Premises Management Policy
Fairfax Multi-Academy Trust

Document Owner:	**John Fitzgerald, FMAT COO**
Start Date:	**September 2025**
Review Date:	**September 2026**

Contents **Page**

1. Introduction 3
2. Purpose of Policy and Guiding Principles 3
3. Building Condition, Suitability and Accessibility 4
4. Estates Safety Records and Audits 4
5. Emergency Evacuation and Lockdown Procedures 4
6. Asbestos 5
7. Heating, Ventilation and Lighting 5
8. Water Supply and Drainage 6
9. Sanitation and Welfare 6
10. Cleanliness and Maintenance 7
11. Furniture, Fittings and Equipment 7
12. Safety, Security and Safeguarding 7
13. Lettings 8
14. Grounds 8
15. Poor Weather and other Emergency Situations 8
16. Role and Responsibilities 8
17. Trust Estate Management Schedule 9
18. Definitions 31

1. Introduction

1.1 The FMAT Board of Directors have overall responsibility for ensuring that each of its Academies, and all non-Academy premises, have specific premises management documents including planned maintenance schedules and risk assessments. The FMAT Health and Safety Policy details the responsibilities placed on Executive members, Senior Leadership Teams, and other specified post holders, which should be read alongside this document.

1.2 This document outlines the general principles of appropriate practice regarding the maintenance of FMAT 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 FMAT estate that are operated and under its control. When identifying responsibility, this policy uses the term "CEO/Principal". In keeping with the FMAT Health & Safety Policy, the Principal is responsible for implementing this policy at their Academy. The CEO is responsible for FMAT buildings which do not form part of an Academy.

1.4 Smith's Wood Academy falls under the scope of a PFI contact. The contact is overseen by Solihull Council. As part of the contact BAMFM complete statutory testing and associated maintenance to encompass the physical buildings, grounds, and fixed assets on behalf on behalf of FMAT.

1.5 Section 17 contains the FMAT Estate Management Schedule. This schedule must be extended or adapted by the Trust Estates Facilities Manager to suit individual Academy circumstances.

1.6 CEO/Principal 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 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 FMAT'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

- Health and Safety Policy
- Legionella Risk Assessments
- Lettings Policy
- Lockdown and Evacuation Procedures
- Fire Risk Assessment

2.3 This policy is underpinned by the Equality Act 2010. Staff, students, and visitors should not be treated less favourably because of a protected characteristic. This includes gender, sexual orientation, religion, age, and disability.

3. Strategic Estate Planning

3.1 FMAT will develop and maintain a long-term Strategic Estate Plan that aligns with educational delivery, curriculum needs, and sustainability objectives. This plan will include lifecycle costing, prioritisation of capital works, and alignment with the Trust's School Improvement Strategy.

4. Digital Estate Management Tools

4.1 FMAT will implement digital estate management systems (e.g., CAFM or equivalent) to support real-time asset tracking, compliance monitoring, and maintenance scheduling. These tools will enhance data-driven decision-making and improve operational efficiency across the estate.

5. Estate Management Competency Framework

5.1 FMAT will adopt the DfE Estate Management Competency Framework to ensure that all premises and estates staff possess the necessary skills and qualifications. A competency matrix and CPD plan will be maintained for all relevant roles, including Premises Managers and Site Leads.

6. Sustainability and Climate Resilience

6.1 FMAT is committed to embedding sustainability into estate management. This includes reducing carbon emissions, improving energy efficiency, and ensuring buildings are resilient to climate-related risks. All capital and maintenance projects will consider environmental impact and long-term sustainability.

7. Building Condition, Suitability and Accessibility

7.1 On an on-going basis, the CEO/COO/Principal/Trust Estates Compliance Lead are 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.

8. Estates Safety Records and Audits

8.1 Routine Health and Safety Records and Audit documentation must be maintained at each Academy.

9. Emergency Evacuation and Lockdown Procedures

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

9.2 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 alarms call out points and systems must be checked, and records maintained.

