



# **SCHEME FOR FUNDING SCHOOLS**

September 2008

Carolyn Godfrey  
Director, Department for Children & Education  
County Hall  
Trowbridge  
Wilts BA14 8JB

## Contents Page

### SECTION 1: INTRODUCTION

- 1.1 The Funding Framework: the Main Features
  - 1.1.2 The Local Schools Budget (LSB)
  - 1.1.3 The Individual Schools Budget
  - 1.1.4 Financial Control
  - 1.1.5 Spending of Budget Shares
  - 1.1.6 Suspension of the Delegated Budget
  - 1.1.7 Publication of Financial Statements
- 1.2 The Role of the Scheme
  - 1.2.1 Application of the Scheme to the Authority and Maintained Schools
- 1.3 Publication of the Scheme
- 1.4 Revision of the Scheme
- 1.5 Delegation of Powers to the Headteacher
- 1.6 Maintenance of Schools

### SECTION 2: FINANCIAL REQUIREMENTS; AUDIT

- 2.1 Application of Financial Controls to Schools
  - 2.1.2 Provision of Financial Information and Reports
  - 2.1.3 Payment of Salaries; Payment of Bills
  - 2.1.4 Control of Assets
  - 2.1.5 Accounting Policies (including Year End Procedures)
  - 2.1.6 Writing Off of Debts
- 2.2 Basis of Accounting
- 2.3 Submission of Budget Plans
  - 2.3.1 Submission of Financial Forecasts
- 2.4 Best Value
- 2.5 Virement
- 2.6 Audit: General
- 2.7 Separate External Audits
- 2.8 Audit of Voluntary and Private Funds
- 2.9 Register of Business Interests
- 2.10 Purchasing, Tendering and Contracting Requirements
- 2.11 Application of Contracts to Schools
- 2.12 Central Funds and Earmarking
- 2.13 Spending for the Purposes of the School

[2.14 Capital Spending from Delegated Funds \(including rollover\)](#)

[2.15 Financial Management Standard in Schools \(FMSIS\)](#)

[2.16 Notice of Concern](#)

### **SECTION 3: INSTALMENTS OF THE BUDGET SHARE; BANKING ARRANGEMENTS**

[3.1 Frequency of Instalments](#)

[3.2 Proportion of Budget Share Payable at each Instalment](#)

[3.3 Interest Clawback](#)

[3.3.1 Interest on late budget share payments.](#)

[3.4 Budget Shares for Closing Schools](#)

[3.5 Bank and Building Society Accounts](#)

[3.5.1 Restriction on Accounts](#)

[3.5.2 Signatories](#)

[3.6 Borrowing by Schools](#)

[3.7 Other Provisions](#)

### **SECTION 4: THE TREATMENT OF SURPLUS AND DEFICIT BALANCES ARISING IN RELATION TO BUDGET SHARES**

[4.1 The Right to Carry Forward Surplus Balances](#)

[4.2 Reporting on and Control of the Use of Surplus Balances](#)

[4.3 Interest on Surplus Balances](#)

[4.4 Obligation to Carry Forward Deficit Balances](#)

[4.5 Planning for Deficit Budgets](#)

[4.6 Charging of Interest on Deficit Balances](#)

[4.7 Writing Off Deficits](#)

[4.8 Balances of Closing and Replacement Schools](#)

[4.9 Licensed Deficits](#)

[4.9.1 Use of School Standards Grant](#)

[4.10 Loan Schemes](#)

[4.10.1 Credit Union Approach](#)

[4.11 Former GM Schools' Balances](#)

### **SECTION 5: INCOME**

[5.1 Income from Lettings](#)

[5.2 Income from Fees and Charges](#)

[5.3 Income from Fund-Raising Activities](#)

[5.4 Income from Sale of Assets](#)

[5.5 Administrative Procedures for the Collection of Income](#)

[5.6 Purposes for which Income may be used](#)

## **SECTION 6: THE CHARGING OF SCHOOL BUDGET SHARES**

[6.1 General Provision](#)

[6.2 Circumstances in which Charges may be made](#)

[6.3 General Teaching Council](#)

## **SECTION 7: TAXATION**

[7.1 Value Added Tax](#)

[7.2 CITS \(Construction Industry Taxation Scheme\)](#)

## **SECTION 8: THE PROVISION OF SERVICES AND FACILITIES BY THE AUTHORITY**

[8.1 Provision of Services from Centrally Retained Budgets](#)

[8.2 Provision of Services Brought Back from the LA using  
Delegated Budgets](#)

[8.2.1 Packaging](#)

[8.3 Service Level Agreement](#)

[8.4 Teachers' Pensions](#)

## **SECTION 9: PRIVATE FINANCE INITIATIVE/PRIVATE PUBLIC PARTNERSHIP**

## **SECTION 10: INSURANCE**

[10.1 Insurance Cover](#)

## **SECTION 11: MISCELLANEOUS**

[11.1 Right of Access to Information](#)

[11.2 Liability of Governors](#)

[11.3 Governors' Expenses](#)

[11.4 Responsibility for Legal Costs](#)

[11.5 Health & Safety](#)

[11.6 Right of Attendance for Chief Financial Officer](#)

[11.7 Delegation to New Schools](#)

[11.8 Optional Delegation](#)

[11.9 Special Educational Needs](#)

[11.10 Interest on Late Payments](#)

[11.11 Whistleblowing](#)

[11.12 Child Protection](#)

[11.13 School Meals](#)

**SECTION 12: GRANT MAINTAINED SCHOOLS**

[12.1 Grant Maintained Schools' Balances](#)

[12.2 S255 Loans \(former GM Schools\)](#)

**SECTION 13: RESPONSIBILITY FOR REPAIRS AND MAINTENANCE**

**SECTION 14: COMMUNITY FACILITIES**

[Introduction](#)

[Consultation with LA – Financial Aspects](#)

[Funding Agreements – LA Powers](#)

[Other Prohibitions, Restrictions and Limitations](#)

[Supply of Information](#)

[Audit](#)

[Treatment of Income and Surpluses](#)

[Health and Safety](#)

[Insurance](#)

[Taxation](#)

[Banking](#)

[Appendix 1 List of Schools](#)

[Appendix 2 Best Value Principles](#)

[Appendix 3 List of Approved Banks and Building Societies](#)

[Appendix 4 Whistleblowing Policy](#)

[Appendix 5 Controls on Surplus Balances](#)

Appendix 6 Split of Maintenance Responsibilities

- [i. Community and VC schools \*\*in\*\* the LA pooling scheme](#)
- [ii. Voluntary Aided and Foundation schools](#)
- [iii. Community and VC schools \*\*not in\*\* the LA pooling scheme](#)

## WILTSHIRE LOCAL EDUCATION AUTHORITY

# SCHEME FOR FUNDING SCHOOLS

### **Note on Presentation:**

This Scheme follows very closely detailed guidance issued by the Department for Children, Schools & Families (DCSF) between September 1998 and January 2008.

Text deriving directly from the guidance is shown in ordinary print; Wiltshire-specific sections are shown in *italic print*.

### **Abbreviation:**

The abbreviation **SFM** stands for Wiltshire **Schools Finance Manual** (first issued March 1999).

## **SECTION 1: INTRODUCTION**

### **1.1 The Funding Framework: the Main Features**

1.1.1 The funding framework which replaces Local Management of Schools is based on the legislative provisions in sections 45 - 53 of the School Standards and Framework Act 1998.

#### **1.1.2 The Local Schools Budget (LSB)**

Under this legislation, local authorities determine for themselves the size of their Schools Budget and LA Budget – although at a minimum a local authority must appropriate all of its Dedicated Schools Grant to their Schools Budget. The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, but included within the two, taken together, is all expenditure, direct and indirect, on an authority's maintained schools except for capital and certain miscellaneous items. Local authorities may centrally retain funding in the Schools Budget for purposes defined in regulations made by the Secretary of State under s.45A of the Act. The amounts to be retained centrally are decided by the authority concerned, subject to any limits or conditions (including gaining the approval of their Schools Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the Schools Budget left after deduction of centrally retained funds is termed the Individual Schools Budget (ISB). Expenditure items in the LA budget must be retained centrally (although earmarked allocations may be made to schools).

### **1.1.3 The Individual Schools Budget**

Local Authorities must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act.

### **1.1.4 Financial Control**

The financial controls within which delegation works are set out in a scheme made by the Local Authority in accordance with s.48 of the Act and approved by the Secretary of State, who has the power to modify schemes or impose one.

### **1.1.5 Spending of Budget Shares**

Subject to provisions of the scheme, governing bodies of schools may spend budget shares for the purposes of their school. They may also spend budget shares on any additional purposes prescribed by the Secretary of State in regulations made under s.50.

### **1.1.6 Suspension of the Delegated Budget**

A LA may suspend a school's right to a delegated budget if the provisions of the school financing scheme (or the rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. There is a right of appeal to the Secretary of State. A school's right to a delegated budget share may also be suspended for other reasons (s.17 of the SSAF Act 1998) but in that case there is no right of appeal.

### **1.1.7 Publication of Financial Statements**

Each authority is obliged to publish each year a statement setting out details of its planned Schools Budget and LA Budget, showing the amounts to be centrally retained, the budget share for each school, the formula used to calculate those budget shares, and the detailed calculation for each school. After each financial year the authority must publish a statement showing out-turn expenditure at both central level and for each school, and the balances held in respect of each school.

The detailed publication requirements for financial statements are set out in regulations, but each school must receive a copy of each year's budget and out-turn statements so far as they relate to that school or central expenditure.

Regulations also require a local authority to publish their scheme and any amendments to it in a manner they determine.

*Wiltshire LA will publish the financial statements in respect of delegated and centrally-retained expenditure on the Schools Budget:*

(1) annual Budget Estimates, and

(2) Outturn

*in accordance with the statutory requirements and timetable.*

*They will be available to every maintained school and to the public at libraries, council offices and on the Council's website*

*The LA will publish similarly a Statement of the Wiltshire Schools Funding Formula; ie, a description of the formula factors, criteria and how they operate. The LA will consult Schools Forum before any changes and will re-publish after any changes are approved.*

## **1.2 The Role of the Scheme**

The Scheme sets out the financial relationship between the Authority and the maintained schools which it funds. The Scheme sets out requirements relating to financial management and associated issues which are binding on both the Authority and on schools.

### **1.2.1 Application of the Scheme to the Authority and Maintained Schools**

The Scheme applies in respect of all community, voluntary, foundation and community special schools or foundation special schools maintained by Wiltshire. Unless specifically stated otherwise, the provisions of this scheme apply to any nursery school maintained by the Authority.

New maintained schools will be covered by the Scheme by virtue of Section 48 of the 1998 School Standards and Framework Act.

A list of maintained schools is given at Appendix 1.

## **1.3 Publication of the Scheme**

A copy of the Scheme will be supplied to the headteacher and governing body of each school covered by the Scheme. Any subsequent approved revisions to the Scheme will be notified to each such school in the same way.

## **1.4 Revision of the Scheme**

The Authority will consult with Schools Forum on any subsequent proposed revisions to the Scheme.

## **1.5 Delegation of Powers to the Headteacher**

Governing bodies of the schools are required to consider:

- \* the extent to which they will delegate their financial powers to the headteacher,

- \* to record this decision (and any subsequent revisions) in the minutes of the governing body;

and

- \* the first formal budget plan of each financial year must be approved by the governing body, or by a committee of the governing body.

*Further guidance on delegation is included in the Authority's SFM.*

## **1.6 Maintenance of Schools**

The Local Authority is responsible for maintaining the schools covered by the Scheme, and this includes the duty of defraying all the expenses of maintaining them (except in the case of a voluntary school where some of the expenses are, by statute, payable by the governing body). Part of the way an authority maintains schools is through the funding system put in place under sections 45 to 53 of the School Standards and Framework Act 1998.

## SECTION 2: FINANCIAL REQUIREMENTS; AUDIT

[Back to Contents Page](#)

### 2.1.1 Application of Financial Controls to Schools

Schools, in the management of their delegated budgets, are required to abide by the Authority's requirements on financial controls and financial monitoring, set out in this Scheme and elsewhere in detailed guidance in the Authority's SFM. *This guidance will cover, for example, operation of local bank accounts; payroll procedures; exchequer (payments and receipts) procedures.*

### 2.1.2 Provision of Financial Information and Reports

Governing bodies are required to provide the Chief Finance Officer, on behalf of the Authority, with details of anticipated and actual expenditure and income in the form and at times as set out in the Authority's SFM.

Returns, other than those for Tax or bank reconciliation, will not be required more frequently than once every three months. In certain circumstances, for instance where the LA in its view believes that more frequent reporting is appropriate due to a school's financial position, the LA will notify the school in writing.

### 2.1.3 Payment of Salaries; Payment of Bills

The Authority will apply, publish and maintain administrative procedures to support financial activities described in 2.1.1 – *for example, in regard to payroll procedures for payrolls provided through the Authority's payroll system; or through external providers.*

### 2.1.4 Control of Assets

Governing bodies are required to maintain, for their school, an inventory of its moveable non-capital assets. Guidance on the format of this inventory and authorisation procedures for disposal of any surplus assets are contained in the Authority's SFM. However, schools are free to determine their own arrangements for keeping a register of assets worth less than £1,000, but they must keep a register in some form.

### 2.1.5 Accounting Policies (including Year End Procedures)

Governing bodies are required to abide by the administrative procedures contained in the Authority's SFM.

### 2.1.6 Writing Off of Debts

School governing bodies will be able to authorise the write off of debts *as a charge against their delegated budget share* but are required to obtain the prior approval of the Chief Finance Officer for debts above a specified limit. This limit will be specified in the SFM (*but will not be lower than £500.00*).

## 2.2 Basis of Accounting

Schools are required to submit financial monitoring reports and annual accounts on an accruals basis. Some schools may prefer to prepare management reports for internal school use on a cash basis. This is acceptable.

## 2.3 Submission of Budget Plans

Schools are required to submit budget plans and the assumptions underpinning the budget plans covering no less than three financial years, *generated by the HCSS budget planning software* by 30 June. The SFM will include guidance on the *format of the budget plan* and the main assumptions which need to be covered.

Schools must take full account of any surplus or deficit remaining at the end of the previous financial year.

The LA must supply governing bodies with all income and expenditure data held at LA level which is necessary to their efficient financial planning. An annual timetable will be provided to schools showing when this information will be available.

The school's formal annual budget plan must be approved by the governing body or a committee of its governing body.

### 2.3.1 Submission of Financial Forecasts

With effect from April 2006 schools are required to submit budget templates covering each year of the multi year budget period for which budgets have been notified beyond the current year. *This means that schools must submit budget plans, in the format provided for and produced by the HCSS forward planning software, covering no less than three financial years. The LA will use these forward plans in conjunction with its Controls on Surplus Balances Scheme to identify schools which may be building up unacceptably high reserves. The LA will also use these plans to identify schools which may be moving towards a deficit position with the aim of ensuring that the deficit is addressed and managed effectively.*

This requirement will also contribute to schools complying with section 3.1 of the DCSF's financial Management Standard in Schools (FMSIS).

## 2.4 Best Value

Governing bodies are required to include, when submitting their annual budget plan, a statement setting out

- \* what steps they will be taking in the course of the year to ensure that expenditure, particularly in respect of large service contracts, will reflect the principles of the Best Value regime. A statement by DCSF on Best Value and Schools is attached at Appendix 2.

## 2.5 Virement

Governing bodies are free to approve virement between any heads of expenditure within their budget shares.

*Guidance on authorising and recording virement at school level is included in the SFM.*

## 2.6 Audit: General

All schools will be subject to an internal audit regime determined by the Chief Finance Officer and an external audit regime determined by the Audit Commission. Schools must cooperate fully with internal and external audit. Internal and external audit will work together to minimise the audit burden on schools.

To be able to complete their work, auditors have the right to *access any asset, system and record, and to enter premises or land used by the school and make checks and seek information or explanations as necessary. (This is in accordance with the LA's duty to secure the Internal Audit function under the Accounting and Audit Regulations.)* Further details are set out in the FSM.

