage health and safety by assessing risk

## 4. Risk Assessment

Where a risk assessment is required, it should be "a suitable and sufficient assessment of the risks". A suitable and sufficient assessment of risks would:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precaution
4. Record your findings and implement them
5. Review your assessment and update if necessary

Don't overcomplicate the process. In many buildings, the risks are well known and the necessary control measures are easy to apply. You probably already know whether, for example, you have employees who move heavy loads and so could harm their backs, or where people are most likely to slip or trip. If so, check that you have taken reasonable precautions to remove or reduce the hazard to avoid injuries occurring.

Common examples of Hazards in any premises that would need to be considered by the responsible person would be:

- Asbestos
- Fire management, fire procedures, alerts including evacuation / maintenance etc.
- Legionella
- Slips, Trips and Falls
- Manual Handling
- Workplace environment e.g., Temperature, light, welfare facilities
- Noise
- Management of Water
- Fire procedures, alerts including evacuation / maintenance etc.
- Security of premises (in and out of working hours)
- Traffic Management (parking, deliveries, pedestrian / vehicle segregation)
- Business Continuity Plans and Procedures
- Working at Height

## 5. Asbestos

The Control of Asbestos Regulations 2012 requires employers to prevent the exposure of their employees to asbestos as far as is reasonably practicable. If this cannot be achieved then employers must take measures to reduce the employee's exposure to asbestos to the lowest level reasonably practicable. The duty to manage asbestos in non-domestic premises falls under Regulation 4 of the Control of Asbestos Regulations (CAR 2012).

Under Regulation 4 the "duty holder" (see earlier section), must ensure that a suitable and sufficient assessment is undertaken to determine whether asbestos is on the premises, the assessment should take into account the likely condition of any asbestos. Once the assessment has been completed then the conclusions from the assessment and any subsequent reviews must be recorded. In addition to this the duty holder must also consider building plans, other relevant information and the age of the premises, and inspect reasonably accessible parts of the premises.

Where asbestos is identified or suspected the duty holder must:

- determine the risk from asbestos
- prepare a written plan identifying the areas of the premises concerned and the measures necessary for managing the asbestos risk
- implement the measures in the plan
- record the measures taken to implement the plan These measures should include means for:
  - monitoring the condition of any asbestos or suspected asbestos
  - maintaining the asbestos or safely removing it

- providing information which identifies the location and condition of identified asbestos to any person likely to disturb it. This would include caretakers and contractors working on the premises, the information must also be made available to the emergency services.

The assessment and written plan must both be reviewed if they become invalid or if there have been significant changes to the premises.

If employees are likely to carry out work that is liable to expose them to asbestos, then under Regulation 5 employers must identify the type of asbestos they are likely to be exposed to or if this is not done then the assumption must be made that the asbestos is not solely chrysotile .

Employers must also undertake an assessment of any health risks to employees exposed to asbestos at work. This assessment should identify the steps that need to be taken to meet the Control of Asbestos Regulation 2012 and these steps must then be implemented.

The assessment described above should:

- identify the type of asbestos which the employee is liable to be exposed to.
- assess the nature and degree of likely exposure
- consider the effectiveness of control measures
- take into account the results of air monitoring and medical surveillance
- identify the measure necessary to prevent or reduce asbestos exposure to the lowest level reasonably practicable.

Any significant findings from this assessment should be recorded and then reviewed regularly. In particular if there are any reasons to suspect that the situation has changed or to suggest that the original assessment was inaccurate then the assessment should be reviewed as soon as possible.

Employers must prepare a written plan of work prior to any work commencing that may expose their employees to asbestos. This plan must include details of how the asbestos work will be undertaken and a copy of the plan must be kept on the premises.

It should be noted that under Regulations 8 & 9 of the CAP 2012 work with asbestos cannot be carried out unless the employer holds a licence granted by the Health and Safety Executive. Further details can be obtained from the HSE website.