9.3 The Academy's Emergency Evacuation and Lockdown procedures must be renewed annually and as necessary.

9.4 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.

9.5 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 COO/ Principal will communicate with the Trust H&S Manager

9.6 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.

10. Asbestos

6.1 Each Academy has a site-specific asbestos management plan.

11. Heating, Ventilation and Lighting

11.1 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.

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.	21'C
Areas where there is a higher-than-normal level of physical activity (for example arising out of physical education) and washrooms, and circulation spaces.	15'C

11.2 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.

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

12. Water Supply and Drainage

12.1 The Trust H&S Manager/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.

12.2 There should be adequate drainage for disposing wastewater.

13. Sanitation and Welfare

13.1 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.

13.2 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, and toilet areas, shower facilities (PE and staff changing areas).

13.3 Clearly identified changing areas should be provided. These should reflect the needs of the Academy and the curriculum. Advice should be sought where a student's needs, under the Equality Act, need to be adjusted to suit their requirements.

13.4 Wherever possible a medical room should be available for examination and storage of medical supplies (including medication), this should include a wash basin. Where it is not possible to provide a medical room, suitable storage facilities should be available.

14. Cleanliness and Maintenance

14.1 The Premises/Site Manager must monitor the standard of cleanliness, including that maintained by contract cleaning organisations.

14.2 Electrical and mechanical systems must be maintained. Further requirements are set out in the Appendix to this policy.

14.3 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.

15. Furniture, Fittings and Equipment

15.1 Furniture and fittings in the Academy should be appropriate to meet the needs of students.

15.2 The Premises/Site Manager will, as part of the premises inspection programme, review the condition and suitability of classroom and office furniture.

15.3 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.

15.4 The Trust H&S Manager/Site Manager will ensure that details of all assets allocated to the Estates Team are included in the Trust Asset Register.

16. Safety, Security and Safeguarding

16.1 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.

16.2 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.

16.3 The Premises/Site Manager will ensure that all intruder alarms and other provided security measures are functional.

16.4 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.

17. Lettings

17.1 Each Academy must adhere to the FMAT letting policy.

18. Grounds

18.1 The condition of grounds and external areas must be monitored by the Premises/Site Manager and deficiencies addressed.

18.2 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.

19. Poor Weather and other Emergency Situations

19.1 The Premises Lead will liaise with the Principal to decide if, based on a risk assessment, the Academy should open/remain open. The decision to open or close remains with the Principal, taking account information provided by the estates team.

20. Roles and Responsibilities

20.1 The Board of Directors shall provide systems to monitor Academies' compliance with premises obligations.

20.2 CEO/Principal will have a staffing structure which makes it clear where the responsibilities are for Premises Management, consistent with this document and the FMAT Health and Safety Policy.

21. Review and Self-Assessment

21.1 In addition to the annual review cycle, FMAT will implement periodic self-assessments using DfE tools and internal audits to ensure ongoing compliance and continuous improvement. Findings will inform estate planning, training needs, and policy updates.

17. Trust Estate Management Schedule

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor / Employee	Evidence required to demonstrate compliance	Statutory / Regulatory / Industry Code / Good practice
Asbestos	Overall duty is to manage asbestos in premises. Each site should have 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	
	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	
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 long- standing contractors who have been deemed suitable.	- F-Gas records. - Maintenance records	Energy Performance of Buildings Regulations (Certificates and Inspections) (England and Wales) Regulations 2013 Provision and Use of Work Equipment Regulations 1998 (PUWER)

