



PREMISES AND FACILITIES POLICY

AIM: to set out the arrangements to provide safe premises and facilities to support the management of safety in the schools of the Sapientia Education Trust (SET).

ESSENTIAL MANAGEMENT POLICY FOR:

Heads of Schools, Heads of department, SET/School Estates staff

Date issued: 12 April 2017 by: G McCurley HSM

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Next review: May 2026

Revision History

Issue Date:	Version:	Comments
10/04/2017	0.1	Draft for review
12/07/2017	1.0	First issue distributed to Headteachers, COO, SET SLT
01/09/2022	2.0	Introduction modified to include ref to school facilities plan
		Sections 5.3 and 6.3 updated
		Section 8 Gas including 8.1 and 8.4 modified
		Section 9 Oil added. Remaining sections renumbered
		Annex B updated and Annex D added
14/08/2023	3.0	Changes in blue text throughout the document, to be read in full.
16/05/2024	4.0	5.4, Annex D (Appendix B) modified
16/05/2025	5.0	1.2, 3.2, 3.4, 3.5, 4.4, 8.2 Annex D all modified see highlighted text

1. INTRODUCTION

1.1 This policy supports the Health and Safety strategy for the schools and compliance with various regulations specific to the type of hazards within premises. In this policy the following terms apply:

- Premises - means the school buildings and the associated infrastructure.
- Facilities - are the services, fixtures and fittings which support the intended occupation and use.
- Headteacher - means the person in charge of the school if a different job title is used.

1.2 The aim of the policy is to provide a structure through which each school provides a safe environment for employees, pupils, and visitors. It also serves to identify the means by which the requirements of various standards for schools are met, to inform the onward management of such arrangements (Annex A). These standards are the School Premises (England) Regulations 2012 and Education (Independent School Standards) (England) Regulations 2014 and the School Estate Management Standards (DFE). This policy and associated plan of safety management does not cover the primary activity (education) undertaken within premises other than to create a safe workplace environment in which they may take place.

1.3 For each school the Trust has provided a Premises and Facilities Plan template (at Annex D) which the school should use to set out their arrangements regarding:

- What servicing and testing is undertaken at the premises.
- When this is done.
- By whom this is done.

Note: Due to the boarding element associated with Wymondham College and the Prep school, a bespoke policy of the same title is in place for these schools.

2. REVIEW

2.1 The policy will be reviewed annually and in the event of significant change to a building, its use or occupation, or in the event of a serious accident occurring at such a location.

3. RESPONSIBILITIES

3.1 The Chief Operating Officer (COO) of the SET holds overall responsibility for the provision of safe premises and facilities.

3.2 The Headteacher holds day to day responsibility for ensuring, within the building(s) and/or areas under their control, that:

- A premises management plan is in place.
- Safe standards are maintained.
- Where defects occur, these are reported promptly to the SET Estates Manager if a local repair is not possible.
- No significant alteration is carried out to the layout, use, or structure of part of a building without consultation with the SET Estates Manager or the COO.

- The procurement of any equipment and/or furnishing ensures that the item is suitable for the intended use and safe.
- Local risk assessments associated with this policy are reviewed by appropriately experienced and competent staff members.

3.3 The SET Estate Manager holds responsibility for ensuring:

- The routine inspection and testing of equipment or facilities takes place in accordance with Annex B.
- Effective arrangements are in place to respond to building or facilities defect reports.
- That following any structural or material alterations to premises, it is safe to occupy and use for the intended purpose.