Under Regulation 10 of the CAR 2012 employees that are liable to be exposed to asbestos, who supervise asbestos work or who undertake work in connection with their employer's duties under the regulations must be given adequate and regular information, instruction and training. This is to ensure their own and other employees' safety.

Where reasonably practicable employers must prevent employee exposure to asbestos. However, if this is not possible then under Regulation 11 exposure must be reduced to the lowest level reasonably practicable and the number of employees likely to be exposed reduced to the lowest number that is reasonably practicable.

The above is only meant to provide an outline of the requirements and does not cover the detailed requirements for employees and contractors working with asbestos.

## 6. Fire Regulation

The Regulatory Reform (Fire Safety) Order 2005 places general fire safety duties on the “responsible person”. The responsible person is the employer where the premises are to any extent under his/her control. Where this does not occur then the responsible person is:

- the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by that person of a trade, business or other undertaking.
- the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

The general fire safety duties placed upon the responsible person are:

- General fire precautions are to be taken that will ensure, as far as is reasonably practicable, the safety of any employees. In relation to relevant persons who are not employees, the responsible person must take general fire precautions “as may be required in the circumstances of the case” to ensure that the premises are safe.
- A suitable and sufficient assessment of the risks to which persons are exposed must be made, this is known as the “fire risk assessment”.
- Appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures must be undertaken.
- Where a dangerous substance is present in or on the premises, risks from that dangerous substance must either be eliminated or reduced.
- Premises must be equipped with appropriate fire-fighting equipment and with fire detectors and alarms. Any non-automatic fire-fighting equipment provided must be easily accessible, simple to use and indicated by signs.
- Routes to emergency exits from premises and the exits themselves are to be kept clear at all times and emergency routes and exits must lead as directly as possible to a place of safety.
- Procedures for serious and imminent danger must be established.
- Any facilities, equipment and devices provided must be maintained in an efficient state, working order and good repair.
- The responsible person must appoint one or more competent persons to assist in undertaking the preventive and protective measures.

- Employees must be provided with comprehensible and relevant information.
- The employer of any employees from an outside undertaking who are working in or on the premises must be provided with comprehensible and relevant information on the risks.
- At the time when they are first employed employees must be provided with adequate safety training and if they become exposed to new or increased risks.
- Where two or more responsible persons share, or have duties in respect of the premises, each person must cooperate with the other responsible person concerned
- Every employee must, while at work, take reasonable care for the safety of himself and of other relevant persons who may be affected by his acts or omissions at work.

## **Fire Risk Assessment and Management Plan**

As stated above “a suitable and sufficient assessment” of the risks to which persons are exposed must be undertaken, this is known as the fire risk assessment and it should be carried out to help determine the chances of a fire occurring and determine the control measures that will be required. The Home Office publication, Fire Safety: An Employers Guide, recommends, a five-stage approach to carrying out a risk assessment:

- a) Identify the fire hazards.
- b) Identify people at risk
- c) Evaluate and remove or reduce the risk where possible
- d) Record the findings
- e) Review and revise the assessment

Consideration needs to be given to those employees that have physical or sensory impairment and the risk to the disabled person should be assessed. Factors such as the inability of the person to recognise alarms/evacuate the building without assistance, length of time for them to evacuate the building must be taken into consideration. Any potential adjustments and/or systems required to ensure the safety of the individual need to be identified and implemented.

## **7. Water Hygiene and Safety**

### **Legionella**

The Health and Safety at Work etc Act 1974 employers so far as is reasonably, practicable, have to ensure the health, safety and welfare at work of all employees. The risk assessment of work activities and premises required under the Management of Health and Safety at Work Regulations 1999 is of particular relevance when considering the health and safety risks from disease. Under the Control of Substances Hazardous to Health Regulations 2002 (as amended)

(COSHH) pathogenic bacteria, including legionella are deemed to be “substance hazardous to health” and therefore are subject to the assessment, prevention/control and monitoring, provision of these Regulations.