## 2.7 Separate External Audits

Governing bodies are permitted to purchase from their delegated budget share external audit certification of their accounts (separate from the LA's internal and external audit process).

## 2.8 Audit of Voluntary and Private Funds

Schools must arrange for an annual audit of all their voluntary and private funds and of any trading organisations, to be carried out by an independent and suitably qualified person. Schools must provide Internal Audit with a summary of the accounts of each fund, and a copy of the auditor's certificate, by 31 December following the end of the fund's financial year. The form of audit certificate required is set out in the SFM. (see section 4.8)

## 2.9 Register of Business Interests

Governing bodies are required to establish a register listing in respect of each member of the governing body and the headteacher

\* any business interests they or any member of their immediate family have

and

\* to keep the register up to date with notification of changes and through annual review

and

- \* to make the register available for inspection by governors; staff; parents; and the Authority.

More detailed guidance on the maintenance of the register is provided in the Authority's SFM.

## **2.10 Purchasing, Tendering and Contracting Requirements**

Governing bodies are required to abide by the Authority's financial regulations and standing orders in purchasing, tendering and contracting matters. This should include a requirement to assess in advance, where relevant, the health and safety competence of contractors, taking account of the LA's policies and procedures.

(Should these regulations or standing orders at any time include one of the following provisions, this Scheme disapplies that provision in respect of maintained schools:

- (a) to do anything incompatible with any of the provisions of the Scheme, or any statutory provision, or any EU Procurement Directive;
- (b) to seek LA officer countersignature for any contracts for goods or services for a value below £60,000 in any one year;
- (c) to select suppliers only from an approved list;
- (d) to seek fewer than three tenders in respect of any contract with a value exceeding £10,000 in any one year.)

*[Further guidance on the application of financial regulations and standing orders in schools is set out in the SFM.]*

## **2.11 Application of Contracts to Schools**

Schools may opt out of LA arranged contracts except where this scheme provides otherwise.

This exception will apply to contracts which schools have agreed to be covered by in respect of services for which funding is delegated by the LA after 1 April 1999; and for certain contracts approved by the Secretary of State for services for which funding is delegated after 1 April 1999, irrespective of the agreement of schools.

Although governing bodies are empowered under paragraph 3 of schedule 10 to the School Standards and Framework Act 1998 to enter into contracts, in most cases they do so on behalf of the LA as maintainer of the school and the owner of the funds in the budget share. However, other contracts may be made solely on behalf of the governing body, when the governing body has clear statutory obligations – for example, contracts made by aided or foundation schools for the employment of staff.

## 2.12 Central Funds and Earmarking

The LA may make sums available to schools from central funds in the form of allocations additional to and separate from the school's delegated budget share.

- Such allocations shall be subject to conditions related to the purpose for which the funds may be used;
- virement will be limited to the degree shown, eg, in grant conditions and shall, in no case, be carried to the point of assimilating the allocations into the school's budget share.
- Such earmarked funding may only be spent on the purposes for which it is granted.
- Earmarked funds unspent during the financial year or within the period over which schools are allowed to use the funding must be returned to the LA.

The LA will not make any deduction, in respect of interest costs to the LA, from payments of devolved specific or special grant.

Further guidance on the accounting mechanisms to demonstrate that these requirements have been complied with is included in the SFM.

## 2.13 Spending for the Purposes of the School

The governing body may only spend the school's budget share for the purposes of the school or for additional purposes prescribed by the Secretary of State. *When making decisions, the governing body should remember that the use of public money is open to scrutiny and not allow any inappropriate expenditure to occur. Further guidance is set out in the SFM (see 2.2(2)).*

## 2.14 Capital Spending from Delegated Funds (including rollover)

Governing bodies are specifically permitted to apply funds from their delegated budget share to meet the cost of capital expenditure on school premises, including, for a voluntary aided school, work which is the governors' responsibility under paragraph 3 of Schedule 3 of the School Standards and Framework Act 1998.

The governing body must notify the Director, Department for Children & Education in writing and take into account his/her advice on the merits of the proposed expenditure, if expected capital expenditure from delegated funds in any one year will exceed £15,000.

Where the premises in question are owned by the LA governing bodies are required to seek the consent of the LA to the proposed works. However, consent will only be withheld on health and safety grounds.

## **2.15 Financial Management Standard in Schools (FMSiS)**

All maintained schools must demonstrate compliance with the DCSF's Financial Management Standard in Schools in line with the timetable determined by the authority, and at any time thereafter.

The authority may require schools to demonstrate compliance through the submission of evidence showing that the school has undergone an external assessment. External assessment must be carried out by the authority or by a third party that has been approved to carry out such assessment by either the DCSF or the local authority.

*The LA timetable and external assessment requirement including how the costs of the assessment will be met will be notified to schools.*

## **2.16 Notice of Concern**

The authority may issue a notice of concern to the governing body of any school it maintains where, in the opinion of the Chief Finance Officer and the Chief Education Officer/Director of Children's Services, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the local authority or the school.

Such a notice will set out the reasons and evidence for it being made and may place on the governing body restrictions, limitations or prohibitions in relation to the management of funds delegated to it.

These may include:

- Insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school;
- Insisting that an appropriately trained/qualified person chairs the finance committee of the governing body;
- Placing more stringent restrictions or conditions on the day to day financial management of a school than the scheme requires for all schools – such as the provision of monthly accounts to the local authority;
- Insisting on regular financial monitoring meetings at the school attended by local authority officers;
- Requiring a governing body to buy into a local authority's financial management systems; and
- Imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and/or financial monitoring reports on such activities.

The notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with in order for the notice to be withdrawn. It will also state the actions that the authority may take where the governing body does not comply with the notice.

*Failure to comply with a notice of concern may be escalated to withdrawal of financial delegation. Once a governing body has complied satisfactorily with the requirements of the notice, the notice will be withdrawn.*

*If a dispute arises between a school and the LA following the issuing of a Notice of Concern the dispute will be referred to the Chief Finance Officer whose decision will be final.*

## SECTION 3: INSTALMENTS OF THE BUDGET SHARE; BANKING ARRANGEMENTS

[Back to Contents Page](#)

### 3.1 Frequency of Instalments

Instalments of delegated budget share will be made *on a monthly basis*. The *actual day-in-the-month* will be at least three days before the normal monthly pay day. This is to help ensure that funds are deposited prior to payments in respect of school staff being made from local bank accounts.

#### (a) Monthly Cash Advances

Cash advances will be timed to arrive in schools' bank accounts three days before the date of the LA's school salaries payment date.

This relationship will be maintained should there be any future change in the dates of the LA's school salaries payment date.

#### (b) April Cash Advance

The cash payment in respect of April each year will be made on the first working day of the month.

### 3.2 Proportion of Budget Share Payable at each Instalment

The calculation of budget shares will be based on historical accounting information but may take account of projected needs if this is considered appropriate. The SFM will show:

All schools will receive instalments of budget share according to the following pattern:

April	4/36 of current annual total
May – February	3/36 of current annual total
March	2/36 of current annual total

Instalments will be rounded to the nearest £, with any cumulative rounding effect shown in March.

The SFM gives further information on:

- the date during the month on which payments will be made;

### 3.3 Interest Clawback

No interest clawback is proposed.

Former GM schools who continue with local pay arrangements can request cash advances to be made earlier. Any such cash advance will be subject to an interest charge which will be deducted from the cash advance. The interest

charge will be based on the short-term average seven day interest rate for the financial year.

### **3.3.1 Interest on late budget share payments.**

Interest will be added to late payments of budget share instalments, where such late payment is the result of LA error. The interest rate used will be based on the short term average seven day interest rate for the financial year.

### **3.4 Budget Shares for Closing Schools**

Budget shares of schools for which approval for discontinuation has been secured may be made available until closure on a monthly basis, even where some different basis was previously used.

### **3.5 Bank and Building Society Accounts**

The LA will maintain a list of approved banks and building societies. The list is attached at Appendix 3. All interest payable on these accounts shall be retained by the school.

*Any school closing an account used to receive its budget share and opening another must select the new bank or building society from the approved list, even if the closed account was not with an institution on that list.*

If a school opens an external bank account the LA must, if the school desires, transfer immediately to the account an amount agreed by both school and LA as the estimated surplus balance held by the LA in respect of the school's budget share; on the basis that there is a subsequent correction when accounts for the relevant year are closed.

#### **3.5.1 Restriction on Accounts**

If a school has an account in the school name the account mandate should provide that the LA is the owner of the funds in the account, that it is entitled to receive statements and that the LA can take control of the account if the school's right to a delegated budget is suspended by the LA.

Budget share funds paid by the LA and held in school accounts remain the LA property until spent. (S49(s) of the Act.)

#### **3.5.2 Signatories**

See School Finance Manual (Section 6.3) for restrictions on signatories for bank accounts.

### **3.6 Borrowing by Schools**

Governing bodies may not borrow money except with the written permission of the Secretary of State.

This does not apply to Trustees and Foundations, whose borrowing, as private bodies, makes no impact on Government accounts. These debts may not be serviced directly from the delegated budgets, but schools are free to agree a charge for a service which the Trustees or Foundation are able to provide as a consequence of their own borrowing. Governing bodies do not act as agents of the LA when repaying loans.

This provision does not apply to loan schemes run by the Authority – see Sections 4.9/4.10.

**3.6.1** Schools may use payment cards but must adhere to advice on their use as set out in the SFM.

### **3.7 Other Provisions**

Schools should refer to the SFM for further rules and guidance on operating local accounts, but in particular:

- *all cheques must be signed by at least two authorised members of staff;*
- *any alterations to a cheque must be initialled by an authorised signatory;*
- *payments must not be made from any bank account unless properly authorised;*
- *in no circumstances should blank cheques be pre-signed.*

## SECTION 4: THE TREATMENT OF SURPLUS AND DEFICIT BALANCES ARISING IN RELATION TO BUDGET SHARES

[Back to Contents Page](#)

### 4.1 The Right to Carry Forward Surplus Balances

Governing bodies are permitted to carry forward from one financial year to the next any shortfall in expenditure relative to the school's budget share for the year plus/minus any balance brought forward from the previous year.

### 4.2 Reporting on and Control of the Use of Surplus Balances

The scheme must include a provision that allows a LA to place a control mechanism on surplus balances.

The purpose of such a provision is to give the LA the ability to remove excessive uncommitted balances from schools. There is no intention to introduce a provision allowing balances to be taken into account in calculating budget shares.

A model text for such a mechanism is provided below but the Secretary of State will be willing to consider variants.

Surplus balances held by schools as permitted under this scheme are subject to the following restrictions with effect from [1 April 2007]:

- (a) the Authority shall calculate by 31 May each year the surplus balance, if any, held by each school as at the preceding 31 March. For this purpose the balance will be the recurrent balance as defined in the Consistent Financial Reporting Framework.
- (b) the Authority shall deduct from the calculated balance any amounts for which the school has a prior year commitment to pay from the surplus balance and any unspent Standards Fund grant for the previous financial year.
- (c) the Authority shall then deduct from the resulting sum any amounts which the governing body of the school has declared to be assigned for specific purposes permitted by the Authority as listed at Appendix 5 of the scheme, and which the authority is satisfied are properly assigned. To count as properly assigned, amounts must not be retained beyond the period stipulated for the purpose in question, without the consent of the Authority. In considering whether any sums are properly assigned the Authority may also take into account any previously declared assignment of such sums but may not take any change in planned assignment to be the sole reason for considering that a sum is not properly assigned.
- (d) if the result of steps a – c is a sum greater than 5% of the current year's budget share for secondary schools, 8% for primary and special schools, or £10,000 (where that is greater than either percentage threshold), then the authority shall deduct from the current year's budget share an amount equal to the excess.

Funds deriving from sources other than the Authority will be taken into account in this calculation if paid into the budget share account of the school, whether under provisions in this scheme or otherwise.

Funds held in relation to a school's exercise of powers under s.27 of the Education Act 2002 (community facilities) will not be taken into account unless added to the budget share surplus by the school as permitted by the Authority. The total of any amounts deducted from schools' budget shares by the Authority under this provision are to be applied to the Schools Budget of the Authority.

#### **4.3 Interest on Surplus Balances**

If balances are held by the County Council on behalf of schools, these will attract interest but the rate applied may be abated slightly to cover the cost of administering the scheme. The SFM will contain information about the interest rate payable and method of calculation, if appropriate. *As all Wiltshire maintained schools have their own bank accounts, this paragraph does not apply.*

#### **4.4 Obligation to Carry Forward Deficit Balances**

Deficit balances at 31 March each year will be carried forward and deducted from the following year's budget share. *Schools will be expected to cover this in their annual budget plans and may request the County Council to consider rescheduling deficits over a longer period.*

#### **4.5 Planning for Deficit Budgets**

Any plans for a deficit balance *and any rescheduling of a deficit balance*, including its purpose and repayment arrangements, must be *approved in advance in writing by the Chief Finance Officer following the submission of a letter from the Chair of Governors and a financial recovery plan in the format required (currently that provided for by the HCSS software).*

#### **4.6 Charging of Interest on Deficit Balances**

*Interest may be charged on deficit balances, funded by the LA.* Interest will be calculated on a monthly basis taking into account any repayments which take place during the year, applying the average 7 day interest rate for the year.

#### **4.7 Writing Off Deficits**

The LA cannot write off deficit balances on schools. *Action must be taken by governing bodies to eliminate deficits and shall be documented in annual budget plans.*

#### **4.8 Balances of Closing and Replacement Schools**

When a school closes any balance (whether surplus or deficit) shall revert to the LA. It shall not transfer as a balance to any other, successor school.

[DCSF regulations under Section 47 of the 1998 Act make provision for specific allocations to new/successor schools which have the effect of giving them the benefit of additional sums equal to or less than the positive balance of relevant predecessor schools. The regulation will not permit a sum equal to the deficit to be set against any normal funding of a new school; but similar abatement may be permitted of any extra funding permitted to the new school to recognise the preceding deficit.]

#### **4.9 Licensed Deficits**

Schools may, in exceptional circumstances, apply for a licensed deficit in cases where an unexpected deficit has been incurred and cannot be rectified in a single financial year without significant detriment to the education of pupils at the school. The following criteria apply:

- (a) The maximum length of repayment will be five years.
- (b) Deficit arrangements may be approved for a range of purposes. Each deficit request must set out in writing the reason for the deficit and its underlying recovery assumptions.
- (c) The maximum licensed deficit will be 15% of the school's budget share.
- (d) Schools' collective balances held by the LA will be used to a maximum of 10% to support licensed deficits.
- (e) The Director of Children & Education's role will be to receive advice from the Chief Finance Officer, following the submission of a deficit budget request, and to confirm in writing the CFO's decision.

*Under the licensed deficit scheme the only effect on budget and out-turn statements is that in the latter, the balance goes into deficit because expenditure is at a higher level than the budget share, but this deficit reduces to zero by the end of the repayment period because the school has to constrain its expenditure to effect the repayment. No 'payment' to the school is recorded.*

##### **4.9.1 Use of School Standards Grant**

If a school has a licensed deficit, and the school proposes to spend amounts received by it in respect of School Standards Grant on purposes other than reducing the licensed deficit, the LA must agree to such a proposal unless in its view the proposed expenditure is unreasonable in the school's financial circumstances.

#### **4.10 Loan Schemes**

*The LA does not intend to operate a pooled loan scheme for schools.*

#### **4.10.1 Credit Union Approach**

Schools may group together to utilise any balances they hold in local bank accounts under terms and conditions which the schools themselves agree to. *Such schemes will require an annual audit certificate.*

#### **4.11 Former GM Schools' Balances**

See Section 12.

## SECTION 5: INCOME

[Back to Contents Page](#)

### 5.1 Income from Lettings

Schools will retain any income from lettings of the school premises (which would otherwise accrue to the LA). Note: alternative provisions may arise from any joint use or Private Finance Initiative/Public Private Partnership agreements.

Income from lettings of school premises should not normally be payable into voluntary or private funds held by the school.

Schools are required to operate their lettings account at nil net cost to the school's delegated budget share. Within this provision they may cross-subsidise lettings for community and voluntary use by using income from other lettings.