3.4 The Site Manager/Caretaker (if in post) holds responsibility for ensuring:

- Such routine inspections delegated to them take place in accordance with the Premises Management Plan.
- The school premises management plan is actioned and updated as necessary.
- Weekly checks of different areas of the school are undertaken to identify defects/unsafe conditions.
- All records of contractor service visits/inspections are forwarded to the SET Estates department electronically.
- They act as the responsible person for any building/maintenance contractors working at the school **unless otherwise notified.**

3.5 The SET Health and Safety Officer (HSO) holds responsibility for:

- Undertaking and reviewing the specialist risk assessments associated with this policy such as Fire and Asbestos.
- Undertaking a programme of routine safety inspections in accordance with Annex B.
- **Provision of a Managing Contractors policy including details of Trust CDM compliance measures for all building, maintenance, servicing and demolition works.**
- Providing support to the Headteacher and staff with Health and Safety advice as required.

4. ELECTRICITY

4.1 This section sets out the measures in place for the SET to meet the requirements of the Electricity at Work Regulations 1989. HSE guidance INDG231 (revision 1) and INDG236 (revision 3) have been used to inform this policy.

4.2 The SET Estates Manager is responsible for the programme of electrical testing. This comprises of Portable and fixed Appliance Testing and 5-year building wiring testing. Visual checking of equipment also occurs during routine safety checks by the Health and Safety Manager/Officer. Cleaning, Catering and Estates staff are trained to undertake basic pre-use equipment checks.

4.3 High and low voltage electrical supply is inspected and tested to BS7671 by a specialist contractor.

4.4 Portable Appliance Testing (PAT) is undertaken by either a member of the SET Estates team or a contractor to the schedule provided at Annex C. There is no legal requirement to label equipment that has been inspected or tested, nor is there a requirement to keep records of these activities. However, in keeping with HSE recommendations, the SET

requires that PAT records should be held for the same periodicity as the test is valid for, and that equipment is labelled with the date of the test and next re-inspection date, to support monitoring and review of the effectiveness of the maintenance.

4.5 In order to reduce the risk of fire and injury, staff and students are not allowed to bring into the school any personal electrical items which may be used for:

- Cooking and/or food preparation.
- Ironing.
- Heating.
- Refrigeration.
- Powered tools.
- Any item which has not been PAT tested.
- Any item that shows visual sign of damage or fault.

5. EQUIPMENT IN BUILDINGS

5.1 This section sets out the arrangements to provide for the safe use of equipment installed or provided in buildings and through which the SET meets the general requirements of the Health and Safety at Work Act 1974 and the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER). The HSE Approved Code of Practice L22 has been used to inform this policy.

5.2 Installed and higher risk equipment is subject to safety management based on procurement, inspection, servicing, and repair.

5.3 Equipment or furnishings which present a potential risk must be purchased as new. A proposal to purchase pre-used items must be agreed by the SET Health and Safety Officer.

5.4 The table below sets out arrangements for maintaining safe equipment:

EQUIPMENT	INSPECTION/TESTING	SERVICE AND REPAIR	FREQUENCY
Fire detection and alarm	Routine testing by designated member of the school.		Weekly
	All other testing is by specialist contractor.	Specialist contractor	Quarterly
Emergency lighting	Specialist contractor	Specialist contractor	Monthly
		Bulb replacement only, by SET Estates	
Electrical supply, lighting	Specialist contractor	Specialist contractor	5 years
		Minor works only, by SET Estates	
Gas heating and associated boilers	Specialist contractor	Specialist contractor	Annual service, 6 monthly safety checks

EQUIPMENT	INSPECTION/TESTING	SERVICE AND REPAIR	FREQUENCY
	Gas proving system test	Specialist contractor	Annual service
	Pressure vessel testing by insurers	Specialist contractor	6-24 months, as determined by insurers
Oil/LPG (Storage tanks)	Leak detection valves and pipes	OFTEC registered contractor	Annually (above ground) 5 or 10 years (below ground)
Industrial cookers, catering equipment, extraction, and pressure systems	Specialist contractor inspection	Specialist contractor	6-12 months for different equipment
Air conditioning units	Specialist contractor	Specialist contractor	Annually
Science - Fume cupboards and pressure systems	Routine department checks		Termly
	Specialist contractor	Specialist contractor	Annually
Design & technology - Dust extraction, fixed machinery, pressure vessels	Routine department checks		Termly
	Specialist contractor	Specialist contractor	Annually
		Minor works only, by SET Estates	
Lifts - Thorough examination & Service	Specialist contractor	Specialist contractor	6 months (TE) 3-6 months (Ser)
Food technology – gas cookers	Routine department checks		Termly
	Specialist contractor	Specialist contractor	Annually
Play equipment - Fixed (such as for climbing)	Routine inspection by school		Termly
	Specialist contractor	Specialist contractor	Annually
		Minor works only, by SET Estates	
PE apparatus	Specialist contractor	Specialist contractor	Annually
		Minor works only, by SET Estates	As required
Swimming pool	Consult the SET H&S department for specific requirements		