The Health and Safety at Work etc Act 1974 covers the risk from legionella bacteria which may arise from work activities. In addition to the legislation mentioned above The Notification of Cooling Towers and Evaporative Condensers Regulations and Legionnaires’ Disease – The Control of Legionella bacteria in water systems Approved Code of Practice apply to the control of legionella bacteria in water systems.

An employer or a person in control of the premises (e.g., a landlord), must identify and assess the sources of risk; (it may be necessary to call on outside assistance to complete this), prepare a scheme (or course of action) for preventing or controlling the risk and implementing and managing the scheme. A person must be appointed to be managerially responsible, sometimes referred to as the ‘responsible person’.

This responsible person must keep records and check that what has been done is effective; and, if appropriate, notify the local authority that there is a cooling tower(s) on site in order to carry out the risk assessment an employer should find out if the water systems (including the equipment associated with the system such as pumps, heat exchangers, showers etc) are likely to create a risk. If after carrying out the risk assessment it is considered that the risks are insignificant then no further action is needed other than to review the assessment periodically in case anything changes in the system.

If a risk is identified which cannot be prevented then proper controls must be introduced. In order to control the risks, it will be necessary to implement a successful management policy, have competent staff and ensure that proper control strategies are put in place. One way of preventing the risk of legionella is by looking at the type of water system needed. For example, it may be possible to replace a wet cooling tower with a dry air-cooled system.

A written scheme should be prepared which sets out how it is intended to control the risk from legionella. This should:

- f) describe the system (an up-to-date schematic diagrams will be adequate to do this).
- g) advise who is responsible for carrying out the assessment and managing its implementation;
- h) set out the safe and correct operation of the system;
- i) describe what control methods and other precautions will be used and,
- j) provide details of the checks that will be carried out on the control scheme and how often they will be carried out.

It is important to appoint someone to take responsibility for managing the control scheme that has been put in place. The ‘responsible person’ needs to be competent – this means that they need to have sufficient knowledge and experience of the system to enable them to manage and control the scheme effectively. If there is more than one person responsible for managing the system and/or control scheme,



then it is important to ensure that everyone knows their responsibilities and how they fit into the overall management of the system.

Where contractors are employed to carry out water treatment or other work it is still the responsibility of the appointed responsible person to ensure that the treatment is carried out to the required standards. Before appointing a contractor, it is necessary to be satisfied that they are capable of doing the work to the required standard. The Health and Safety Executive has prepared A Code of Conduct for Service Providers to assist with this.

The significant findings from the risk assessment should be kept in writing along with details of any monitoring or checking that is carried out. A written record should also be kept of the written scheme and who is responsible for managing the scheme prepared, the results of the routine monitoring should also be recorded and all of these records need to be kept for a minimum of five years. Risk assessments should be updated every two years or earlier if circumstances change i.e., when any changes are made to the system.

## 8. Tree Safety

As well as responsibilities under the Health and Safety at Work etc Act 1974, an occupier of land where a tree stands has responsibilities under the Occupiers Liability Act 1957 and 1984. An occupier of land on which a tree stands will normally be liable for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition. It should be noted that within the provisions of the previously mentioned Acts the court expects occupiers to be prepared for children to behave less carefully than an adult for example, by climbing trees which may have weak branches.

Therefore it is important that a “suitable and sufficient” risk assessment should be carried out on the trees on a site. An effective system for identifying the risks from trees should meet the requirements set out in the management of Health and Safety at Work regulations 1999 and the associated ACoP see also the Health and Safety Executive Guide Five Steps to Risk Assessment previously referred to.

The HSE in circular; 'Management of the risk from falling trees' suggest that a suitable risk assessment for trees should address the following:

- k) “An overall assessment of risks from trees, particularly identifying groups of trees by their position and degree of public access. This will enable the risks associated with tree stocks to be prioritised and help identify any checks or inspections needed. As a minimum, trees should be divided into two zones: one zone where there is frequent public access to trees (e.g., in and around picnic areas, schools, children’s playground,); and a second zone where trees are not subject to

frequent public access. As a rough guide 'trees subject to frequent public access are those that are closely approached by many people every day. Amps may be useful as individual records for individual trees are unlikely to be necessary if zones and the trees in the zones are clearly defined.