Schools shall have regard to any directions issued by the LA as to the use of school premises, as permitted under SSAF Act 1998 for various categories of school.

*Schools need to be aware the letting of any part of the premises may inadvertently result in a third party obtaining a legal interest in that part of the site or school building.*

### 5.2 Income from Fees and Charges

Schools shall retain all income from fees and charges except fees arising where a service is provided by the LA from centrally-retained funds.

Schools are required to have regard to any policy statements on charging issued by the Authority.

Income from boarding charges is collected on behalf of the LA and should not exceed that needed to provide board and lodging for the pupils concerned.

### 5.3 Income from Fund-Raising Activities

Schools will retain all income from fund-raising activities.

### 5.4 Income from Sale of Assets

Schools shall retain the proceeds of sale of assets except where the asset was purchased with non-delegated funds (in which case the Authority shall decide whether the school should retain the proceeds); or the asset concerned is land or buildings forming part of the school premises and is owned by the LA.

### 5.5 Administrative Procedures for the Collection of Income

The SFM will set out procedures for the collection of income and the charging of VAT.

### 5.6 Purposes for which Income may be used

Any income from sale of assets purchased with delegated funds may only be spent for the purposes of the school.

## SECTION 6: THE CHARGING OF SCHOOL BUDGET SHARES

[Back to Contents Page](#)

### 6.1 General Provision

6.1.1 The Authority may impose a charge to the school's budget share (unless it has the consent of the governing body) only in the circumstances set out in 6.2 below and in these circumstances the LA:

- \* must consult schools on its intention to charge;
- and
- \* must notify schools when a charge has been made.

Note:

- \* The LA cannot act unreasonably in the exercise of any power given by this scheme;
- \* a charge can only arise where the LA has a statutory responsibility and has incurred a liability;
- \* a procedure to consider Disputes on charging is set out in the SFM.

6.1.2 The Authority must charge salaries of school-based staff to school budget shares at actual cost.

### 6.2 Circumstances in which Charges may be made

6.2.1 Where premature retirement costs have been incurred without the prior written agreement of the LA to bear such costs (the amount chargeable being only the excess over any amount agreed by the LA).

6.2.2 Other expenditure incurred to secure resignations where the school had not followed LA advice.

6.2.3 Awards by courts and industrial tribunals against the LA arising from action or inaction by the governing body contrary to the LA's advice.

Awards may sometimes be against the governing body directly and would fall to be met from the budget share. Where the LA is joined with the governing body in the action and has expenditure as a result of the governing body not taking LA advice, the charging of the budget share with the LA expenditure protects the LA's position.

6.2.4 Expenditure by the LA in carrying out health and safety work or capital expenditure for which the LA is liable where funds have been delegated to the governing body for such work, but the governing body has failed to carry out the required work.

6.2.5 Expenditure by the LA incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the LA or the school has Voluntary Controlled status.

6.2.6 Expenditure incurred by the LA in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the LA.

*See also 10.1* – The LA itself needs to consider whether it has an insurable interest in any particular case.

6.2.7 Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement, and the result is that monies are owed by the school to the LA.

*Note: a Disputes procedure is set out in the SFM.*

6.2.8 Recovery of penalties imposed on the LA by the Board of Inland Revenue, the Contributions Agency HM Customs and Excise or regulatory authorities as a result of school negligence.

6.2.9 Correction of LA errors in calculating charge to a budget share (eg, pension deductions). Before applying any such provision the LA should consider whether it is reasonable to do so. If the error dates back several years, it may be questionable whether such charging is reasonable.

6.2.10 Additional transport costs incurred by the LA arising from decision by the governing body on the length of the school day, and failure to notify the LA of non-pupil days resulting in unnecessary transport costs.

6.2.11 Legal costs which are incurred by the LA because the governing body did not accept the advice of the LA (see also section 11.4).

6.2.12 Costs of necessary health and safety training for staff employed by the LA, where funding for training had been delegated but the necessary training not carried out.

6.2.13 Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.

6.2.14 Cost of work done in respect of teacher pension remittance and records for schools using non-LA payroll contractors, the charge to be the minimum needed to meet the cost of the Authority's compliance with its statutory obligations.

6.2.15 Costs incurred by the LA in securing provision specified in a statement of SEN where the governing body of a school fails to secure such provision despite the delegation of funds in respect of that statement.

6.2.16 Costs incurred by the LA due to submission by the school of incorrect data.

6.2.17 Recovery of amounts spent from specific grants on ineligible purposes.

6.2.18 Costs incurred by the LA as a result of the governing body being in breach of the terms of a contract.

### **6.3 General Teaching Council**

#### Fees to be deducted from teachers' salaries and remitted to the General Teaching Council for England.

The General Teaching Council for England (Deduction of Fees) Regulations 2001 ("the Regulations", S.I. 2001 No. 3993) came into force on 10 January 2002. The Regulations apply to teachers at maintained schools registered with the General Teaching Council for England ("the GTC") or required to be so registered by the Teachers (Compulsory Registration) (England) Regulations 2001 (S.I. 2001 No. 1266). The Regulations place a duty on the employer of such teachers to deduct and remit the GTC fee in respect of a teacher who has not already paid the fee to the GTC where the GTC has notified the employer to deduct and remit the fee of that teacher. This includes teachers who have indicated to the GTC that they wish to pay the fee by a salary deduction as well as teachers who have not indicated how they wish to pay the fee.

In order to ensure the performance of the duties to deduct and remit the fee imposed on employers by the Regulations the following conditions are imposed on the Authority and governing bodies of all maintained schools covered by this Scheme in relation to their budget shares.

- (1) By virtue of section 46 of the School Standards and Framework Act 1998 and the regulations made under that section (at present the Financing of Maintained Schools (England) Regulations 2001 (S.I. 2001 No 475, Part II and Schedule1) the costs of payroll administration for teachers in the Authority's maintained schools fall to be met from the budget shares which are allocated to governing bodies pursuant to section 47 of the Act, and which are delegated to them pursuant to sections 49-50. Accordingly, by virtue of Chapter IV of Part II of that Act and this Scheme, governing bodies of maintained schools are responsible for making suitable arrangements (or ensuring that such arrangements are made) for the administration of payroll services in respect of their teachers.
- (2) A governing body of a community school, community special school or a voluntary controlled school, though not the employer of the teachers at such a school, shall:
  - (a) where the governing body has entered into any arrangement or agreement with the Authority to provide payroll services, ensure that any such arrangement or agreement is amended to allow for the deduction and remittance of fees by the Authority to the GTC. The governing body shall meet any consequential costs from the school's budget share;
  - (b) where the governing body has entered into any arrangement or agreement with a person other than the Authority to provide payroll

services, ensure that any such arrangement or agreement is amended to allow for the deduction and remittance of fees by that person to the Authority or directly to the GTC where this has been agreed between the GTC and the Authority. The governing body shall meet any consequential costs from the school's budget share; and

- (c) where the governing body directly administers the payroll, deduct and remit the fees to the Authority or directly to the GTC where this has been agreed between the GTC and the Authority. The governing body shall meet any consequential costs from the school's budget share.

3. A governing body of a foundation school, a foundation special school or a voluntary aided school, as the employer of its teachers, is by virtue of the Regulations under a duty to deduct (or arrange for the deduction of) the fee and to remit the fee to the GTC. Accordingly, a governing body shall:

- (a) where the governing body has entered into any arrangement of agreement with the Authority to provide payroll services, ensure that any such arrangement or agreement is amended to allow for the deduction and remittance of the fees by the Authority to the GTC on the governing body's behalf. The Authority shall agree to any such amendment. The governing body shall meet any consequential costs from the school's budget share.
- (b) where the governing body has entered into any arrangement or agreement with a person other than the Authority to provide payroll services, ensure that any such arrangement or agreement is amended to allow for the deduction and remittance of the fees by that person to the GTC or to the governing body for onward transmission to GTC. The governing body shall meet any consequential costs from the school's budget share; and
- (c) where the governing body directly administers the payroll, deduct and remit the fees to the GTC. The governing body shall meet any consequential costs from the school's budget share.

4. All this shall be done whether the funding for the salary payments is paid to the Authority by the school from budget share instalments which have been held by the school in an independent bank account, or the salary costs are directly charged by the Authority to the school's budget share account.

## SECTION 7: TAXATION

[Back to Contents Page](#)

### 7.1 Value Added Tax

Schools are able to utilise the Authority's ability to reclaim VAT on expenditure relating to non-business activity. Amounts so reclaimed will be credited to schools' expenditure against their delegated budget share, *monthly in arrears*.

More detailed procedures are set out in the SFM.

### 7.2 CITS (Construction Industry Taxation Scheme)

Schools are required to abide by procedures, set out in the SFM, concerning CITS.

## SECTION 8: THE PROVISION OF SERVICES AND FACILITIES BY THE AUTHORITY

### 8.1 Provision of Services from Centrally Retained Budgets

[Back to Contents Page](#)

It is for the LA to determine on what basis services from centrally retained funds will be provided to schools. (This includes Premature Retirement and Redundancy costs.)

The Authority shall not discriminate in provision of such services on the basis of schools' categories except where

- funding has been delegated to some schools only

or

- such discrimination is justified by differences in statutory duties.

### 8.2 Provision of Services Brought Back from the LA using Delegated Budgets

The term of any arrangement with a school to buy services or facilities from the LA commencing on or after 1 April 1999 shall not exceed three years from 1 April 1999 or from the date the agreement is made, whichever is the later.

For any subsequent agreements relating to the same services, the maximum term shall not exceed five years.

The above timescales do not apply to contracts for the supply of catering services which may extend for a period of seven years.

When a service is provided for which expenditure is not retainable centrally by the LA under the Regulations made under section 45A of the Act, it will be offered at prices which are intended to generate income which is no less than the cost of providing those services. The total cost of the service will be met by the total income, even if schools are charged differentially.

#### 8.2.1 Packaging

Any services provided on a buyback basis must be offered in a way which does not unreasonably restrict schools' freedom of choice among the services available, and where practicable, this will include provision on a service-by-service basis as well as in packages of services. Packages may be offered at a discount, reflecting economies.

### 8.3 Service Level Agreement

Service level agreements with schools must be in place by 1 February to be effective the following financial year. Schools are entitled to one month to consider the content of agreements.

**8.3.1** Where a service or facilities are provided under a service level agreement whether on a buy-back basis or for free, the Authority will ensure that the terms of such an agreement starting on or after the inception of the scheme will be reviewed at least every three years, if the agreement lasts longer than that.

**8.3.2** Where the Authority is providing any services it will seek wherever practicable to offer service on a basis unrelated to extended agreements as well as on the basis of such agreements.

Note: (1) Where services are provided on an ad hoc basis, they may be charged at a different rate than that applying to an extended agreement.

(2) Paragraphs 8.2 to 8.3 do not apply to centrally funded premises and liability insurance.

#### **8.4 Teachers' Pensions**

In order to ensure that the performance of the duty on the Authority to supply Teachers' Pensions with information under the Teachers' Pensions Regulations 1997, the following conditions are imposed on the Authority and governing bodies of all maintained schools covered by this Scheme in relation to their budget shares.

The conditions only apply to governing bodies of maintained schools who have not entered into an arrangement with the Authority to provide payroll services.

A governing body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement with a person other than the Authority to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the Authority which the Authority requires to submit its annual return of salary and service to Teachers' pensions and to produce its audited contributions certificate. The Authority will advise schools each year of the timing, format and specification of the information required. A governing body shall also ensure that any such arrangement or agreement is varied to require that Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

A governing body of any maintained school which directly administers its payroll shall supply salary, service and pensions data to the Authority which the Authority requires to submit its annual return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The Authority will advise schools each year of the timing, format and specification of the information required from each school. A governing body shall also ensure that Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

## **SECTION 9: PRIVATE FINANCE INITIATIVE/PRIVATE PUBLIC PARTNERSHIP**

- 9.1** The Authority reserves the right to require a school to make such payments from its delegated budget as required under the conditions of a PFI/PPP scheme which has been entered into with the knowledge of the governing body. Where the PFI/PPP scheme relates to the establishment of a new school and the contracts are signed prior to the formal establishment of the governing body, then the Authority will retain the right to levy charges against the school's delegated budget in respect of that contract.
- 9.2** The duration of the PFI agreement is governed by the terms of the agreement(s) made between the governing body or bodies and the LA. This funding scheme therefore provides that any maximum term applying to schools' buyback of services from the LA, eg, currently under Section 8.2 above does not apply to PFI arrangements.

## **SECTION 10: INSURANCE**

[Back to Contents Page](#)

### **10.1 Insurance Cover**

Where funds for insurance are delegated to a school, the Authority may require the school to demonstrate that cover relevant to the Authority's insurable interests, under the arrangements adopted by the governing body, is at least as good as any relevant minimum cover arranged by the LA. The LA will have regard to the actual risks which might reasonably be expected to arise at the school in question in operating this requirement.

[See also 6.2.6]

## **SECTION 11: MISCELLANEOUS**

### **11.1 Right of Access to Information**

Governing bodies shall supply all financial and other information which might reasonably be required to enable the Authority to satisfy itself as to the school's management of its delegated budget share, or as to the use made of any central expenditure by the Authority (eg, earmarked funds) on the school.

### **11.2 Liability of Governors**

Governing bodies are corporate bodies and, because of the terms of Section 50(7) of the school Standards and Framework Act 1998, governors of maintained schools will not incur personal liability in the exercise of their power to spend the delegated budget share, providing they act in good faith.

### **11.3 Governors' Expenses**

The Authority may delegate to the governing body of a school yet to receive a delegated budget, funds to meet the governors' expenses.

Under Schedule 11 of the School Standards and Framework Act 1998, only allowances in respect of purposes specified in regulations may be paid to governors from the school's delegated budget share. Governing bodies are forbidden to make payment in respect of any other allowances. Governing bodies are also prohibited from payment of any expenses to an additional governor appointed by the Secretary of State to a school under special measures, which would duplicate payments by the Secretary of State in respect of the same expenses incurred.

The Authority may publish separately guidance on what it considers to be reasonable expenses.

### **11.4 Responsibility for Legal Costs**

The Authority will generally be responsible for legal costs incurred by the governing body as part of the Authority's cost in maintaining the school (unless they relate to the statutory responsibility of Voluntary Aided school governors for buildings). Such legal costs may be charged to the school's budget share unless the governing body acts in accordance with the advice of the Authority.

*The costs referred to are those of legal actions including costs awarded against the LA not the cost of legal advice provided.*

If there is a potential conflict of interest between the Authority and the governing body, the governing body should seek independent legal advice at their cost.

See also Section 6.2.11.

### **11.5 Health & Safety**

In expending the school's budget share, governing bodies shall have due regard to the duties placed on the Authority in relation to health and safety and to the Authority's policy on health and safety matters in the management of the budget share.

### **11.6 Right of Attendance for Chief Financial Officer**

The governing body shall permit the Chief Finance Officer (*or his representative*) to attend meetings of the governing body at which any agenda items are relevant to the exercise of his/her responsibilities.

Note: the Chief Finance Officer's attendance would normally be limited to items which relate to issues of probity or overall financial management and would not be routine.

### **11.7 Delegation to New Schools**

The LA may delegate, selectively and optionally, some spending powers to the temporary governing body of a new school before it has a delegated budget.

By virtue of section 49 of the Act a new school must receive a delegated budget in the funding period prior to the funding period within which it opens (that is to say, the funding period during which it first admits pupils), unless the authority has obtained the Secretary of State's approval to make arrangements in place of those in the regulations.

### **11.8 Optional Delegation**

Where a school opts to receive delegated funding for an item that option must be exercised by 1 February preceding the financial year concerned.

### **11.9 Special Educational Needs**

Schools, in spending the budget share, are required to use their best endeavours to secure special educational needs of their pupils.

### **11.10 Interest on Late Payments**

*Interest on late payments: the terms of the scheme cannot affect statutory requirements now introduced on this matter;*

The Late Payment legislation applies to schools. This means that a supplier can charge interest for late payment of invoices. The interest rate charged is currently 8% above the Bank of England's base rate. In addition suppliers can also demand compensation for the cost of collecting late payments up to a fixed amount.