5.5 In addition to the above routine, any item of equipment to be used by a person (student or staff) must also be visually checked before use.

6. ASBESTOS

6.1 This section sets out how the SET complies with requirements under the Control of Asbestos Regulations 2012.

6.2 SET does not undertake any work with asbestos which is licensable under the Regulations.

6.3 SET does not undertake any work with asbestos which would require notification to the HSE of that work, the establishment of a designated area or for health surveillance for employees to be established in that it will be:

- Sporadic and of low intensity.
- Carried out in such a way that the exposure of workers to asbestos will not exceed the legal control limit.

It will also meet at least one of the four following conditions:

- It is a short non-continuous maintenance task, with only non-friable materials,
- It is a removal task, where the ACMs are in reasonable condition and are not being deliberately broken up, and the asbestos fibres are firmly contained within a matrix,
- It is a task where the ACMs are in good condition and are being sealed or encapsulated to ensure they are not easily damaged in the future,
- It is an air monitoring and control task to check fibre concentrations in the air, or it's the collection and analysis of asbestos samples to confirm the presence of asbestos in a material.

6.4 HSE Guidance INDG223 (revision 5) is used as the basis of the SET arrangements to meet Regulation 4; the duty to manage the risk presented by asbestos. The Six Steps approach provided by the guidance are addressed by the SET as follows:

Management Step (HSE guidance)	Outcome (SET arrangements)	Responsibility (SET arrangements)
1. <i>Find out if asbestos is present</i>	<ul style="list-style-type: none">• Asbestos surveys have been carried out for each school.• Asbestos is present within some buildings.• The survey provides a condition report and recommendations.• An Asbestos Register is held at each school where asbestos is present.	<ul style="list-style-type: none">• The SET Estates Manager <i>and</i> HSO will monitor remaining asbestos for deterioration or disturbance.• The SET Estates Manager will undertake or arrange an annual routine condition check. Ensure method statements for contractors address the presence of asbestos where relevant to the work
2. <i>Assess the condition of any ACMs</i>		
3. <i>Survey and sample for asbestos</i>		
4. <i>Keep a written record or register</i>		
5. <i>Act on the findings</i>	<ul style="list-style-type: none">• The recommendations of the surveys are followed through and, where advised, asbestos has been removed.• Where opportunities arise to remove asbestos previously considered low risk, the trust is committed to doing so	<ul style="list-style-type: none">• The SET Estate Manager will action any subsequent additional investigation for asbestos or removal

<p>6. Keep records up to date</p>	<ul style="list-style-type: none"> • Known locations of asbestos are routinely checked for any changes. 	<ul style="list-style-type: none"> • Inspection and review by specialist contractor every 12 months (Secondary schools) and every 5 years (Primary schools) with records revised. • Ongoing monitoring of any works/alterations - annual review, with record noted. • Annual H&S inspection by SET Health & Safety Officer
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6.5 The control of accidental exposure to any remaining asbestos is addressed by the Asbestos Management Plan. A copy of this is held locally by each school.

6.6 Any visiting contractor or new grounds/estates employee shall be shown the asbestos register by their host if they will be working in or adjacent to an area of the building/s which have known ACM's or that are suspected to contain them and will be required to sign and date the register sign off sheet to confirm it has been read.