- l) For trees in a frequently visited zone, a system for periodic, proactive checks is appropriate. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and be carried out by a person with a working knowledge of trees and their defects, but who need not be an arboriculture specialist. Duty holders should ensure that any system that is put in place for managing tree safety is properly applied and monitored.
- m) A short record of when an area or zone or occasionally an individual tree has been checked or inspected with details of any defects found and action taken.
- n) A system for obtaining specialist assistance/remedial action when a check reveals defects out with the experience and knowledge of the person carrying out the check.
- o) A system to enable people to report damage to trees, such as vehicle collisions, and to trigger checks following potentially damaging activities such as work by the utilities in the vicinity of trees or severe gales.
- p) Occasionally a duty holder may have responsibility for trees that have serious structural faults but which they decide to retain. Where such a condition is suspected and the tree also poses a potentially serious risk because, for example its proximity to an area of high public uses, a specific assessment for that tree and specific management measure, are likely to be appropriate.
- q) Once a tree has been identified a check to have a structural fault that presents an elevated risk, action should be planned and taken to manage the risk. Any arboricultural work required should be carried out by a competent arboriculturist; as such work tends to present a relatively high risk to the workers involved. Duty holders should not be encouraged to fell or prune trees unnecessarily.
- r) Inspection of individual trees will only be necessary where a tree is in, or adjacent to, an area of high public use, has structural faults that are likely to make it unstable and a decision has been made to retain the tree with these faults.
- s) Monitoring to ensure that the arrangements are implemented in practice.”

## 9. Playground and Gymnasium Equipment

Due to the very use that PE equipment is put to it carries a high risk and requires regular inspection. British Standard 1892 Part 1 2003 states “an inspection should be carried out at least once a year”. There are also British Standards to cover playground equipment (BS 5696) and for surfaces (BS 7188 and 7044) outside play areas should comply with BS5696.

Recommended good practice: -

**Daily Checks** – these should be carried out by members of staff. The checks should be carried out at the beginning of the school day. Any defects should be addressed immediately or the play equipment taken out of action. NB. This should be in addition to any defects identified by staff / lunchtime supervisors prior to / whilst the equipment is in use, which should be reported for remedial action.

**Monthly Checks** – these are a more thorough inspection and again should be carried out on a monthly basis by the Caretaker / Site Manager and recorded. Any defects should be addressed immediately or the play equipment taken out of action.

## 10. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) places a duty on employers to control the risks to employees and others which arise from exposure to substances hazardous to their health that are associated with the employers’ work activities. This can be done through identifying, assessing and where possible preventing or adequately controlling exposure to the hazardous substances. The purpose of the regulation is to prevent ill health.

The Control of Substances Hazardous to Health (Amendment) Regulation 2004 (COSHH 2004) introduced changes to the regulations; a simpler exposure limit was introduced so that workplace exposure limits now replace occupational exposure standards and maximum exposure limits.

In addition to this eight new principles of good practice were introduced by the amendment regulations which apply regardless of whether a substance has an occupational exposure standard or maximum exposure limit.

From April 2005 employers are required to:

Apply the eight principle of good practice to control substances hazardous to health; Ensure that the workplace exposure limit is not exceeded and Ensure that exposure to substances which can cause occupational asthma, cancer or damage to genes that can be passed on from one generation to another are reduced as low as is reasonably practicable

The eight principles of good practice are:

1. Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
2. Take into account all relevant routes of exposure- inhalation, skin absorption and ingestion- when developing control measures.
3. Control exposure by measures that are proportionate to the health risk.
4. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
5. Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
6. Check and review regularly all elements of control measures for their continuing effectiveness.
7. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
8. Ensure that the introduction of control measures does not increase the overall risk to health and safety."