### **11.11 Whistleblowing**

The procedure to be followed by persons working at a school or school governors who wish to complain about financial management or financial propriety at the school are set out in Appendix 4.

### **11.12 Child Protection**

Schools are required from time to time to release staff to attend child protection case conferences and other related meetings. Costs are borne by delegated budgets. The Authority has not sought to hold funds centrally to make payments to schools.

### **11.13 School Meals**

Wiltshire LA has not, to date, produced a school meals policy document. If it was to do so at a future date, governing bodies should have regard to that document in discharging their delegated duties in relation to school meals.

## **SECTION 12: GRANT MAINTAINED SCHOOLS**

[Back to Contents Page](#)

### **12.1 Grant Maintained Schools' Balances**

Any grant maintained schools funded through the Wiltshire Scheme from 1 April 1999 shall continue to have the right to spend any surplus balances which they brought with them from the period ending 31 March 1999 during which they were funded by The Funding Agency for Schools.

Where a deficit balance exists for such a school at the end of funding by The Funding Agency that deficit balance shall be carried forward; and any schedule for eliminating the deficit agreed with The Funding Agency for Schools (or agreed with the previously-funding LA and carried over under GM Finance Regulations) will continue to be adhered to.

### **12.2 S255 Loans (former GM Schools)**

Any amounts due in respect of loans made under S.255 of the Education Act 1996 may be charged against schools' budget shares, where payment has not been made to the Secretary of State.

## SECTION 13: RESPONSIBILITY FOR REPAIRS AND MAINTENANCE

- 13.1** A statement showing categories of work which governing bodies must expect to finance from their delegated budget is contained in **Appendices 6i, 6ii & 6.iii**. These distinguish governor's and LA responsibilities for repairs and maintenance. *These also provide guidance on the differing divisions of responsibility according to whether schools contribute to the Council's School Maintenance Pooling Scheme.* Full details of Voluntary Aided governor responsibilities are set out in the DCSF document: "Voluntary Aided and Special Agreement Schools – Determination of Financial Liability".
- 13.2** All revenue funding for repairs and maintenance will be delegated by the Authority to governing bodies. The Authority will retain only funding for capital expenditure, within the definition of capital used by the Authority for financial accounting purposes in line with the CIPFA Code of Practice on local authority accounting, including any de minimis limits.
- 13.3** VA governors will continue to be eligible for grant from DCSF in respect of their statutory responsibilities and in addition they will have responsibility for other repair and maintenance items on the same basis as Community and Foundation schools.
- 13.4** Delegation of maintenance for school kitchens to all schools took place from 1 April 2000.
- 13.5** The current "de minimis" limit generally operated by the Authority for the definition of capital and revenue spending in its financial accounts will be shown in the LEAs School Finance Manual.

## SECTION 14: COMMUNITY FACILITIES

[Back to Contents Page](#)

### Introduction

- 14.1** Schools which choose to exercise the power conferred by S.27 (1) of the Education Act 2002 to provide community facilities will be subject to a range of controls. First, regulations made under S.28 (2), if made, can specify activities that may not be undertaken at all under the main enabling power. Secondly, the school is obliged to consult its LA and have regard to advice from the authority. Thirdly, the Secretary of State issues guidance to governing bodies about a range of issues connected with exercise of the power, and a school must have regard to that.
- 14.2** However, under S.20 (1), the main limitations and restrictions on the power will be
- (a) those contained in schools' own instruments of government, if any; and in the maintaining LA's scheme for financing schools made under section 48 of the School Standards and Framework Act 1998.
  - (b) Paragraph 2 of Schedule 3 to the Education Act 2002 extends the coverage of the scheme to the powers of governing bodies to provide community facilities.
- 14.3** Schools are therefore subject to prohibitions, restrictions and limitations in the scheme for financing schools.
- 14.4** This section of the scheme does not extend to joint-use agreements, ie, lettings or leases; transfer of control agreements, or agreements between the authority and schools to secure the provision of adult and community learning.
- 14.5** The budget share of a school may not be used to fund community facilities – either start-up costs or ongoing expenditure – or to meet deficits arising from such activities. (*School Standards Grant may be used for community facilities purposes*) Mismanagement of community facility funds can be grounds for suspension of the right to a delegated budget.

### **Consultation with LA – Financial Aspects**

- 14.6** Section 28 (4) of the Education Act requires that before exercising the community facilities power, governing bodies must consult the Local Authority and have regard to the advice given to them by the LA.
- 14.7** Schools wishing to exercise this power should seek advice from the LA by writing to The Manager, Schools Accounting & Budget Support Team, at least two terms before exercising such powers. The LA will require a business plan to be submitted by the school. The LA will provide its advice within six weeks of being consulted and may require schools to inform the LA of any action taken following receipt of the advice.

## **Funding Agreements – LA Powers**

- 14.8** Schools shall pay regard to the authority's requirement in relation to funding agreements with third parties (as opposed to funding agreements with the authority itself). The LA requires that any proposed agreement should be submitted to the LA at least eight weeks before commencement for comment. If the third party requires LA consent to the agreement for it to proceed, such a requirement and the method by which the LA consent is to be signified is a matter for that third party, not for this scheme.
- 14.9** This scheme does not give the LA a right of veto over funding agreements. However, if an agreement has been made or is to be concluded against the wishes of the LA, or has been concluded without informing the LA, which in the view of the authority is seriously prejudicial to the interests of the school or the authority, that may constitute grounds for suspension of the right to a delegated budget.

## **Other Prohibitions, Restrictions and Limitations**

- 14.10** This scheme does not give the LA a right of veto over proposed use of the community facilities power. However, in specific instances of use of the community power by a governing body that carry significant financial risks, the governing body concerned shall make arrangements to protect the financial interests of the Authority. The LA may require that this be either by carrying out the activity concerned through the vehicle of a limited company formed for the purpose, or by obtaining indemnity insurance for risks associated with the project in question, as specified by the LA.
- 14.11** In exceptional circumstances further prohibitions, restrictions or limitations may be placed in specific instances of the use of the community facilities power by a governing body if they are necessary to protect the pupils' welfare or education, or to safeguard the financial position of the school or Authority.

## **Supply of Information**

- 14.12** Schools which exercise the community facilities power shall provide the authority every six months with a summary statement showing the income and expenditure arising from the facilities in question for the previous six months and on an estimated basis for the next six months.
- 14.13** The Authority, on giving notice to the school that it believes there to be cause for concern as to the school's management of the financial consequences of the exercise of the community facilities power, may require financial statements to be supplied every three months and may require the school to submit a recovery plan for the activity in question.

## **Audit**

- 14.14** Schools shall grant access to records connected with the exercise of the community facilities power in order to facilitate internal and external audit of relevant income and expenditure.
- 14.15** Schools shall, in concluding funding agreements with other persons pursuant to the exercise of the community facilities power, ensure that such agreements contain adequate provision for the access by the Authority to the records and the other property of these persons held on school premises or held elsewhere insofar as they relate to the activity, in order for the Authority to satisfy itself as to the propriety of expenditure on the facilities in question.

## **Treatment of Income and Surpluses**

- 14.16** Schools may retain all net income derived from community facilities except where otherwise agreed with the funding provider, whether that be the LA or some other person.
- 14.17** Schools may carry such retained net income over from one financial year to the next as a separate community facility surplus, or, subject to the agreement of the Authority at the end of the financial year, transfer all or part of it to the budget share balance.
- 14.18** If a school, which is a community or community special school, ceases to be maintained by the Authority, any accumulated retained income obtained from the exercise of the community facilities power reverts to the authority, unless otherwise agreed with the funding provider.
- 14.19** If, under 14.18, there is a deficit on community facilities and the LA needs to recover funds to meet third party liabilities it may only do so from accumulated community facilities surplus. If this is insufficient the LA will meet the balance of liability from schools-related resources, currently LMS contingency.

## **Health and Safety**

- 14.20** The health and safety provisions contained in section 11.5 of the main scheme apply to the activities carried out under the community facilities power.
- 14.21** The governing body is responsible for the costs of securing Criminal Records Bureau clearance for all adults involved in community activities taking place during the school day. Governors may pass on such costs to a funding partner as part of an agreement with that partner.

## **Insurance**

- 14.22** The governing body is responsible for making adequate provision for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary and seeking the Authority's advice before finalising any insurance arrangement for community facilities. Such insurance must not be funded from the school's budget share.

**14.23** The LA may undertake its own assessment of the insurance agreements made by a school in respect of the community facilities, and if it judges those arrangements to be inadequate, make arrangements itself and charge the resulting cost to the school. Such costs cannot be charged to the school's budget share.

### **Taxation**

**14.24** Schools must be mindful that not all scheme income and expenditure can fall within the LA's VAT registration and thus VAT on expenditure may not be recoverable through the Authority's VAT registration.

**14.25** It is essential that you seek advice from the Authority's VAT advisers on any scheme plan. In some cases, where the project falls outside the County Council VAT registration you may need to seek advice from your local VAT office on expenditure in connection with community facilities, including the use of the local authority VAT reclaim facility.

**14.26** Schools are reminded that if any member of staff employed by the school or LA in connection with community facilities at the school is paid from funds held in a school bank account (whether a separate account is used for community or not – see section 11), the school is likely to be held liable for payment of income tax and national insurance, in line with Inland Revenue rules.

**14.27** Schools are required to follow the Authority's advice in relation to the Construction Industry Scheme where this is relevant to the exercise of the community power.

### **Banking**

**14.28** Schools must either maintain separate bank accounts for the budget share and community facilities, or have one account, but adequate internal accounting controls to maintain separation of funds.

**14.29** The requirements of the main scheme in paragraphs 3.5 and 3.7 apply to signing of cheques, titles of bank accounts, contents of bank account mandate and other similar matters, in respect of activities carried out under the community facilities power.

**14.30** Schools must not borrow money without the written consent of the Secretary of State. This requirement does not extend to monies lent to the schools by the LA.

## CONTENTS OF APPENDICES

[Back to Contents Page](#)

Appendix 1 List of Schools

Appendix 2 Best Value Principles

Appendix 3 List of Approved Banks and Building Societies

Appendix 4 Whistleblowing Policy

Appendix 5 Controls on Surplus Balances

Appendix 6 Split of Maintenance Responsibilities

- i. Community and VC schools **in** the LA pooling scheme
- ii. Voluntary Aided and Foundation schools
- iii. Community and VC schools **not in** the LA pooling scheme

Cap	DfES no'	School name
401	3300	Aldbourn St Michael's C.E.
403	3000	All Cannings C.E.
404	3462	Amesbury Archer
405	3301	Amesbury C.E. Junior
406	2001	Amesbury Infant
413	3468	Amesbury Primary
407	3002	Ashton Keynes C.E.
410	3412	Amesbury Christ the King R.C.
411	3460	Aldbury and West Grimstead C.E.
412	3467	Churchfields The Village School
417	3306	Baydon St. Nicholas C.E.
418	3448	Bemerton St John CE
422	3308	Bishops Cannings C.E.
431	3013	Box C.E.
432	3015	Bradford-on-Avon Christ Church C.E.
434	2008	Bradford-on-Avon Fitzmaurice
435	2009	Bratton
438	3017	Britford C.E.
439	3449	Broad Chalke C.E.
440	3018	Broad Hinton C.E.
441	3019	Broad Town C.E.
442	3020	Bromham St. Nicholas C.E.
444	3021	Broughton Gifford C.E.
445	3022	Bulford C.E.
447	2159	Bulford Kiwi
449	2216	Burbage
450	3023	Savernake St Katharine's C.E.
454	5204	St.Edmunds
455	2168	Calne Priestley
456	3030	Calne Dunstan CE
458	5213	Holy Trinity
459	2003	Calne Fynamore
461	2226	Chippenham Charter
462	3316	Chapmanslade C.E.
463	2218	Chippenham Kings Lodge
464	3035	Cherhill C.E.
465	3453	Chilmark C.E.
466	3318	Chilton Foliat C.E.
467	5205	Frogwell
468	2022	Chippenham Ivy Lane
469	3319	Chippenham St. Peter's CE

470	2023	Chippenham St. Paul's
473	3036	Chirton C.E.
475	5208	Chipp. St.Marys
476	2034	Chippenham Monkton Park
478	3038	Christian Malford C.E.
480	2228	Queens Crescent
482	2180	Chippenham Redland
483	3040	Colerne C.E.
484	3049	Collingbourne C.E.
486	2029	Corsham Lypiatt
487	3229	Coombe Bissett C.E.
489	2028	Corsham Primary
490	3437	Corsham St. Patrick's R.C
491	2031	Neston
492	2032	Corsham Regis
493	3325	Corsley C.E.
494	3045	Cricklade St. Sampson's CE Junior
496	3047	Crockerton C.E.
497	3048	Crudwell C.E.
499	2202	Cricklade St. Sampson's Infant
503	3242	Brinkworth Earl Danby's C.E. V.C. Fed
504	2193	Devizes Wansdyke
506	3330	Derry Hill C.E.
507	5214	Devizes St.Josephs
508	2005	Devizes Nursteed
509	3331	Devizes St Peter's C.E.
510	3056	Devizes Southbroom CE Junior
511	3207	Dilton Marsh C.E.
513	3230	Dinton C.E.
515	5201	Downton
517	3063	Durrington C.E. Junior
518	2037	Devizes Southbroom Infant
519	3061	Durrington All Saints CE Infant
528	2040	Easton Royal
541	3071	Figheldean St Michael's C.E.
543	3344	Forest & Sandridge C.E.
549	2045	Gomeldon
550	3078	Grafton C.E.
552	3456	Great Cheverell The Holy Trinity C.E.
553	3243	Great Bedwyn C.E.
554	3450	Great Wishford C.E.
562	3086	Heddington C.E.
563	3352	Heytesbury C.E.
566	2052	Hilmarton County Primary
567	3088	Hilperton C.E.