7. TREES

7.1 This section sets out the measures in place for the SET to meet the requirements under Section 3 of the Health and Safety at Work Act and the Occupiers' Liability acts of 1957 and 1984 in respect of the risk of injury from trees.

7.2 The HSE Sector Information Minutes 01/2007/05 have been used to inform this policy.

7.3 A risk assessment of trees for each school has been undertaken by a specialist contractor. The SET Estates Manager is responsible for review of this by the contractor every 15 months and for ensuring any identified remedial work is undertaken.

7.4 The SET Estates Manager undertakes an annual inspection of the trees.

8. GAS

8.1 This section sets out the arrangements to provide for the safe use of mains and stored gas through which the SET meets the general Health and Safety at Work etc. Act 1974 and the requirements of the Safety (Installation and Use) Regulations 1998 as an employer and landlord.

8.2 Gas is used in three main areas within schools:

- Boiler room for gas-fuelled boilers and water heaters.
- Production kitchen for preparation of food.
- Classroom applications, such as in science laboratories and Design and Technology.

8.3 Inspection and testing of all gas appliances, including gas proving of science classroom equipment, is undertaken by specialist contractors annually.

8.4 Repair and servicing is only carried out by Gas Safe registered contractors. School or SET Estates staff are not permitted to undertake repairs to gas appliances or associated pipes.

8.5 The SET Estates Manager is responsible for ensuring the ongoing testing of gas systems and equipment.

8.6 No LPG or other flammable gas cylinders which are not in use are kept inside the school. Where additional cylinders are kept onsite in storage they shall be in a designated locked cage.

9. OIL

9.1 If schools store more than 200 litres of fuel in a tank above ground, they must adhere to the Control of Pollution (Oil Storage) (England) Regulations 2001
It is recommended that such tanks are inspected annually by an OFTEC registered technician.

9.2 Underground storage tanks are required to be inspected as follows, if they do not have a permanent leak detection device:

- Every 5 years if it contains mechanical joints.
- Every 10 years if it does not contain mechanical joints.

10. WATER

10.1 This section sets out the arrangements to provide safe water through which the SET meets the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations (MHSWR) and the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

10.2 Hot water for domestic use is maintained at a minimum temperature of 60°C to reduce the potential risk presented by Legionella bacteria.

10.3 Sampling and testing by a designated member of school estates staff is steered by a survey and risk assessment undertaken by a specialist contractor who may also inspect and test at such frequencies as are stipulated in the risk assessment.

11. FIXTURES, FITTINGS AND THE FABRIC OF BUILDINGS

11.1 Planned redecoration and improvements to premises are set out within the Forward Maintenance Register (FMR) for each school. Safety critical improvements and repairs are prioritised by the HSO and COO and implemented by the SET Estates Manager.

11.2 An annual condition survey of all schools is undertaken by the SET Estates Manager to inform the FMR. This takes place during April.

ANNEX A

Compliance with the School Premises (England) Regulations and the Education (Independent School Standards) (England) Regulations 2014