## 11. Statutory Compliance Requirements

Written records and reports in digital format will be required as evidence to demonstrate compliance for all topics. Please note that daily checks are generally visual checks, all other checks generally require a record of activity.

**Note:** Insurance companies may dictate service and inspection frequency requirements.

**Green** items are carried out by a service contractor and **blue** ones are generally carried out in – house. See below

## 12. Schedule of Statutory Activities

Element	Statutory / Recommended / Best Practice	Frequency									Relevant Legislation/British Standard/Approved Code of Practice	
		Daily	Weekly	Monthly	Quarterly	6 Months	Annual	2 Years	5 Years	As Required		
<b>Air Conditioning Systems</b>	Statutory											
Air Condition Unit Service	Best Practice						✓					Under The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007
Air Condition Unit Inspection	Statutory								✓			
<b>Air Handling Systems</b>	Statutory											
Air Handling Units / Kitchen Extraction Units	Statutory						✓					The Workplace (Health, Safety and Welfare) Regulations 1992
<b>Asbestos</b>	Statutory											
Asbestos Management Plan / Register	Statutory/ When circumstances dictate or when changes have been made										✓	Control of Asbestos Regulations 2012 – Management Survey – Refurbishment/Demolition Survey
Management Plan (Review)	Statutory						✓					

Asbestos Condition Monitoring	Statutory			✓							
Asbestos Awareness Training	Statutory						✓				
<b>Automatic Doors / Shutters</b>	<b>Statutory</b>										
Automatic Doors / Shutter Service							✓				Under current BS EN 16005:2012, to meet all requirements, a service should be undertaken within 6 months of new installations on a rolling basis. Should your installation be approximately 10 years plus, an annual service will suffice.
<b>Car Parking and Pedestrian/Vehicle Segregation</b>											
Risk Assessment	Best Practice						✓				The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17)
Traffic Management Plan - Map	Best Practice						✓				
Contractors on Site	Best Practice								✓		
<b>Compulsory Display of Notices</b>											
Energy Certificate	Statutory						✓				Various
First Aider's	Statutory						✓				
A Certificate of insurance as required by the Employers Liability (Compulsory Insurance) Act 1969	Statutory						✓				
<b>Construction (Design and Management) Regulations 2007</b>											
Construction (Design and Management) Regulations 2007	Statutory									✓	Construction (Design and Management) Regulations 2015



Inspection and Testing of System	Statutory	✓		✓		✓	✓				Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. For the annual test, the requirements for emergency lighting are to test for a duration of three hours. When doing so, the primary lighting circuit must be switched off and emergency lights left on for three hours in line with BS 5266-1.
<b>Extraction Systems</b>											
Local Exhaust Ventilation Systems (LEVs)	Statutory						Every 14 Months				Control of Substance Hazardous to Health 2002 (as amended) Building Bulletin 88 Fume Cupboards, DfE applies to installation and maintenance of school fume cupboards There is a British Standard that applies to other fume cupboards
Inspection and testing of Dust Extraction Equipment	Best Practice						✓				
<b>Fire</b>											
Risk Assessment	Statutory						✓				Regulatory Reform (Fire Safety) Order 2005
Fire Evacuation Plans	Best Practice						✓				
Fire Marshall Procedure	Best Practice/ As required by the site set up						✓				
Arson RA	Best Practice						✓				