568	3459	Hindon St Mary's & St.John's
569	3090	Holt
570	2053	Horningsham
571	3091	Hullavington C.E.
575	3355	Idmiston C.E.
577	3461	Kennet Valley C.E.
578	3094	Keevil C.E.
581	3096	Kington St. Michael C.E.
584	3100	Lacock C.E.
585	3232	Landford C.E.
587	3102	Langley Fitzurse C.E.
588	2065	Larkhill
590	3362	Laverstock St Andrew's C.E.
591	3104	Lea & Garsdon C.E.
596	2060	Luckington
597	5215	Ludgershall
598	2198	Ludwell
600	3110	Lydiard Millicent C.E.
605	3471	Lyneham Priamry
608	3117	Malmesbury C.E.
610	3418	Malmesbury St.Joseph's RC
612	3222	Market Lavington St. Barnabas' C.E.
614	3216	Marlborough St.Peter's CEJunior
615	3123	Marlborough St.Mary's CE Infant
617	5202	Kings Park Primary
619	5200	Aloeric
620	2185	Mere Primary
621	2223	Melksham Bowerhill
622	3466	Manor
625	3220	Minety C.E.
627	3366	Morgan's Vale and Woodfalls C.E.
633	5224	Netheravon All Saints
635	3134	Newton Tony C.E.
636	3372	Nomansland and Hamptworth C.E.
637	3135	North Bradley C.E
642	3140	Oaksey C.E.
643	3141	Oare C.E.
644	2076	Odstock
646	3143	Ogbourne St.George and St. Andrew C.E.
652	2208	Pewsey
654	5216	Pitton
542	3469	Five Lanes
658	3149	Preshute Parochial
659	3150	Purton St. Mary's C.E.
665	2087	Ramsbury

668	5222	Rowde
670	3381	Rushall C.E.
674	2192	Salisbury Pembroke Park
675	2190	Salisbury Woodlands
676	2004	Salisbury Greentrees
677	3158	Salisbury Harnham C.E. Junior
678	3383	Salisbury Sarum St Paul's C.E.
679	2191	Salisbury Highbury
680	3176	Salisbury St Mark's C.E. Junior
681	2157	Salisbury Wyndham Park Infant
683	3387	Salisbury St Martin's C.E. Primary
684	3425	Salisbury St Osmund's R.C.
685	2091	Salisbury Harnham Infant
686	3159	Seagry C.E.
687	3388	Seend C.E.
688	3160	Semington St George's C.E.
689	3454	Semley C.E.
690	3161	Shalbourne C.E.
691	3162	Shaw C.E.
692	3163	Sherston C.E.
693	3164	Shrewton C.E.
695	3166	Southwick C.E.
696	3457	Somerfords Walter Powell
699	2086	Stanton St. Quintin
700	3170	Staverton C.E.
705	3172	Stratford sub Castle C.E.
710	5212	Sutton Benger
711	3174	Sutton Veny C.E.
715	5217	Zouch
716	2222	Trowbridge Walwayne Court
717	5218	Clarendon Jun
718	5219	Clarendon Inf
720	3396	Tilshead St Thomas A'Beckett C.E.
721	3239	Tisbury St John's C.E.
723	2196	Trowbridge Holbrook
416	3472	Trowbridge Bellefield Primary
727	3430	Trowbridge St. John's R.C
729	5206	Studley Green
730	2170	Trowbridge The Grove
731	5209	Paxcroft
732	2230	Longmeadow Primary
733	2129	Upavon
734	3186	Urchfont C.E.
735	2178	Warminster Princecroft
736	5207	St. Georges

738	3435	Wardour R.C.
739	3191	Warminster Minster C.E.
740	2134	Warminster New Close
741	5225	Warminster Avenue
742	3190	Warminster St John's C.E.
743	3205	Warminster Sambourne C.E.
744	3400	West Ashton C.E.
745	3192	Westbury C.E. Junior
746	2136	Westbury Infants
747	3193	Westbury Leigh C.E.
750	2225	Westbury Bitham Brook
751	3401	West Lavington Dauntsey
752	2006	Trowbridge The Mead
753	2137	Westwood with Iford
754	3402	Whiteparish All Saints C.E.
755	3463	Whitesheet Primary
758	3231	Wilton C.E.
759	5210	Wingfield
760	3199	Winsley C.E.
761	2227	Trowbridge Newtown
762	3201	Winterbourne Earls C.E.
764	3405	Winterslow C.E.
765	3406	Woodborough C.E.
766	3407	Woodford Valley C.E.
767	3203	Wootton Bassett St.Bartholomew's C.E.
768	2162	Wootton Bassett Noremars Junior
774	2140	Wootton Bassett Infants
775	2184	Wootton Bassett Longleaze
776	3465	Wylve Valley
777	3244	By Brook Valley
801	4070	Amesbury The Stonehenge
804	5406	Calne John Bentley
805	5404	Chippenham Sheldon
806	5414	Chippenham Hardenhuish
807	4066	Corsham School
808	4537	Bradford-on-Avon St Laurence
809	4000	Chippenham Abbeyfields
810	5411	Devizes
811	4006	Trafalgar at Downton
812	4071	Avon Valley College
819	5413	Salisbury Bishop Wordsworth
820	5412	Salisbury South Wilts
821	5402	Lavington
822	5416	Tidworth The Castledown
824	4064	Malmesbury School

825	5405	Marlborough St.Johns
826	4013	Melksham The George Ward
827	5408	Purton Braden Forest
829	5403	Pewsey Vale
831	4001	Salisbury Wyvern College
832	4511	Salisbury St Edmund's
833	5418	Salisbury High
836	4610	Salisbury St Joseph's R.C.
839	4069	Trowbridge The Clarendon
840	4075	Trowbridge The John of Gaunt
841	5400	Trowbridge St.Augustines
843	4072	Warminster Kingdown
845	5415	Westbury The Matravers
848	4067	Wootton Bassett School
300	7015	Calne Springfields
301	7002	Rowde Rowdeford
303	7007	Devizes Downland
307	7009	Chippenham St. Nicholas
308	7008	Salisbury Exeter House
309	7010	Trowbridge Larkrise



**BEST VALUE AND SCHOOLS**

1. This statement is intended to assist schools in considering the relevance of best value principles to the expenditure of funds from their delegated budget share. When submitting annual budget plans, schools are required to say how best value principles are being followed.
2. Best value will be a statutory duty to deliver services to clear standards, covering both cost and quality, the most effective, economic and efficient means available. Legislation is to place a duty on local authorities to secure best value in respect of the way in which they exercise their functions. The new duty is not intended to apply to those functions which are exercised by the governing bodies of LA maintained schools. However, schools will be encouraged to adopt the best value performance management framework.
3. In relation to schools and expenditure from delegated budgets, the main features of best value can be summarised as a need for the governing body of a school to ensure:
  - a. the existence of a programme of performance review which will aim for continual improvement. Existing mechanisms such as school development plans and post-OFSTED inspection plans can be developed to satisfy the requirements for review. The reviews should include:
    - challenging how and why a service is provided (including consideration of alternative providers);
    - comparison of performance against other schools taking into account the views of parents and pupils;
    - mechanisms to consult stakeholders, especially parents and pupils;
    - embracing competition as a means of securing efficient and effective services;
  - b. the development of a framework of performance indicators and targets which will provide a clear practical expression of a school's performance, taking national requirements into account;
  - c. that the following are included in school development plans –
    - a summary of objectives and strategy for the future;
    - forward targets on an annual and longer term basis;
    - description of the means by which performance targets will be achieved;
    - a report on current performance
  - d. that internal and external audit takes place ensuring that performance information is scrutinised. LA oversight of school finances provides external review.
4. The independent inspection and intervention elements of the best value framework will be the responsibility of other bodies and therefore not relevant to demonstration by a governing body of adherence to best value principles.

**LOCAL MANAGEMENT OF SCHOOLS  
WILTSHIRE SCHOOLS MANUAL  
FINANCE AND CONTRACT REGULATIONS  
(Effective from April 1999)**

---

**F.1 Introduction**

Schools may hold cash advanced for financing of expenditure against delegated and devolved funding in any bank or building society on the County Council's current approved lending list.

This is shown in para. F.2 below. It is recognised that certain of the organisations on the list may not currently have branches in Wiltshire.

**F.2 List of Approved Organisations**

**Bank**

Abbey National  
Alliance & Leicester  
Allied Irish Bank  
Barclays  
Bank of Scotland  
Bank of Ireland  
Clydesdale  
HSBC (Midland)  
Lloyds TSB  
MBNA Europe  
National Westminster  
Royal Bank of Scotland  
Standard Chartered  
Ulster

**Building Societies**

Chelsea  
Coventry  
EBS (Eire)  
Leeds  
Nationwide  
Newcastle  
Skipton  
Yorkshire

**F.3**

It should be noted that new banking arrangements may only be made with effect from the beginning of a new financial year (April 1<sup>st</sup>). This will also apply in a situation where a school is required to change its account because the relevant bank or building society has been removed from the County Council's approved lending list.

## **Whistleblowing Policy and Procedure for Schools**

### **Policy Statement**

1. Wiltshire County Council and our school are committed to the highest possible standards of openness, probity and accountability. This whistleblowing policy and procedure supports this commitment.
2. Relevant trade unions and professional organisations have been consulted about this policy and procedure, and it has their support.

### **Scope**

3. It gives employees and others with genuine concerns about malpractice or wrongdoing in the school or council a way to voice those concerns without fear of victimisation.
4. Often it is those closest to an organisation who realise that there is something wrong. Sometimes people are reluctant to act upon their concerns because they think that they are being disloyal, or because they are afraid that they might be victimised if they speak up.
5. There are existing procedures in place (e.g. Grievance, harassment and bullying) which make provision for employees to lodge a concern relating to their own employment. This whistleblowing policy is intended to complement those procedures by covering concerns that appear to fall outside their scope. This concern may be about something that is:
  - Unlawful, including financial or fraudulent malpractice such as embezzlement, bribery, corruption, dishonesty, etc
  - Against establishment standards of practice
  - Improper conduct.
6. Concerns or allegations which fall within the scope of specific procedures, e.g. child protection or financial irregularities will normally be referred for consideration under those procedures. However, please refer directly to the guidance contained on Wiltshire County Council Wisenet for specific procedures relating to safeguarding to consider whether action needs to be taken in accordance with those processes. The direct link to this site is: <http://wisenet.wiltshire.gov.uk/documents/dsweb/View/Collection-744>
7. The Local Authority will not accept liability for any actions, claims, costs or expenses arising out of a school's decision not to follow this policy where it is found that the school's Governing Body has been negligent or has acted in an unfair or discriminatory manner.

## **Definitions**

8. A 'nominated governor' is the governor identified by the governing body as the first point of contact for whistleblowing queries. The nominated governor could be the Chair of Governors or another governor (but not a staff governor).

## **Aims**

9. The purpose of this policy is to provide you with the help and support you need to speak up and be confident that you can do so safely. We will take your concerns seriously and ensure that they are dealt with promptly and fairly.

## **How to raise a concern**

10. Initial concerns should be raised with the nominated governor. If the employee believes that this governor is implicated then the employee should approach the Chair of Governors if they are not the nominated governor. If the Chair of governors is the nominated governor then they should approach the Vice Chair of Governors.
11. Within 48 hours, the nominated governor will contact you to arrange to meet you to discuss your concerns. Before the meeting, it would be helpful if you write down what you consider the problem to be, giving names, dates and places where possible. If there are any other documents that you think might be helpful, please try to bring these with you. You are advised to take a friend, colleague or school professional association / union representative with you to the meeting with the governor.
12. You are encouraged to raise your concern in person, or through your professional association / union representative on your behalf, because concerns that are expressed anonymously are difficult to investigate. However, the school will exercise its discretion in deciding whether to investigate an anonymous allegation. The factors taken into account will include:
  - the seriousness of the issues raised;
  - the credibility of the allegation; and
  - the likelihood of being able to confirm the allegation from attributable sources.

## **How we will respond**

13. After the initial meeting, the nominated governor will arrange for discreet initial enquiries to be made to decide whether an investigation is appropriate and if so, what form it should take.
14. The nominated governor will write to you within 10 days of your initial meeting to:
  - acknowledge that your concern has been received
  - outline our understanding of what the issues are; and
  - indicate how we propose to deal with the matter.

15. If the nominated governor decides that it is appropriate for an investigation to be carried out, this will either be done by them, or by a governor who is asked to investigate – the investigating officer. However, it may sometimes be necessary for a concern to be referred to the police, an external auditor, or for it to be the subject of an independent enquiry. In addition, where it is established that the complaint involves issues of bullying or unlawful discrimination, it will be necessary to involve Human Resources.
16. If an investigation is carried out, you will always be informed of the final outcome. It might not be possible to give you full details of the outcome if it contains personal details of a third party, because we have a duty to protect personal information under the Data Protection Act.

### **How will the school treat whistleblowers?**

17. If you make an allegation in good faith but it is not confirmed by the investigation, no action will be taken against you. If you knowingly make malicious allegations, disciplinary action may be taken against you.
18. Disciplinary action will be taken against any member of staff who tries to stop another employee from raising a concern or who is responsible for any act of recrimination or victimisation against an employee who raises a concern.
19. Where an employee may have been party themselves to an act of possible gross misconduct on which they are now 'blowing the whistle' this could be considered in mitigation. They are not, however, exempt from disciplinary action.
20. Disciplinary action may be taken against employees if they contact the media with concerns about conduct at work without first following the steps set out in this policy.
21. The Governing Body will make every effort to protect an employee's identity when s/he raises a concern and does not want her/his name to be disclosed. It must be appreciated however, that the investigation process may reveal the source of the information and a statement by the employee may be required as part of the evidence.
22. If you raise a concern, you will be given the opportunity to feed back any issues or problems you may have experienced as a result. The purpose of this is to ensure that employees who have raised concerns in good faith do not suffer as a result.

### **Queries**

23. If you have any queries about this policy please contact the Headteacher and / or Chair of Governors.

## **Controls on Surplus Balances Scheme**

- a. The Authority shall calculate by 31 May each year the surplus balance, if any, held by each school as at the preceding 31 March. For this purpose the balance will be the recurrent balance as defined in the Consistent Financial Reporting Framework (*CFR Return, lines B01 and B02*);
- b. the Authority shall deduct from the calculated balance any amounts for which the school has a prior year commitment to pay from the surplus balance and any unspent Standards Fund grant for the previous financial year;
- c. the Authority shall then deduct from the resulting sum any amounts which the governing body of the school has declared to be assigned for specific purposes permitted by the authority, and which the authority is satisfied are properly assigned. To count as properly assigned, amounts must not be retained beyond the period stipulated for the purpose in question, without the consent of the Authority. In considering whether any sums are properly assigned the Authority may also take into account any previously declared assignment of such sums but may not take any change in planned assignments to be the sole reason for considering that a sum is not properly assigned. (*The condition outlined here is intended to ensure schools can build up reserves towards particular projects but cannot defer implementation indefinitely*);

*The specific revenue reserves which governing bodies may retain funds for are:-*

- i. *Planned investment of a capital nature including building improvements and facilities (for example, the fitting out of an ICT suite). The investment should be clearly identified as a priority within the School Improvement Plan as agreed by the full governing body.*  
*(The supporting information required is, detail from the SIP or Committee minute if this was later; a brief outline of the investment and the estimated completion date).*
- ii. *Ring fenced grants.*  
*(This includes revenue grants for specific projects and other earmarked funds, other than Standards Fund. The supporting information required is detail of the grant, including the source of funding, what it will be used for and the period it covers).*
- iii. *'Trigger' allocations made late in the financial year.*
- iv. *Specific reserves to provide continuity of staffing through a period of significant change in pupil numbers.*  
*(The supporting information required is a forecast of pupil numbers from the HCSS software, a breakdown of the cost which includes the staffing levels the reserve is needed for and the period the 'dip' or 'rise' in pupil numbers relates to)*

- v. *Unspent LSC in year pupil adjustments for post-16 students notified in term 3 or 4 each year.*
  
- d. if the result of steps a-c is a sum greater than 5% of the current year's budget share\* for secondary schools, 8% for primary and special schools, or £10,000 (where that is greater than either percentage threshold), then the Authority shall deduct from the current year's budget share an amount equal to the excess.  
*\*the current year's budget share includes the delegated budget share plus SSG and SSG(P). The carry forward balance from 2007/08 will be compared with the budget share for 2008/09 to deduce the percentage carried forward. (This is in line with the DCSF's guidance).*

Funds deriving from sources other than the Authority will be taken into account in this calculation if paid into the budget share account of the school, whether under provisions in this scheme or otherwise.

Funds held in relation to a school's exercise of powers under s.27 of the Education Act 2002 (community facilities) will not be taken into account unless added to the budget share surplus by the school as permitted by the Authority.

The total of any amounts deducted from schools' budget shares by the Authority under this provision are to be applied to the Schools Budget of the Authority.

#### **Treatment of redistributed balances**

Schools Forum on 2 October 2007 agreed:-

- a. the principle of redistribution of funds within the sector from which they originated.
- b. any clawed back funds below a threshold of £100k within any sector be used towards the write off of closed schools deficit budgets. Any surplus is to be used to off-set costs of premature retirement (if allowed).
- c. the methodology to be used in the event that sums are redistributed to be based on the AWPU rate.

April 2008



**Wiltshire**  
COUNTY COUNCIL

*Property and Equipment*

*Maintenance Guide*

*Community and Voluntary Controlled Schools*

*IN*

*the County Council's Maintenance*

*Pooling Scheme*

*June 2006*

# **PROPERTY AND EQUIPMENT MAINTENANCE** **GUIDE – JUNE 2006**

## **INTRODUCTION**

***This booklet sets out to provide a clear understanding of who is responsible to deal with general and specific servicing and maintenance issues within schools.***

It contains **3 Sections**:

1. Important explanatory notes – read these first;
2. Guidance on the servicing and maintenance of equipment, machinery and other non-structural items;
3. Split of responsibilities for the repair and maintenance of school buildings and equipment.