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor / Employee	Evidence required to demonstrate compliance	Statutory / Regulatory / Industry Code / Good practice
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) Electricity at Work
CCTV	Cleaning, Functionality testing	Annual	Trained technician from a recognised company	Written records	EAWR1989 for PAT Testing obligations
Design and Technology equipment. (Also see other areas of this guide for LEV, Gas appliances lifts etc.)	Routine maintenance carried out as per CFMATSS guide DL254. Servicing carried out by manufacturer / supplier / recognised maintenance company	As specified Annual or manufacturer's recommendation	Trained DT Technician Trained technician from a recognised company.	As specified in guide Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	Provision and Use of Work Equipment Regulations 1998 (PUWER) CFMATSS DL 254
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	PUWE Regs Electricity at Work Regulations 1998	PUWER Electricity at Work Regulations 1998
Dust and fume Extraction / Local Exhaust Ventilation (LEV)	Routine checks for flow. A Thorough Examination and Test must be carried out to ensure the design and expected performance is fit for purpose.	In line with manufacturer's Recommendation At least every 14 months	Technician Competent Person (COSHH) insurance associated engineer	Written records of inspection including identification number of system/fume cupboard, date of test, type of test carried out, results of inspection, results of performance test, list of remedial actions necessary.	Control of Substances Hazardous to Health Regulations (COSHH) Fume cupboards BS EN 14175-2 2003 Provision and Use of Work Equipment Regulations 1998 (PUWER)

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, fixed installation	Inspection and test of electrical installations	Every 5 years in educational establishments	NICEIC / ECA or other Certifying body's registered contractor.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	Electricity at Work Regulations 1998 BS7671 IEE Wiring Regulations
Electrical Portable appliances	Visual inspection Combined inspection and testing	Annual combined inspection and test of mains powered portable and transportable equipment.	In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training. A NICEIC / ECA / NAPIT accredited contractor is recommended.	Log of any faults identified, and remedial action taken. 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	Record areas of concern to Site Manager Completion of Academy check sheet. Record on Handsam 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 always displayed 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 between 250m² and 1000m², 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) GOV: *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 At least every 6 months	Basic training in fire alarm operation only. Competent engineer experienced in type of fire alarm being tested	Results to be recorded on check sheet and Handsam System Appropriate test and inspection certificate	BS 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 check sheet.	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 Annually 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 Extinguisher check sheet. Recorded on Handsam System 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 5306-1:2006 BS EN 671-3:2009
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 5306-1: 2006 Regulatory Reform (Fire Safety) Order 2006

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 suppression systems e.g. Ansul, FM 200	Maintenance of suppression systems as per manufacturer's guidance.	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	BS 5306 Standards Regulatory Reform (Fire Safety) Order 2005
Fire Shutters and curtains: A fire shutter or curtain is a specially developed and engineered screen that drops from the ceiling and cuts off the path of a fire between two open areas. These are often used in kitchen service hatches.	Regular testing to ensure effective operation. Regular maintenance in line with manufacturer's recommendations.	Following installation and then 6-monthly	Competent person	Logbook containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification	BS7273: Code of practice for the operation of fire protection measures – Part 4: Actuation of release mechanisms for doors BS EN 12453 for installation BS EN 12635 covers maintenance including the need for logbook Appendix B of the Building Regulations Approved Document B
Fragile roofs	Fragile roof access to be clearly indicated. 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	The Control of Pollution (Oil Storage) (England) Regulations 2001 Guidance Note for the
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 /	Records of examination and maintenance are kept, including date of inspection/maintenance	Gas Safety (Installation and Use) Regulations 1998 L56: Safety in the installation and use of
Gates (Automated)	Site specific risk assessment Regular maintenance as per manufacturer's recommendations to ensure safe operation, including all safety devices.	Before installation then annually	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

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
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 that equipment remains safe for use, but also to prolong the life of equipment by regular inspection and renewal of worn parts.	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 AfPE: *Safe Practice in Physical Education and School Sport* (section 3.6 and Appendix 20)
Hydrotherapy and swimming pools	Maintained to standards outlined in *Swimming Pool Water: Treatment and quality standards for pools and spas* (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 • equipment designed for the lifting of goods/ objects only • all Lifting accessories, regardless of whether they are used to lift passengers or goods. Full routine maintenance of equipment designed for both the lifting of passengers and goods according to manufacturer's guidelines. Supplementary tests for in-use passenger and goods lifts or examinations called for by a 'Competent Person'. The requirement for supplementary tests is determined because of an assessment of risks at the time of each thorough examination. Thorough overhaul and in-depth testing, including the use of weights, to test cables, breaking and motor efficiency.	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 FMAT'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 HSE