Regulation	Brief outline	How the schools meet the regulation
ISS 23a	<p>(a) suitable toilet and washing facilities are provided for the sole use of pupils</p> <p>(b) separate toilet facilities for boys and girls aged 8 years or over are provided except where the toilet facility is provided in a room that can be secured from the inside and that is intended for use by one pupil at a time</p> <p>(c) suitable changing accommodation and showers are provided for pupils aged 11 years or over at the start of the school year who receive physical education.</p> <p>Where separate facilities are provided under sub-paragraph (1)(a) for pupils who are disabled, they may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled.</p>	<ul style="list-style-type: none"> • Separate facilities are provided and signed. • Where shared (disabled access) the room can be secured from the inside. • Separate staff toilets are signed. • Additional facilities provided/located as determined by needs of any disabled students.
ISS 23 b	<p>Suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including:</p> <p>(a) accommodation for the medical examination and treatment of pupils.</p> <p>(b) accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and</p> <p>(c) where a school caters for pupils with complex needs, additional medical accommodation which caters for those needs.</p> <p>(2) The accommodation provided under sub-paragraphs (1)(a) and (b) may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purposes set out in sub-paragraphs (1)(a) and (b).</p> <p>(3) For the purposes of sub-paragraph (1)(c), a pupil has “complex needs” if the pupil has profound and multiple learning difficulties in addition to other significant difficulties, such as a physical disability or sensory impairment, which require provision which is additional to or different from that generally required by children of the same age in schools other than special schools or by children with special requirements</p>	<ul style="list-style-type: none"> • Designated medical room. • Room has suitable access for students with special mobility considerations. • Accessibility audits of the physical environment undertaken by the SET HSO to inform the Headteacher’s Accessibility Plan.
ISS 23 c	The school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.	<ul style="list-style-type: none"> • Safety management driven by SET policy. • Safety inspections by SET HSO. • Defect reporting system.
ISS 23 d	The acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities which normally take place therein.	<ul style="list-style-type: none"> • New build classrooms are compliant to Building Regulation requirements.

Regulation	Brief outline	How the schools meet the regulation
		<ul style="list-style-type: none"> • Older teaching blocks have no history of noise distraction or disturbance and are away from vehicle movement. • Activities such as grass cutting/contractors are controlled.
ISS 23 e	<p>(a) the lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein; and</p> <p>(b) external lighting is provided in order to ensure that people can safely enter and leave the school premises.</p>	<ul style="list-style-type: none"> • All entrances to buildings are illuminated. • Emergency lighting provided to all buildings. • New buildings meet modern requirements of Building Regulations. • Older buildings have no history of poor illumination. • Building safety checks include check of lighting. • Programme of window cleaning managed by SET Estates Manager. • Defect reporting system.
ISS 23 f	<p>(a) suitable drinking water facilities are provided.</p> <p>(b) toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water.</p> <p>(c) cold water supplies that are suitable for drinking are clearly marked as such; and</p> <p>(d) the temperature of hot water at the point of use does not pose a scalding risk to users.</p> <p>(2) The facilities provided under sub-paragraph (1)(a) will be suitable only if—</p> <p>(a) they are readily accessible at all times when the premises are in use; and</p> <p>(b) they are in a separate area from the toilet facilities.</p>	<ul style="list-style-type: none"> • Drinking water facilities are provided in a separate area to toilets and available during hours of occupancy. These points are marked. • Water supplies to all WCs and urinals. • Hot/cold washing facilities in all toilets.
ISS 23 g	<p>Suitable outdoor space is provided in order to enable—</p> <p>(a) physical education to be provided to pupils in accordance with the school curriculum; and</p> <p>(b) pupils to play outside</p>	<ul style="list-style-type: none"> • Outdoor play areas and activity equipment. • Main hall with apparatus. • Pupils are encouraged to play outside.

ANNEX B


Routine inspections and risk assessments in support of safe management of buildings

AREAS	INSPECTION SCOPE	BY WHOM	FREQUENCY	ASSOCIATED RISK ASSESSMENT/S	RISK ASSESSMENT REVIEW AND BY WHOM
Whole of school site	Condition survey of fixtures and fittings	SET Estates Manager	Annually	School RA	Annual, by Headteacher/Site Mgr
Roads, paths, infrastructure	Safety check	SET HSO	Annually	School RA	Annual, by Headteacher/Site Mgr
Whole of school site	Condition surveys, documentation checks, curriculum area checks	SET HSO	Annually (One each term)	School RA, Curriculum RA, Fire RA	Annual, by Headteacher except Fire by HSO
All buildings which have asbestos	Condition check	SET Estates Manager Specialist contractor	Annually Annually (Secondary) 5 yearly (Primary)	Asbestos RA	Annual, by HSO
All trees presenting risk to paths, buildings, and roads	Condition check	SET Estates Manager	15 months rolling programme	Tree RA	Annual, by SET Estates Mgr
High voltage electrical supply	Service/safety check	External contractor	Six monthly	School RA	Annual, by Headteacher/Site Mgr
Low voltage electrical supply	Safety check	External contractor	5 year rolling programme	School RA	Annual, by Headteacher/Site Mgr
Gas	Tightness test-valves and pipes	External contractor	Annually	School RA	Annual, by Headteacher/Site Mgr
Water	Legionella and temperature	School caretaker External Contractor	Weekly/Monthly 6 monthly (as required)	School RA	Annual, by Headteacher/Site Mgr