**You do not need to read this entire booklet cover to cover!**

*However, you do need to look carefully at Section 1 to determine the relevance of the information to your particular school. Then you should use the remaining sections for reference as and when it is appropriate to your school.*

The full and proper application of this guidance will reduce the potential of personal injury to staff and school users as well as protecting the County Council and individuals from the costs and consequences of remedial work and litigation.

Effort has been made to avoid error or ambiguity but note that this guidance may be subject to further or alternative interpretation in all cases.

**IF THERE IS ANY PART OF THIS INFORMATION THAT YOU DO NOT UNDERSTAND, OR IF YOU ARE UNCLEAR ABOUT ITS APPLICATION TO YOU OR YOUR SCHOOL – YOU MUST SEEK CLARIFICATION FROM THOSE LISTED IN SECTION 2.**

## SECTION 1

### **IMPORTANT EXPLANATORY NOTES**

Most of the servicing and maintenance of equipment and structures in schools is arranged by one of four parties.

- **The School** (via its own staff, volunteers or its chosen contractors);
- **The Council** (via its chosen contractors);
- **WCC Environmental Services Department** (the operator of the Council's Maintenance Pooling Scheme);
- **Sodexho** (the operator of the Council's cleaning, catering and grounds maintenance contracts).

Note - In some other instances work may be done by:

- The supplier/installer of new equipment under warranty;
- The Facilities Management Operator in PFI schools;
- The Diocese for Voluntary Aided schools.

Each school will have received a record of which of these four parties is responsible for arranging the range of servicing and maintenance issues common to schools.

It is important that each school has a current record and has checked that it is accurate. A new record will be issued to each school each year. If you do not have a current record contact the Schools' Health and Safety Liaison Officer on 01225 713268.

**Section 2** of this booklet tells you how to arrange any servicing or maintenance that your school is responsible for. This includes details about the frequency and specification of the work plus the details of some contractors who offer the service.

***Advice on monitoring and controlling contractors on the school site is also included, as is the action that schools need to take between planned maintenance visits. This part of the guidance is relevant to all schools including those which have servicing and maintenance done via the Council's Maintenance Pool or through a contract with Sodexho.***

Helpline telephone numbers are provided for each type of servicing and maintenance.

**Section 3** of this booklet indicates the full split of responsibilities for the repair and maintenance of school buildings and equipment.

# **PROPERTY AND EQUIPMENT MAINTENANCE** **GUIDE – JUNE 2006**

## **SECTION 2**

### **Guidance on the servicing and maintenance of equipment, machinery and other non-structural items**

- A. ACCESS EQUIPMENT
- B. ASBESTOS
- C. CATERING EQUIPMENT
- D. EMERGENCY LIGHTING
- E. EXTERNAL PLAY EQUIPMENT AND SURFACES
- F. FIRE ALARM SYSTEMS**
- G. FIRE EXTINGUISHERS
- H. FIXED ELECTRICAL WIRING
- I. FUME CUPBOARDS
- J. GAS BOILERS**
- K. GAS CYLINDERS AND WELDING EQUIPMENT**
- L. GAS HEATERS
- M. GAS PIPEWORK
- N. GYMNASIUM EQUIPMENT
- O. HOISTS AND MOBILE SLINGS (FOR MOVING PEOPLE)
- P. HOT AND COLD WATER SYSTEMS (LEGIONELLA)
- Q. LPG BULK STORAGE TANKS
- R. MECHANICAL LOCAL EXHAUST VENTILATION
- S. MICROWAVE OVENS
- T. OIL BOILERS
- U. PASSENGER AND GOODS LIFTS
- V. PORTABLE ELECTRICAL APPLIANCES
- W. POTTERY KILNS
- X. ROAD VEHICLES
- Y. SEWAGE OR STORM WATER PUMPS
- Z. SWIMMING POOL PLANT AND EQUIPMENT
- AA. TREES
- BB. WATER SOFTENERS
- CC. WORKSHOP MACHINERY



TYPE OF EQUIPMENT / PLANT:	<b>B – ASBESTOS (TESTING &amp; MONITORING)</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for the management of Asbestos is held by the County Council and, if carried out, will comply with the duties required under the Control of Asbestos at Work Regulations. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out work involving asbestos containing materials (ACM's) must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>For all Voluntary Controlled and Community Schools the testing and monitoring at the premise in relation to ACM's will be arranged and paid for via ESD Strategic Property Services.</p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING AND FUNDING THE MANAGEMENT AND MONITORING OF ANY ACM's.</b></p>
<b>Frequency of testing/servicing:</b>	<ul style="list-style-type: none"> <li>• THE COUNCIL'S STANDARD IS THAT A TYPE 2 ASBESTOS SURVEY MUST BE UNDERTAKEN ON EACH SITE AND THAT AN ASBESTOS REGISTER IS PRODUCED AND AVAILABLE.</li> <li>• MONITORING SURVEYS ARE UNDERTAKEN AT LEAST ANNUALLY, BUT IN MOST CASES AT 6 MONTHLY INTERVALS.</li> </ul>
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS THE SURVEYS &amp; MONITORING IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING: <u>AC &amp; MS Ltd</u> TEL: 01268 530798</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p>For Schools in the Maintenance Pool where work has been identified to encapsulate any ACM's as soon as is reasonably practicable, this will be organised and paid for through ESD Strategic Property Services.</p> <p><b>IN ALL OTHER CASES THE RESPONSIBILITY FOR ENCAPSULATION IS WITH THE SCHOOL.</b></p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection and auditing by the Contractor;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To monitor the condition of any ACM's identified on the site and to report immediately any damaged areas of ACM's to the Corporate Maintenance Team.</li> <li>• To make the asbestos register available to anybody undertaking works on the site which could involve the disturbance of any area of building fabric.</li> <li>• Be aware of the actions required should any ACM's be damaged or disturbed.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act and Approved Code of Practice.</b></p> <p><b>Schools other than Voluntary Controlled and Community may be annually required to confirm to the Council that this maintenance has been carried out.</b></p>
<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for all other schools:</u></b>  ESD Corporate Maintenance Team - 0845 6024149  <b>General issues:</b>  COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>

TYPE OF EQUIPMENT / PLANT:	<b>C - CATERING EQUIPMENT (ovens, steamers, mixers etc)</b>
<b>Testing/servicing required:</b>	<p>This section refers to the equipment used to cook, heat and prepare foodstuffs including ovens, steamers, bain-maries, hot cupboards, hot trolleys, fryers, grills, slicing machines, peelers and mixers.</p> <p>All require servicing to establish their suitability and integrity in relation to gas, hot water, electricity, blades and guards.</p> <p>Some remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>For schools that are part of the Sodexho Catering Contract, only electrical testing of portable appliances will be undertaken as part of that contract. Subject to any modification of that contract, schools are responsible for arranging and funding other work themselves.</b></p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>WITH THE EXCEPTION OF ELECTRICAL TESTING OF PORTABLE APPLIANCES, WHICH IS PART OF THE SODEXHO CATERING CONTRACT, <b>ALL SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p><b>CARFORD SERVICES LIMITED, WIMBORNE TEL: 01202 851900</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present.;</li> <li>● A record of work undertaken must be kept on site.</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All equipment must be kept in a clean and hygienic condition.</li> <li>● Pilot lights must be extinguished if no flame-failure device is present.</li> <li>● All defects should be reported immediately to your maintenance provider.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under Food and Health and Safety legislation.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p>For schools in the Sodexho contract:: SODEXHO HELPLINE - (01225) 771699  For other schools: - ESD Corporate Maintenance Team - 0845 6024149  General issues: -  COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>

TYPE OF EQUIPMENT / PLANT:	<b>D - EMERGENCY LIGHTING</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b></p> <p><b><i><u>HAVEN FIRE SECURITY CONSULTANTS LTD, TROWBRIDGE TEL: 01225 762667</u></i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available for inspection by the Contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● Ensure contractors are using a safe means of access;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● To test emergency lighting as per guidance in the Health &amp; Safety Manual for Schools.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Workplace (Health, Safety and Welfare) Regulations.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b>For schools in the maintenance pool and for all other schools:</b> ESD Corporate Maintenance Team – 0845 6024149</p>

	<p>General issues: COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>						
<b>TYPE OF EQUIPMENT / PLANT:</b>	<i>E - EXTERNAL PLAY EQUIPMENT AND SURROUNDING SURFACES</i>						
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment and surfaces.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>						
<b>Frequency of testing/servicing:</b>	ANNUALLY						
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The LEA Approved Contractor who provides this service is:</p> <p>GYMNASIUM MAINTENANCE SEARCHFIELD Thamesmead, London SE28 OAQ Telephone: 0208 3177666</p>						
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>• Any external play equipment or surface deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>						
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All external play equipment and surfaces should be checked for obvious damage at the start of each half-term or more frequently if vandalism is a school issue or in extreme weather conditions.</li> <li>• Loose surfaces (such as bark) should be checked on a weekly basis and re-distributed if necessary.</li> <li>• Any defects requiring specialist maintenance should be reported immediately to the Approved Contractor.</li> <li>• Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>						
<b>Additional information:</b>	<b>This is a statutory requirement under the Health &amp; Safety at Work Act.</b>						
<b>Helpline contacts:</b>	<table> <tr> <td>CONTRACT ADMINISTRATOR</td> <td>01225 713268</td> </tr> <tr> <td>COUNCIL'S PE ADVISER</td> <td>01225 713851</td> </tr> <tr> <td>COUNCIL'S HEALTH &amp; SAFETY ADVISER</td> <td>01225 713567 or 713154</td> </tr> </table>	CONTRACT ADMINISTRATOR	01225 713268	COUNCIL'S PE ADVISER	01225 713851	COUNCIL'S HEALTH & SAFETY ADVISER	01225 713567 or 713154
CONTRACT ADMINISTRATOR	01225 713268						
COUNCIL'S PE ADVISER	01225 713851						
COUNCIL'S HEALTH & SAFETY ADVISER	01225 713567 or 713154						

--	--

TYPE OF EQUIPMENT / PLANT:	<b>F - ELECTRICAL FIRE ALARM SYSTEMS</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING: HAVEN FIRE SECURITY CONSULTANTS LTD, TROWBRIDGE TEL: 01225 762667</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the asbestos register available for inspection by the contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● To test the alarm is operating and audible throughout the building on a weekly basis as per guidance in the Health &amp; Safety Manual for Schools.</li> <li>● To report any defect immediately using the helpline contacts below.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act and associated Regulations.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>

<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for other schools:</u></b>  ESD Corporate Maintenance Team - 0845 6024149  <b><u>General issues:</u></b> -  COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>G - FIRE EXTINGUISHERS, BLANKETS AND HOSES</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any equipment requiring replacement due to vandalism or lack of serviceability.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF ALL PARTS OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>BLAZE FIRE PROTECTION</u></b></p> <p>Telephone: 0800 0281882</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any fire fighting equipment assessed as being unfit for use must be replaced as quickly as practicable;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All fire fighting equipment should be kept in its allocated position and kept unobstructed.</li> <li>● Any concern about the condition of fire fighting equipment should be reported to the Approved Contractor.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Current Fire Legislation.</b></p> <p><b>Schools must notify the Contract Administrator if any new fire fighting equipment is installed or old equipment removed.</b></p>
<b>Helpline contacts:</b>	

	<p>CONTRACT ADMINISTRATOR (01225) 713268</p> <p>COUNCIL'S HEALTH &amp; SAFETY ADVISER (01225) 713567 or 713154</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>H - FIXED WIRING INSTALLATION ELECTRICAL TESTING</b>
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of all fixed wiring and electrical equipment to ensure its integrity, suitability and compliance with required standards.</p> <p>Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any other repairs themselves.</p>
<b>Frequency of testing/servicing:</b>	<p>EVERY FIVE YEARS</p> <p>(might be required more frequently by the District Council if a Public Entertainment Licence is applied for)</p>
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR (EVERY FIVE YEARS ONLY) THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b></p> <p><b><i>WIREWISE TEL: 01985 846836</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the asbestos register available for inspection by the contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All switches, sockets and fixed electrical appliances should be visually inspected on a regular basis. Any defects should be reported within the school and action taken to isolate and then repair the item.</li> <li>● Any sign of water damage should be investigated immediately;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<b>Additional information:</b>	<p>This is a statutory requirement under the Electricity at Work Regulations.</p> <p>Schools not in the maintenance pool will be required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</p>
<b>Helpline contacts:</b>	<p><b>For schools in the maintenance pool and for other schools:</b> ESD Corporate Maintenance Team - 0845 6024149</p> <p><b>General issues:</b> COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>I - FUME CUPBOARDS</b> (Fixed And Mobile)
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>FUME CUPBOARD DESIGN LTD</u></b> T/A LAB Services) Wootton Road, Ashford, Kent TN23 6LL Telephone: 01233 642677</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any fume cupboard deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• Any reasons to suggest the ineffective operation of the cupboard should be immediately reported to the Approved Contractor.</li> <li>• Mobile cupboards should be subject to portable electrical appliance testing.</li> <li>• Schools must notify the Contract Administrator if any new fume cupboards are installed or old ones removed.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Control of Substances Hazardous to Health Regulations and the Provision &amp; Use of Workplace Equipment Regulations (PUWER).</b></p>
<p><b>Helpline contacts:</b></p>	<p>CONTRACT ADMINISTRATOR 01225 713268  COUNCIL'S SCIENCE ADVISER 01225 713856  COUNCIL'S HEALTH &amp; SAFETY ADVISER (01225) 713567 or 713154</p>
<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>J - GAS BOILERS (commercial and domestic)</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>ANNUALLY</p>
<p><b>How is this testing/servicing provided?</b></p>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b>  <u>NORLAND MANAGED SERVICES, NEWBURY</u> TEL: 01635 230529  <u>THAMES VALLEY SERVICES, OXFORD</u> TEL: 01844 358200</p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p>Note: persons working on gas appliances must be CORGI registered and their operatives must be ACOP/ACS certificated.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the contractor.</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> <li>• A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this</li> </ul>

	intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● On a weekly basis, a named person should visit the boiler/plant room whilst the boilers are working to check for any obvious cause for concern such as smell of gas, evidence of water leakage or flooding, unusual noise etc. Any such concern should immediately be relayed to the helpline contact given below.</li> <li>● All boiler/plant rooms must be kept free of any obstructions or flammable materials. This will ensure that contractors and fire-fighters have unimpeded access.</li> <li>● Dry powder fire extinguishers should be present and immediately accessible.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Gas Safety Regulations. Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	For schools in the maintenance pool and for all other schools: ESD Corporate Maintenance Team - 0845 6024149 General issues: -COUNCIL'S HEALTH AND SAFETY ADVISER - 01225 713567 or 01225 713154 Gas Leak Emergency Telephone Number: 0800 111999
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>K - GAS CYLINDERS (AND WELDING EQUIPMENT)</b>
<b>Testing/servicing required:</b>	<p>This section refers to gas cylinders that are used in relation to the science curriculum and the DT curriculum.</p> <p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment. A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT AVAILABLE TO <b>ALL SCHOOLS</b>. Individual schools must positively sign up to be included in this contract. Contact the Contract Administrator for details.</p> <p>The Council's Approved Contractor for this work is: <b>WESSEX WELDING AND INDUSTRIAL SUPPLIES</b>, BRISTOL – 01454 311033</p> <p>USING THE ABOVE NAMED CONTRACTOR GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake the works must be logged in and told about local emergency arrangements;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All gas cylinders must be stored securely to avoid any unauthorised access.</li> <li>• All hoses and fittings should be visually inspected during the setting up procedure.</li> <li>• Any defect or abnormality in use should be reported immediately to your competent contractor.</li> </ul>
<b>Additional information:</b>	<p>This is a statutory requirement under the Pressure Systems Regulations.</p> <p>Schools opting not to use the Council's contract service will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</p>
<b>Helpline contacts:</b>	<p><u>Contract Administrator</u> - 01225 713119</p> <p><u>General issues:</u> COUNCIL'S HEALTH AND SAFETY ADVISER - (01225) 713567 or 713154</p> <p><b><u>Use within DT:</u> COUNCIL'S DT ADVISER - 01225 713862</b></p> <p><u>Use within Science:</u> COUNCIL'S SCIENCE ADVISER - 01225 713856</p>