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
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* Electricity at Work Regulations 1989
Outdoor fixed equipment, e.g., Basketball hoop on permanent fixture on a tarmac area (not Playground Equipment)	Visual inspection Documented routine inspection	Weekly At least once a year (with more frequent inspection where use is higher than normal)	No specific training required and can be carried out by Estates staff Contractors to check the equipment and produce a Report	Monthly inspection monitoring form Contractor's report and any evidence of remedial works completed	Provision and Use of Work Equipment Regulations 1998 (PUWER) Health and Safety at Work Act 1974 BS EN 1176 AfPE: *The Inspection and Maintenance of Gymnastics, Sports Hall, Fixed Play, Fitness and Sports Equipment*

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
Playground equipment	Visual inspection	Daily	No specific training required and can be carried out by Estates staff.	None required but could be recorded in an opening and closing book if Academy follows this good practice.	EN: 1176 (play equipment) EN: 1177 (safety surfacing) Health and Safety at Work etc. Act 1974
	Documented visual (routine) inspection	Weekly	No specific training required and can be carried out by Estates staff, but an RPII Outdoor Routine qualification is desirable.	Weekly inspection monitoring form	
	Interim inspections	Quarterly	Can be carried out by Estates staff with RPII Registered Outdoor Operational Inspector training (recommended) or similarly qualified contractor. RPII Outdoor Annual Registered Certified inspectors.	Quarterly monitoring inspection form.	
	Annual inspection and assessment	Annual	Competent contractor, e.g., from equipment supplier/installer.	A detailed inspection report summarising any faults and remedial action required	
	Maintenance to be carried out	Annual and when required		Evidence of remedial works completed	
Pottery kilns	Annual inspection and maintenance as per manufacturer's instructions	Annual	Competent contractor for electric kilns. Gas Safe accredited contractor for gas kilns (these are not recommended for use in Academies)	Date of test and name of tester. The record must show actual measured test values of earth continuity and insulation resistance. Actual current drawn is also a useful measurement to record.	Gas Safety (Installation and Use) Regulations 1998 Electricity at Work Regulations 1998 BS7671 IEE Wiring Regulations Provision and Use of Work Equipment Regulations 1998 (PUWER) HSE: *Safe use of kilns in schools and craft studios*

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
Pressure vessels e.g., expansion valves on gas boilers, steam ovens / pressure cookers, compressors and portable hot water/steam cleaning unit fitted with pressure vessel.	Ensure that the system undergoes through examination according to a written scheme, if required. 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 Pressure Equipment Directive (Directive 97/23/EC) (PED)
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.	
Tree Safety and grounds maintenance	Regular visual inspection to identify broken/dead branches, especially after high winds. Maintenance regime to be in place for all surfaces and features. Tree Survey	Every 3 years Various	None – suitable Estates staff. Qualified arboriculture contractor. Demonstrably competent person.	• Records of maintenance activity. Record of tree inspections including date of survey, results, list of recommended actions and dates works completed.	
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.	

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: 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	
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.	
Working at Height: Ladders	Ladders should be inspected before use and at regular intervals according to the manufacturer's instructions Ladders that are part of a scaffold system have to be inspected every seven days as part of the scaffold inspection requirements	Pre-use check every working day Every 7 days	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., using inspection tags.	

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: Scaffold Access towers	Inspection after assembly in any position Maintenance and inspection as per manufacturer's recommendations Ladders that are part of a scaffold system have to be inspected every seven days as part of the scaffold inspection requirements	- 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: Guard rails	Must be properly inspected and maintained.	Annually	Demonstrably competent person.	Records Kept	
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 including thorough examination.	Prior to each use 6-monthly	By trained user. Demonstrably competent and independent person for thorough inspections.	Records kept including thorough inspections	
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.	

18. Definitions

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