ANNEX C

Schedule for Portable Appliance Testing and Inspection at SET Schools

Equipment	Environment	User checks	Formal Visual Inspection (HSE guidance)	Combined Inspection and Testing (HSE guidance)	SET Inspection and Testing Routine
Battery-operated: (less than 40 volts)	Anywhere	No	No	No	None
Extra low voltage: (less than 50 volts AC), telephone equipment, low-voltage desk-lights	Anywhere	No	No	No	None
Office information technology rarely moved, not hand-held, e.g., desktop computers, photocopiers, fax machines	Offices, classrooms, administration areas	No	Yes, 2 – 4 years	No if double insulated, otherwise up to 5 years	3 Yearly PAT test
Double insulated (Class II) equipment moved occasionally (not hand-held), e.g., fans, table lamps	Anywhere	No	Yes, 2 – 4 years	No	3 Yearly PAT test
Double insulated (Class II), hand-held, equipment, e.g., some floor cleaners, some kitchen equipment	Anywhere	Yes	Yes, 6 months – 1 year	No	Annual PAT test
Earthed (Class I) equipment, e.g., electric kettles, some floor cleaners, some kitchen equipment, and irons	Anywhere	Yes	Yes, 6 months – 1 year	Yes, 1–2 years	Annual PAT test
Cables, leads and plugs (connected to the above), mains voltage extension leads and battery-charging equipment	Anywhere	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to.	Yes, 1–5 years depending on the type of equipment it is connected to.	At the same time as the electrical item that it is connected to.

Double insulated equipment (Class II) is marked , If you cannot see this symbol, you should assume that the electrical equipment is a Class I appliance.

Premises and Facilities Plan

1. Introduction

1.1 This plan sets out:

- How to report a defect and what to do in the event of a repair being needed (Appendix A).
- Who services and maintains the building and facilities at the school (Appendix B).
- Record keeping associated with inspections, servicing and repair.
- Audit arrangements.

2. Record keeping

Service

2.1 All records of any servicing undertaken by contractors will be forwarded to the SET Estates team who will load them onto the Trust asset management system. It is therefore important that school admin, caretakers and/or site managers send electronic copies of such records (including reports, certificates etc) to SET Estates as soon as possible.

2.2 Those local records requiring updates on a regular basis such the Fire and Legionella logbooks and the various department maintenance logs are held onsite at the school.

2.2.1 The Fire logbook should contain records of:

- All fire alarm tests.
- Monthly emergency lighting tests.
- All servicing/inspection of the fire alarm system.
- All fire drills.
- All fire extinguisher checks.

2.2.2 The Legionella logbook should contain as a minimum records of:

- Weekly flushing of seldomly used outlets
- Monthly temperature testing
- Weekly flushing of showers (if applicable)
- Descaling of shower heads quarterly (if applicable)

Statutory Testing and Inspection records

2.3 Copies of statutory testing/inspection records/reports and certificates are held locally but copies must be sent to SET Estates to be added to the information held on the Trust asset management system.

CDM Documentation

2.4 Consisting of:

- Managing Contractors Policy
- Contractor inductions templates and signed copies
- Contractor Code of Conduct
- Risk Assessments and Method statements (RAMS)
- Construction Phase Plans
- Project Health and Safety files
- Permits to work templates and signed copies.