<b>TYPE OF EQUIPMENT / PLANT</b>	<b>L – GAS HEATERS (Wall mounted balanced flue converters)</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	<p>COUNCIL'S STANDARD IS TWICE PER YEAR STATUTORILY ONLY REQUIRED ANNUALLY</p>
<b>How is this testing/servicing provided?</b>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b></p> <p><u>NORLAND MANAGED SERVICES, NEWBURY</u> <b>TEL: 01635 230529</b> <u>THAMES VALLEY SERVICES, OXFORD</u> <b>TEL: 01844 358200</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p><b>Note: persons working on gas appliances must be CORGI registered and their operatives must be ACOP/ACS certificated.</b></p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake the works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</b></li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● Ensure all heaters are kept free from coverings;</li> <li>● Ensure fireguards are in place and in good condition;</li> <li>● Report any defects immediately;</li> <li>● Prohibit the use of any defective equipment;</li> <li>● Report any smell of gas or fumes immediately.</li> </ul>
<b>Additional information:</b>	<b><i>This is a statutory requirement under the Gas Safety Regulations. Schools not in the maintenance pool will be annually required to confirm to the LEA that this maintenance has been carried out. Failure to provide confirmation may result in the LEA commissioning the work and charging the school's budget accordingly.</i></b>
<b>Helpline contacts:</b>	<b><i>For schools in the maintenance pool and for other schools:</i></b> <u>ESD CORPORATE MAINTENANCE TEAM</u> - 0845 6024149 <u>GENERAL ISSUES</u> :Council's Health & safety Advisor – (01225) 713567 or 713154 <u>GAS LEAK</u> Emergency Telephone Number - 0800 111999

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>M - GAS PIPEWORK SOUNDNESS</b>
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of the gas pipework distribution system within schools to ensure correct pressures and the absence of any leaks.</p> <p>Schematic pipework distribution drawings are also updated at this time. These should be displayed at the main gas meter position.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs themselves. Sodexho will arrange tests where necessary in the kitchen areas under its control.</p>
<b>Frequency of testing/servicing:</b>	EVERY THREE YEARS
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b></p> <p><u>GASFORCE TECHNICAL SERVICES LTD, YORKS</u> TEL: 01274 852777</p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM THE SAME CONTRACTOR.</b></p>

<p style="text-align: center;"><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available for inspection by the Contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site.</li> <li>● A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p style="text-align: center;"><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>● Report any smell of gas immediately as per helpline contacts below.</li> <li>● Any concern within seven days of servicing should be referred back to the particular contractor.</li> </ul>
<p style="text-align: center;"><b>Additional information:</b></p>	<p><b>Schools not in the maintenance pool will be required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p style="text-align: center;"><b>Helpline contacts:</b></p>	<p><b><u>For schools in the maintenance pool and for other schools:</u></b>  ESD Corporate Maintenance Team - 0845 6024149  <b><u>General issues:</u></b> Council's health &amp; safety Advisor – (01225) 713567 or 713154  <b><u>Gas Leak Emergency Telephone Number:</u></b> 0800 111999</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b><i>N - GYMNASIUM EQUIPMENT</i></b>						
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>						
<b>Frequency of testing/servicing:</b>	ANNUALLY						
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>GYMNASIUM MAINTENANCE SEARCHFIELD</u></b>  Thamesmead, London SE28 OAQ  Telephone: 0208 3177666</p>						
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any gymnasium equipment deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>						
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All gymnasium/sports equipment should be visually inspected before use.</li> <li>● Any defects in equipment within the scope of this contract should be reported immediately to the Approved Contractor.</li> <li>● Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>						
<b>Additional information:</b>	<b>This is a statutory requirement under the Health &amp; Safety at Work Act.</b>						
<b>Helpline contacts:</b>	<table> <tr> <td>CONTRACT ADMINISTRATOR</td> <td>01225 713119</td> </tr> <tr> <td>COUNCIL'S PE ADVISER</td> <td>01225 713851</td> </tr> <tr> <td>COUNCIL'S HEALTH &amp; SAFETY ADVISER</td> <td>01225 713567 or 713157</td> </tr> </table>	CONTRACT ADMINISTRATOR	01225 713119	COUNCIL'S PE ADVISER	01225 713851	COUNCIL'S HEALTH & SAFETY ADVISER	01225 713567 or 713157
CONTRACT ADMINISTRATOR	01225 713119						
COUNCIL'S PE ADVISER	01225 713851						
COUNCIL'S HEALTH & SAFETY ADVISER	01225 713567 or 713157						



TYPE OF EQUIPMENT / PLANT:	<b>P - TESTING &amp; MONITORING OF THE HOT AND COLD STORED WATER SYSTEM (LEGIONELLA)</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the water system. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some minor remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any remedial work necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	<ul style="list-style-type: none"> <li>• COUNCIL'S STANDARD IS <b>ANNUALLY</b> FOR SCHOOLS DESIGNATED AS HAVING A SIGNIFICANT POTENTIAL FOR LEGIONELLA (all schools with showers, spray taps etc)</li> <li>• 3 YEARLY FOR SCHOOLS WITH INSIGNIFICANT POTENTIAL FOR LEGIONELLA</li> </ul>
<b>How is this testing/servicing provided?</b>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b></p> <p><i>AIRMEC LTD, Bristol</i> <span style="float: right;"><b>TEL: 01454 275050</b></span>  <b>(servicing north of county)</b></p> <p><i>WATER PURE SYSTEMS LTD, Thornbury</i> <span style="float: right;"><b>TEL: 01454 411888</b></span>  <b>(servicing south of county)</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• Shower heads must be dismantled, cleaned and descaled on a termly basis.</li> <li>• Showers must be run at the highest temperature setting for 5 minutes before using after any period of non-use longer than 5 days.</li> <li>• Be aware that the addition of new showers, spray taps etc. may affect the necessary schedule of maintenance. Seek advice from the relevant helpline below.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act and Approved Code of Practice.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b>For schools in the maintenance pool and for all other schools:</b>  ESD Corporate Maintenance Team - 0845 6024149</p>

**General issues:** Council's Health & Safety Advisor – (01225) 713567 or 713154

TYPE OF EQUIPMENT / PLANT:	<b>Q - TESTING OF LPG BULK STORAGE VESSELS</b>
<b>Testing/servicing required:</b>	<p>The Council has a policy for testing and inspecting LPG Bulk Storage Tanks to ensure their integrity and compliance with required standards.</p> <p>The tank is examined, cleaned and given an ultrasonic test for corrosion. Any tank failing these tests is to be replaced.</p> <p>Calor Gas Ltd undertakes these tests and any remedial work at no cost to the school or the Council.</p>
<b>Frequency of testing/servicing:</b>	EVERY 10 YEARS and visual check every delivery
<b>How is this testing/servicing provided?</b>	<p><b>CALOR GAS LTD PROVIDE THIS SERVICE FOR ALL SCHOOLS. If your school uses any other supplier – please check with that supplier.</b></p> <p><i>CALOR GAS LIMITED, WARWICK</i> <span style="float: right;"><b>TEL: 0845 7661111</b></span></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• Any defect should be reported immediately to your supplier.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Health and Safety at Work Act.</b>
<b>Helpline contacts:</b>	<p><b><u>For all schools:</u></b> CALOR GAS LTD – 0845 7661111</p> <p><b><u>General issues:</u></b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

TYPE OF EQUIPMENT / PLANT:	<b>R - MECHANICAL LOCAL EXHAUST VENTILATION (Dust and fume extraction equipment other than fume cupboards used in science)</b>
<b>Testing/servicing required:</b>	<p>This section refers to equipment provided in DT workshops and preparatory rooms and heat treatment and kiln areas.</p> <p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and will also be posted on the Schools Intranet Service – WISEnet. Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools will be responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE LEA USES RETAINED FUNDING TO ORGANISE A CONTRACT AVAILABLE TO <b>ALL SCHOOLS</b>. Individual schools must positively sign up to be included in this contract. Contact the Contract Administrator for details.</p> <p><b>LEV COSHH TESTING LTD</b> Banners Building, 622 Attercliffe Road, Sheffield S9 3QS Telephone: 0114 261 7816</p> <p>USING THE ABOVE NAMED CONTRACTOR GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available to the Contractor undertaking the work;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All portable units must be electrically tested.</li> <li>● All portable units must be regularly emptied and cleaned.</li> <li>● All units should be monitored during use and any concern about efficiency or effectiveness should be reported immediately to your competent contractor.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Control of Substances Hazardous to Health Regulations.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>

<b>Helpline contacts:</b>	<b>Contract Administrator:</b>	- 01225 713119
	<b>General issues:</b> Council's Health & safety Advisor	- (01225) 713567 or 713157
	<b>Use with DT:</b> Council's DT Advisor	- 01225 713862

TYPE OF EQUIPMENT / PLANT:	<b>S - MICROWAVE OVENS</b>
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out radiation leakage tests on all microwave ovens to ensure the oven's integrity, suitability and compliance with required standards.</p> <p>This test is in addition to the portable electrical appliance test also required.</p> <p>Some small repairs might be undertaken at the time of this testing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>All schools are responsible for arranging and funding the testing and any other repairs themselves.</p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p><b>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</b></p> <p><i>WHEELERS (WESTBURY) LTD, WESTBURY TEL: 01373 823755</i></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● To keep ovens clean and maintain in good order;</li> <li>● To ensure ovens are only used for the heating of food or drink in appropriate containers;</li> <li>● Ensure ovens are included in testing of portable electrical equipment;</li> <li>● Ensure defective ovens are not used until properly repaired.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Provision &amp; Use of Work Equipment Regulations.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b>For schools in the maintenance pool and for all other schools:</b> ESD Corporate Maintenance Team - 0845 6024149</p>

	<b>General issues:</b> Council's Health & safety Advisor – (01225) 713567 or 713154
--	---

TYPE OF EQUIPMENT / PLANT:	<b>T - OIL BOILERS (commercial and domestic)</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b></p> <p><u>NORLAND MANAGED SERVICES, NEWBURY</u>                      <b>TEL: 01635 230529</b>  <u>THAMES VALLEY SERVICES, OXFORD</u>                              <b>TEL: 01844 358200</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All Contractors must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available for inspection by the Contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> <li>● A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● On a weekly basis, a named person should visit the boiler/plantroom whilst the boilers are working to check for any obvious cause for concern such as oil spillage, evidence of water leakage or flooding, unusual noise etc. Any such concern should immediately be relayed to the helpline contact given below.</li> <li>● All boiler/plantrooms must be kept free of any obstructions or flammable materials. This will ensure that contractors and firefighters have unimpeded access.</li> <li>● Dry powder and foam fire extinguishers to be present and immediately accessible.</li> <li>● <b><u>It is the school's responsibility in all cases to check oil levels and to order oil.</u></b></li> </ul>
<b>Additional information:</b>	<p>This is a statutory requirement under the Provision &amp; Use of Work Equipment Regulations.</p> <p>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</p>

<b>Helpline contacts:</b>	<b>For schools in the maintenance pool and for all other schools:</b> ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> Council's health & safety Advisor – (01225) 713567 or 713154
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>U - PASSENGER &amp; GOODS LIFTS</b>
<b>Testing/servicing required:</b>	The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b> . A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.  Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site. For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.
<b>Frequency of testing/servicing:</b>	DEPENDENT UPON USAGE (SEE SPECIFICATION FOR DETAILS)
<b>How is this testing/servicing provided?</b>	<b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b> <i>TRIANGLE LIFT SERVICES, BRISTOL</i> <b>TEL: 01934 877121</b>  <b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b> USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• The working area must be properly restricted;</li> <li>• Ensure proper means of access is used by contractors;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To keep door runners clean and free from anything likely to obstruct closure;</li> <li>• On a weekly basis, a named person should check that the lighting and visual indicators within lifts are all operating correctly. Any defects should be immediately reported using the helpline contacts below.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Lifting Operations and Lifting Equipment Regulations and Provision &amp; Use of Work Equipment Regulations.</b>  <b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<b>For schools in the maintenance pool and for all other schools:</b>

	ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> Council's Health & Safety Advisor – (01225) 713567 or 713154
--	--

TYPE OF EQUIPMENT / PLANT:	<b>V - TESTING OF PORTABLE ELECTRICAL APPLIANCES</b>
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of all portable electrical equipment to ensure its integrity, suitability and compliance with required standards.</p> <p>Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>All schools are responsible for arranging and funding the testing and any other repairs themselves.</p>
<b>Frequency of testing/servicing:</b>	<p style="text-align: center;">CLASS 1 EQUIPMENT SHOULD BE TESTED AT LEAST ANNUALLY. CLASS 2 EQUIPMENT SHOULD BE TESTED AT LEAST EVERY FOUR YEARS, WITH VISUAL INSPECTIONS UNDERTAKEN ANNUALLY Full details are given in the Health &amp; Safety Manual for Schools.</p>
<b>How is this testing/servicing provided?</b>	<p><b>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</b></p> <p><b><i>WHEELERS (WESTBURY) LTD, WESTBURY</i></b> <span style="float: right;"><b>TEL: 01373 823755</b></span></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p><b>Note that the testing of equipment in kitchens is the responsibility of Sodexho within those schools that are part of the Sodexho catering contract.</b></p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available to the Contractor undertaking the work;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All portable electrical appliances must be usually inspected for any sign of damage before use. Guidance on common defects is given in the Health &amp; Safety Manual for Schools.</li> <li>● Any defective equipment must be taken out of use and effectively removed until repaired and tested.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Electricity at Work Regulations.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<b><u>For schools in the maintenance pool and for other schools:</u></b>

	ESD Corporate - 0845 6024149 <b>General issues:</b> Council's Health & Safety Advisor – (01225) 713567 or 713154
--	---

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>W - POTTERY KILNS</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>CELTIC KILNCARE DESIGN LIMITED</u></b> Langland Way, Newport NP19 4PT Telephone: 01633 271455</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any kiln deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All kilns must be visually inspected at the start of each half-term.</li> <li>● All means of physically isolating the kiln must be kept secure.</li> <li>● All means of electrically isolating the kiln must be kept clear.</li> <li>● The area around the kiln must be kept free of combustible materials.</li> <li>● Any defects must be reported immediately the Approved Contractor.</li> <li>● Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Provision &amp; Use of Workplace Equipment Regulations.</b>

<b>Helpline contacts:</b>	CONTRACT ADMINISTRATOR Council's D/T ADVISER Council's Health & Safety Advisor	01225 713268 01225 713862 (01225) 713567 or 713154

TYPE OF EQUIPMENT / PLANT:	<b>X - ROAD VEHICLES</b>	
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of all <u>SCHOOL-OWNED</u> road vehicles to ensure compliance with required standards.</p> <p>All school-owned road vehicles must be maintained in a roadworthy condition.</p> <p>Each vehicle must be serviced in line with the manufacturer's recommendations and the requirements of Road Traffic legislation.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>	
<b>Frequency of testing/servicing:</b>	<ul style="list-style-type: none"> <li>• IN LINE WITH MANUFACTURER'S INSTRUCTIONS.</li> <li>• MOT EVERY YEAR ONCE THE VEHICLE IS MORE THAN THREE YEARS OLD OR ONE YEAR OLD IF A MINIBUS WITH &gt;8 PASSENGER SEATS.</li> <li>• INDIVIDUAL TRIP CHECKS BY DRIVERS.</li> </ul>	
<b>How is this testing/servicing provided?</b>	<p>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</p> <p>The person undertaking this servicing and maintenance must be demonstrably competent and experienced in this type of work.</p>	
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area, if on site, must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>	
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• The driver must undertake routine checks before each use. Details of these checks are given in the Health &amp; Safety Manual for Schools.</li> <li>• Any defects must be reported immediately to the person responsible for the servicing and maintenance.</li> </ul>	
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Road Traffic legislation and the Provision and Use of Work Equipment Regulations.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>	

<b>Helpline contacts:</b>	<b>General issues:</b> Council's Health & Safety Advisor – (01225) 713567 or 713154
---------------------------	---