Fire Awareness Training	Statutory						✓				
Alarm Check	Statutory	✓									
Call point testing	Statutory		✓								
Fire Door Check	Statutory			✓							
Fire Extinguisher / Fire Blankets Checks	Statutory			✓							
Fire Staircases ( External )	Statutory			✓							
Fixed Systems - Sprinkler systems - Checks	Statutory			✓							
<b>First Aid Equipment</b>											
First Aid Box Checklist	Best Practice/ Regular Checks									✓	
First Aid Appointed Persons	Best Practice									✓	
<b>Gas Safety</b>											
Gas Safety Service Inspections and Certificates	Statutory						✓				
Gas Appliance/ Identification and Location	Statutory						✓				
Gas Pipe Work - Visual Inspection	Recommended						✓				
<b>Glazing</b>											
											Health and Safety (First Aid) Regulations 1981 as amended by the Health and Safety (Miscellaneous Amendment) Regulations 2002. <b>Training to be refreshed Every 3 Years</b>
											The Gas Safety (Installation and Use) (Amendment) Regulations 2018 Came into force 6 April 2018

Risk Assessment	Statutory									✓	Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation, Part K
<b>Health And Safety Audits</b>											
Health And Safety Audits	Best Practice				✓						
Health And Safety Policy	Best Practice						✓				
<b>Kitchen Inspection's</b>											
Kitchen Equipment Inspection	Best Practice						✓				
Kitchen Ventilation Clean	Best Practice						✓				
<b>Lifts and Hoists</b>											
Passenger Lifts - Service / Inspection	Statutory					✓					The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
Goods Lifts - Inspection	Statutory						✓				
<b>Lightening Protection Tests/Inspections</b>											
Service / Inspection	Statutory						✓				BS 6551, 1999 BS EN 62305, Lightning Protection Industry Standards
<b>Mobile Buildings</b>											
Structural Inspection	Best Practice						✓				
<b>Playground and Gymnasium Equipment</b>											
Playground Equipment	Statutory						✓				BS 5696, BS 7188,







## 13. Planned Preventative Maintenance

Planned Preventative Maintenance, more commonly referred to as simply planned maintenance or scheduled maintenance. It is an initiative-taking approach to maintenance that ensures all your upcoming works, including ongoing site maintenance, seasonal upkeep, and safety checks, are scheduled at the necessary intervals, with proof of service being generated once an assessment or task has taken place.

Implementing the right PPM will help you preserve the condition of your property, prevent problems from occurring, and avoid failures or breakages.

The Central Estates team will support premises staff and business managers in developing suitable schedules that are relevant to each establishment to deliver effective PPM.

The following schedule has been prepared to support you with monitoring the condition of your buildings and planning a cyclical maintenance programme. The below checklist is not exhaustive and is intended to be used for visual inspection only to assist you with good house-keeping.

This is not in any way for the purpose of or a substitute for statutory testing of equipment and plant or any required maintenance, repairs and servicing. You must make the relevant arrangements for all statutory testing of plant and equipment, maintenance, repairs and servicing.

Before conducting the visual checks, please make sure that you have taken all necessary steps to ensure the inspection can be carried out safely. Please keep a record of your inspection and findings and any actions taken. It is crucial that all repairs, servicing and maintenance is carried out by suitably qualified persons. Please seek guidance, technical and specialist advice and support as required.

Please refer to site staff checklist for a recommended monthly programme of statutory/ PPM checks below:-

## 14. Planned Maintenance Schedule

Element	Frequency	Requirement
Litter / Graffiti	Daily	Check site to ensure areas are maintained to a presentable standard

<p style="text-align: center;"><b>Hygiene</b></p>	<p style="text-align: center;">Daily</p>	<p>Toilets and classrooms should be checked on a daily basis to ensure that the supply of soap, toilet rolls and paper towels is adequate and replenished accordingly.</p>
<p style="text-align: center;"><b>Fire Checks</b></p>	<p style="text-align: center;">Daily</p>	<p>Ensure disabled access routes and fire exits, escape routes and assembly points are clear of obstructions and relevant doors are unlocked</p>
<p style="text-align: center;"><b>Cleaning</b></p>	<p style="text-align: center;">Daily / Weekly</p>	<p>Carry out regular checks on cleaning standards and report. Check cleaning cupboards and materials are stored securely with COSHH information available.</p>
<p style="text-align: center;"><b>Playgrounds, Car Park, Paths and Hard Surfaces Inspection</b></p>	<p style="text-align: center;">Monthly</p>	<p>Maintain hard surfaces and walkways in safe condition and request ad hoc repairs as necessary. Generally, maintain perimeters of hard surfaces, clean channels and maintain line markings as required.</p>
<p style="text-align: center;"><b>Ceilings and Roof lights</b></p>	<p style="text-align: center;">Monthly</p>	<p>Inspect and report damage and/or water ingress internally. Carry out repairs as required</p>
<p style="text-align: center;"><b>Ground Maintenance</b></p>	<p style="text-align: center;">Monthly</p>	<p>Ensure grounds are being maintained to the required standards. Check contracts to ensure the specification is being fulfilled.</p>