All of the above are currently stored in the Health and Safety section of the Gateway.

Document Retention

2.5 Routine service records of more than 12 months will not be retained by the school unless there is an outstanding action a repair still to be completed or there is a statutory time limit for the retention for a specific record. **CDM documentation must be kept for a minimum of 6 years and in some cases up to 10 years. Contact SET Estates or the H&S department if unsure.**

3. Service contracts

3.1 The SET Estates Manager is responsible for the awarding of such service contracts it has been agreed with the Chief Operating Officer (COO) will be sourced by SET to obtain volume discounts or for other logistical reasons. All other contracts are the responsibility of the Headteacher/designated staff e.g. Office admin or Site Manager to arrange locally. If any further advice is needed contact the SET Estates Manager.

3.2 Any defects identified by service or inspection contractors must be referred to the SET Estates Manager if they cannot be rectified locally by site staff. If such referral is necessary, he/she will make arrangements for the defect to be added to either the Reactive Maintenance Programme or the Project Maintenance Programme (see section 4.2 below) and the remedials prioritised using the following criteria:

- Safety concerns
- Financial implications
- Manpower/Time constraints.

See Appendix A below for defect reporting procedure.

4. Auditing

4.1 The SET Estates Office maintains an asset management system for service and inspection. Every 3 months an audit will be undertaken using the records to ensure no servicing is overdue.

4.2 The SET Estates department maintain a record of ongoing and new maintenance activities via the Reactive Maintenance Programme (RMP) and the Project Maintenance Programme (PMP). The PMP tracks works where significant capital investment is required.

5. Defect reporting

5.1 How to report a defect is provided at Appendix A.

5.2 The list below provides examples of, but is not restricted to, the type of local repairs which should be undertaken by the caretaker/school estates staff without referral to the SET Estates Manager:

- Cleaning of light fittings and replacement of parts such as tubes, bulbs, fuses starters and diffusers.
- Clearance of blockages from sinks, toilets, drains, kitchen grease traps etc.
- Clearance of gullies, gutters, drains etc.
- First line maintenance of fixtures and fittings, such as tightening screws on window hinges, maintenance on door handles.
- Adjustment and re-washing of taps, replacement or tightening of domestic grade plumbing pipes.
- Broken glazing first line remedial action, such as removal of the glass and boarding up.

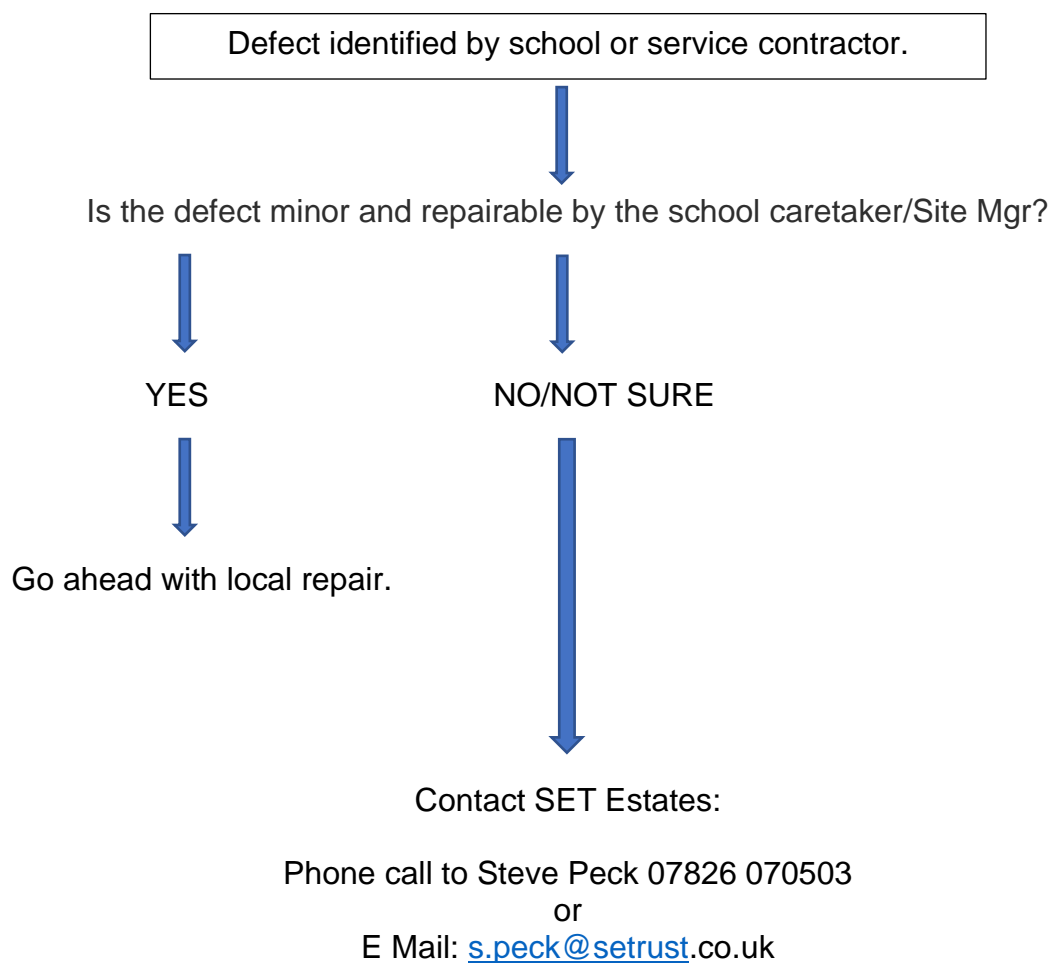
5.3 If work requires using a stepladder, the user is to have been trained in its use.

Caretakers and/or school estates staff are not to undertake any task which involves drilling or otherwise disturbing the fabric of the building without first consulting the Asbestos Register. If in doubt, contact the SET Estates Manager

Reviewed: *insert date reviewed* by: *insert name*

Next review: *insert date of next annual review.*

DEFECT REPORTING



Appendix B *(This is not an exhaustive list but representative of the most important)*

EXAMPLE ENTRIES

EQUIPMENT SERVICE AND INSPECTION CONTRACTORS FOR: NAME OF SCHOOL

EQUIPMENT	FREQUENCY	NAME OF CONTRACTOR	CONTACT DETAILS	MONTH CONTRACT DUE FOR RENEWAL	SEND CONTRACTOR PAPERWORK TO SET ESTATES
Fire detection and alarm	Quarterly	T & P Fire	John Smith 07752345728	Dec.	Yes
Emergency lighting	Monthly				
Fire extinguishers	Annually				
Electrical supply, lighting	5 years				
Intruder alarm	Annually				
PAT testing of portable appliances	1 or 3 Years, for different equipment				
Water (Legionella sampling/testing)	In accordance with RA				
Gas heating and associated boilers	Annual service, 6 monthly safety checks				
	6-24 months, as determined by insurers				
Oil/LPG Storage tanks	Annually (above ground)				
	5-10 years (below ground)				
Industrial cookers, catering equipment, extraction and pressure systems	6-12 months, for different equipment				
Air conditioning units	Annually				
THESE ARE NOT RELEVANT TO PRIMARY SCHOOLS BUT WILL BE FOR HIGH SCHOOLS					
Science: Fume cupboards and pressure systems.	Annually				

Design and Technology: Dust extraction, fixed machinery, pressure vessels, Gas proving	Annually				
Lifts: (Thorough examination) (Service)	6 months 3-6 months				
Food technology: Gas cookers	Annually				
Play equipment: Fixed equipment (such as for climbing)	Annually				
PE apparatus	Annually				
Swimming pool	<i>Consult the SET H&S department for specific requirements.</i>				