<b>Internal and External Walls and Cladding</b>	Monthly	Inspect externally and internally for defects, damage and cracks. Report and seek advice as may be necessary.
<b>Sanitary Fittings</b>	Monthly	Inspect sanitary ware, check and repair defects where damaged. Check automatic flushing systems for correct operation.
<b>Windows and Doors (incl. locks and security) Integrity of glazing and vision panels</b>	Monthly	Report any defects and/or damage. Inspect glazing and protective films for damage, where possible and considered safe. Report damage in glass integrity and arrange for repairs.
<b>Floors, Stairs and Landings</b>	Monthly	Inspect for damage and trip hazards. Report damage for repair/replacement as required.
<b>Bin Stores/ External Bins</b>	Monthly	Ensure bins are securely locked away at least 2M from the premises. Check external bins.
<b>Lighting</b>	Monthly	Check condition of lighting , periodically clean diffusers. Replace bulbs were required.
<b>Pest Control</b>	Monthly	Check for signs of vermin and seek specialist advice.
<b>Waste Pipes and above Ground Drainage</b>	Monthly	Inspect drains, gullies, inspection covers and chambers etc and arrange for rodding, jetting or cleaning.



<b>Downpipes and Gutters</b>	Monthly	Clear leaves and other objects to prevent water ingress and dampness
<b>Fences, Walls and Boundary</b>	Monthly	Check gates for correct operation, inspect and maintain boundary walls fences etc in safe condition and request ad hoc repairs as required.
<b>Plant and Service Rooms</b>	Monthly	Ensure plant and service rooms are clear of any fire loading or flammable materials. Access to boilers, distribution boards, isolation valves must be maintained at all times.
<b>Roof Gutters, roof outlets, rain pipes etc.</b>	Monthly	Visually inspect pitched and flat roofs, from ground level where considered safe. Report defects and/or damage likely to cause failure in weather proofing. Inspect and report blockages and/or defects in guttering and downpipes.
<b>Weeding</b>	Monthly	Carry out maintenance of site by Site Managers, Caretaker to ensure site looks tidy and presentable.
<b>Meter Readings</b>	Monthly	Record meter readings for electricity, water, gas and oil

<b>Health and Safety Inspection</b>	Termly	Health and safety inspection to be conducted by governor with responsibility for health and safety, site manager, business manager, and, if customary, a union representative responsible for health and safety; report to be made to relevant governing body committee
<b>Internal and External Decoration</b>	Annual - Periodic	Inspect internal and external finishes, including tiling, masonry and paintwork, and report major defects and/or serious damage. Create rolling programme of decoration works
<b>Miscellaneous Structures</b>	Annual - Periodic	Inspection of miscellaneous structures, check and repair any defects or damage.
<b>Grit Bins</b>	Annual - Periodic	Check grit bins are full periodically .
<b>Surface Water Drainage</b>	Annual - Periodic inspection of all inspection/ access chambers.	Check clear running away of surface water and location and fit of access covers/doors, grease as appropriate. Clear soil and debris from channels. Note conditions of pointing, broken covers and other obvious defects and arrange remedial work.

**Please ensure that any Health and Safety actions that arise from the above checks are prioritized, recorded in the remedials log book and complete within a suitable timeframe.**

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