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>Y - SEWAGE OR STORM WATER PUMPS</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING: MAUDSLEYS BRISTOL ELECTRICAL REPAIRS, BRISTOL TEL: 0117 9552 481</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• The Asbestos Register must be consulted with the person undertaking the work;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• On a weekly basis, a named person should check that the equipment is functioning properly. Any defect should be immediately reported using the helpline contacts below.</li> </ul>
<b>Additional information:</b>	<b>Schools not in the maintenance pool will be annually required to confirm to the LEA that this maintenance has been carried out. Failure to provide confirmation</b>

	may result in the LEA commissioning the work and charging the school's budget accordingly.
<b>Helpline contacts:</b>	<b>For schools in the maintenance pool and for all other schools:</b> ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> Council's Health & Safety Advisor – (01225) 713567 or 713154
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>Z - SWIMMING POOL PLANT AND EQUIPMENT</b>
<b>Testing/servicing required:</b>	The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b> . A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below. Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site. For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.
<b>Frequency of testing/servicing:</b>	TWICE A YEAR
<b>How is this testing/servicing provided?</b>	<b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</b> SWIMCO, Radstock, Somerset Tel: 01761 432838  <b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b> USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> <li>• A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• There are detailed and important maintenance requirements during the commissioning, use and winterisation of pools. Contact your specialist contractor or the Council's Adviser for more details.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Provision &amp; Use of Work Equipment Regulations.</b>  <b>Schools not in the maintenance pool will be annually required to confirm to the</b>

	<b>Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<b>For schools in the maintenance pool and for all other schools</b> ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> Council's Health & Safety Advisor – (01225) 713567 or 713154

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>AA - TREES</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment. A copy of the specification is available from the Contract Administrator (see contact details below). Some remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>For schools that are part of the Sodexho Grounds Maintenance Contract, the inspection element of this work is part of that contract. Corrective action is the responsibility of the school. Other schools are responsible for arranging and funding all elements themselves.</b></p>
<b>Frequency of testing/servicing:</b>	SIX MONTHLY AND AFTER EXTREME WEATHER CONDITIONS
<b>How is this testing/servicing provided?</b>	<p>THIS IS PART OF THE SOXEXHO GROUNDS MAINTENANCE CONTRACT.</p> <p>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE. FOR DETAILS OF THE "GUIDELINES FOR THE MAINTENANCE OF SCHOOL TREES" REFER TO THE COUNCIL'S CONTRACT MONITORING OFFICER – See below for details.</p> <p>Schools should ensure that operatives are demonstrably competent and experienced in this type of work.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept restricted and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• Any damage to semi-mature or mature trees should be reported to your competent contractor.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act.</b></p> <p><b>Schools that are not part of the Sodexho grounds contract will be annually required to confirm to the Council that this maintenance has been carried out.</b></p>

	<b>Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<b>For schools in the Sodexo contract:</b> SODEXHO - 01225 771699 <b>For other schools:</b> Council's Contract Monitoring Officer - 01225 713266 <b>General issues:</b> Council's Health & Safety Advisor - (01225) 713567 or 713154

<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>BB - WATER SOFTENERS</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>SIX MONTHLY</p>
<p><b>How is this testing/servicing provided?</b></p>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</b></p> <p><u>ZEPHER WATER TREATMENT SERVICES, BATH</u>      <b>TEL: 01225 334838</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>● All visitors to school site undertaking these works must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register to the Contractor undertaking the work;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>● To supply and maintain proper levels of granular or tablet salt.</li> <li>● To monitor steady decrease in salt level which indicates the softener is operating correctly.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><b>For schools in the maintenance pool and for all other schools:</b>  ESD Corporate Maintenance Team      - 0845 6024149  <b>General issues:</b>      Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>CC - WORKSHOP MACHINERY</b>						
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>						
<b>Frequency of testing/servicing:</b>	ANNUALLY						
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>MACHINERY SAFETY SERVICES</u></b>  25-29 Station Road, Sittingbourne, Kent ME10 3DU  Telephone: 01795 477988</p>						
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any workshop machinery deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>						
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All machinery must be visually inspected at the start of each half-term.</li> <li>● All machinery and the surrounding floor space must be kept clean and clear from anything liable to cause a slip or trip.</li> <li>● All guards must be kept in place.</li> <li>● Any defects should be reported immediately to the Approved Contractor.</li> <li>● Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>						
<b>Additional information:</b>	<b>This is a statutory requirement under the Provision &amp; Use of Workplace Equipment Regulations.</b>						
<b>Helpline contacts:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">CONTRACT ADMINISTRATOR</td> <td style="text-align: right;">01225 713119</td> </tr> <tr> <td>Council's D/T Advisor</td> <td style="text-align: right;">01225 713862</td> </tr> <tr> <td>Council's Health &amp; Safety Advisor</td> <td style="text-align: right;">(01225) 713567 or 713154</td> </tr> </table>	CONTRACT ADMINISTRATOR	01225 713119	Council's D/T Advisor	01225 713862	Council's Health & Safety Advisor	(01225) 713567 or 713154
CONTRACT ADMINISTRATOR	01225 713119						
Council's D/T Advisor	01225 713862						
Council's Health & Safety Advisor	(01225) 713567 or 713154						

# **PROPERTY AND EQUIPMENT MAINTENANCE** **GUIDE – JUNE 2006**

## *SECTION 3*

Split of responsibilities for the repair and maintenance of school buildings and equipment

### *NOTE*

Effort has been made to avoid error or ambiguity but note that this guidance may be subject to further or alternative interpretation in all cases.



## REPAIRS & MAINTENANCE IN WILTSHIRE SCHOOLS

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes	
Element	Sub Element	Attribute	School	Pool	Council		
Ceilings	Ground floor	Boarded ceiling	Y		Y		
		Ceiling hanger		Y			
		Ceiling joists		Y			
		Concrete floor		Y			
		Dry lined ceiling	Y				
		Exposed decking		Y			
		Plastered ceiling	Y				
		Suspended ceiling	Tiles	Structure			
Electrical	Communication systems	Close circuit TV Systems	Y				
		Panic Alarms	Y	Y		School's responsibility if installed by them	
		Computer Data Systems	Y				
		Telephone Systems	Y				
	Electrical Switchgear	Mains Distribution		Y			
		Electrical Standby	Uninterrupted Power Supplies	Y			
	Fire alarms	Standard System		Y			
	Intruder alarms	Door Access system	Y				
		Intruder alarm Systems	School's	Y		School's responsibility if installed by them	
	Lifts and Hoists	Lift Equipment	Y			} Hoists for moving people - school's responsibility. Passenger/Goods Council's responsibility	
	Lighting	All types of Lamps	Y				
	Lighting fittings	Fittings and Parts			Y		
		Emergency Lighting			Y		
		Light fittings and Parts			Y		
		Shades and Diffusers	Y		Y		
		Switches and Time-clocks			Y		
	Lighting wiring	Fixed Lighting wiring			Y		
	Lightning protection	Lightning Conductors			Y		
	Power	Electrical Water Heating			Y		
		Fixed Heaters			Y		
Sewage & sump pumps				Y			

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
	Power fittings	All fixed accessories		Y		
	Power Wiring	Fixed Power Wiring		Y		
		5 Year Electrical Testing		Y		
External areas	Ancillary premises	Dustbin enclosure	Repairs	Replacement		
		Incinerators	Y			
		Name board	Y			
		Cycle sheds & racks	Y			
		Garden sheds	Y			
		Glass houses	Y			
		Other outbuildings	School's	Council's		
		Demolition	School's	Council's		
	Drainage	Covers & gratings	Gullys	All others		
		External wastepipes	Y			
		Foul drainage	Clearing	Repairs		
		Septic tanks		Y		
		Surface water drain	Clearing	Repairs		
	Electrical Services	Building		Y		
	Gas Services			Y		
	Water Services		Repairs	Replacement		
	Outdoor swimming pool	Open pool structure		Y		
		Open pool Water Treatment	Y			
		Wall/fence/gate/pool	Repairs	Replacement		
	Paths & pedestrian paved area	Access	<£300	>£300		
		Concrete(pedestrian)	<£300	>£300		
		Edgings	<£300	>£300		
		External steps	Y			
		Hand/guard rails	Y			
		Kerbs	<£300	>£300		
		Paving slabs	Y			
		Tarmac(pedestrian)	<£300	>£300		
	Roads and car parks	Brick paviers	<£300	>£300		

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
		Concrete(vehicular)	<£300	>£300		
		Tarmac (vehicular)	<£300	>£300		
	Site furniture	Drinking fountain	Y			
	Soft landscaping	Soft landscaping	Y			
External Areas	Walls fences and gates	Brick/block walls	Y	Note 1		<b>Note 1:</b> If the wall, fence or gate is in the <u>boundary</u> of the site and requires <u>total replacement</u> .
		Fencing chain link	Y	Note 1		
External Areas	Walls fences and gates	Fencing concrete	Y	Note 1		
		Fencing steel	Y	Note 1		<b>Note 1:</b> If the wall, fence or gate is in the <u>boundary</u> of the site and requires <u>total replacement</u> .
		Fencing timber	Y	Note 1		
		Flag pole	Y			<b>Note 2:</b> Repairs or replacements only to <u>existing</u> DPC's or DPM's.
		Gates	Y	Note 1		
		Hedges	Y			<b>Note 3:</b> Repairs or replacements of small parts of the structure.
		Retaining walls	Repairs	Re-building		
		Site furniture	Y			<b>Note 4:</b> Repairs to prevent or correct major failure
		Stone walling	Y	Note 1		
External walls/ windows/doors	Walls external linings/finishes	Wall copings	Y	Note 1		
		All curtain walling	Repairs	Replacement		
		Concrete cladding		Y		
		Copings		Y		
		Metal cladding		Y		
		Plastic curtain walling	Repairs	Replacement		
		Point chimney/damp proof course		Y		
		Rendered surfaces		Y		
		Slate/tile hanging		Y		
		Steel curtain walling	Repairs	Replacement		
		Timber cladding		Y		
		Timber curtain walling	Repairs	Replacement		
		Walls internal linings	Internal finish external walls	Y		
	Walls structure	Blockwork			Note 3	Note 4
Brickwork				Note 3	Note 4	
Chimneys structure				Note 3	Note 4	

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
		Sills		Y		
		Damp Proof Course external wall		Note 2		
		Foundations		Note 3	Note 4	
		Lintels		Y		
		Precast beam/block		Note 3	Note 4	
External Walls/ Windows Doors	Wall Structure	Reinforced concrete		Note 3	Note 4	
		Stone walls		Note 3	Note 4	
		Structural frame		Note 3	Note 4	
External Walls/ Windows Doors	Windows and doors framing	Aluminium doors	Repairs	Replacement		
		Aluminum windows	Repairs	Replacement		
		Aluminum windows	Repairs	Replacement		
		Draughtproof windows	Y			
		Draughtproof doors	Y			
		Hardwood doors	Repairs	Replacement		
		Shutters	Y			
		Softwood doors	Repairs	Replacement		
		Steel doors	Repairs	Replacement		
		Steel windows	Repairs	Replacement		
		Steel windows	Repairs	Replacement		
		Timber windows	Repairs	Replacement		
		Timber windows	Repairs	Replacement		
		Upvc doors	Repairs	Replacement		
		Upvc windows double glazed	Repairs	Replacement		
		Window door mastic	Y			
	Windows and doors glazing	External glazing	Y			
		External glazing	Y			
	Window & door ironmongery	Ironmongery external doors	Y			
Fixed furniture	Non teaching kitchen	Kitchen fixed furniture	Y			
	Non teaching other	Fixed furniture non teaching	Y			
		Window blinds	Y			
	Teaching gymnasium	Fixed equipment	Y		Y	Council arranges servicing
	Teaching other	Fixed furniture teaching	Y			

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
	Teaching science	Fixed furniture science	Y			
		Fume cupboards			Y	Council arranges servicing
	Teaching technology	Fixed furniture technology	Y			
Floors and stairs	Ground floor	Boarded ceiling	Y			
		Ceiling hanger		Y		
		Ceiling joists		Y		
		Concrete floor		Y		
		Dry lined ceiling	Y			
		Exposed decking		Y		
		Plastered ceiling	Y			
		Suspended ceiling	Tiles	Structure		
Floors and Stairs	Ground floor screed & finish	Block floors	First £300	Above £300		
		Boarded floor		Y		<b>Note 2:</b> Repairs or replacements only to <u>existing</u> DPC's or DPM's.
		Carpet	Y			
		Composition floor	First £300	Above £300		<b>Note 3:</b> Repairs or replacements of small parts of the structure.
		Cork	Y			
		Damp Proof membrane		Note 2		<b>Note 4:</b> Repairs to prevent or correct major failure
		Pvc sheet	Y			
		Pvc tile	Y			
		Quarry tile	Y			
		Screed	First £300	Above £300		
		Terrazzo floor	First £300	Above £300		
	Ground floor structure	Structure		Note 3	Note 4	
	Staircases structure	Ballustrade stairs	Y			
		Fire escape	Repairs	Replacement		
		Hand rail stairs	Y			
		Stairs soffit	Y			
		Stairs structure		Note 3	Note 4	
	Staircases treads and risers	Stair tread carpet	Y			
		Stair tread pvc	Y			
		Stair tread rigid	Y			

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
	Structure	External fire escape	Repairs	Replacement		
	Upper floors screed & finish	Block floors	First £300	Above £300		
		Boarded floor		Y		
		Carpet		Y		
		Composition floor	First £300	Above £300		
		Cork		Y		
		Pvc sheet		Y		
Floor and Stairs	Upper floors screed & finish	Pvc tile	Y			
		Quarry tile	Y			
		Screed	First £300	Above £300		
		Terrazzo floor	First £300	Above £300		
Floor and Stairs	Upper floors structure	Concrete floor		Note 3	Note 4	
		Structure		Note 3	Note 4	<b>Note 3:</b> Repairs or replacements of small parts of the structure.
Internal walls & doors	Doors and glazed screens	Door furniture	Y			
		Internal doors	Repairs	Replacement		<b>Note 4:</b> Repairs to prevent or correct major failure
		Internal glazing	Y			
		Safety glazing	Y			<b>Note 5:</b> All maintenance <u>and</u> replacement <u>unless</u> replacement is part of a re-boiling scheme.
		Window furniture	Y			
	Walls and partitions	Boarded walls	Y			<b>Note 6:</b> Only replacement as part of a re-boiling scheme
		Dry lined walls	Y			
		Exposed block wall	Finish	Note 3	Note 4	
		Exposed brick wall	Finish	Note 3	Note 4	
		Glazed wall	Y			
		Plastered walls	Y			
		Skirtings cement	Y			
		Skirtings pvc	Y			
		Skirtings tile	Y			
		Skirtings timber	Y			
		Stonework	Finish	Note 3	Note 4	
		Wall tiling	Y			

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
		Wc partitions	Y			
	Signs and notice boards	Fire & safety	Y			
Mechanical	Air conditioning	Air conditioning		Council		<b>Council responsibility if installed by them</b>
	Gas distribution	Gas appliances/Equipment/Controls		Y		
		Gas detector in Boiler House		Y		
		Gas Pipework		Y		
		Gas valves		Y		
		Low Pressure Gas Cylinders	Y			
Mechanical	Heat source and equipment	Boilers Plant and Equipment		Maintenance Note 5	Replacement Note 6	
		Pressurisation unit (Boiler House)		Note 5	Note 6	
	Heating controls	Controls Thermostats/Timeclocks		Note 5	Note 6	
Mechanical	Heating distribution	All Heating Pipework		Y		
		Gas convector heaters		Maintenance	Replacement	
		Heat emitters, Convector Type		Y		<b>Note 5:</b> All maintenance and replacement unless replacement is part of a re-boiling scheme.
		Insulation		Y		
		Motorised heater	Servicing	Repairs		<b>Note 6:</b> Only replacement as part of a re-boiling scheme
	Hot & cold water controls	Thermostatic Valve Hot Water Systems		Y		
	Hot & cold water distribution	Booster pump Cold Water Services	Repairs	Y		<b>Note 7:</b> All equipment and fillings except as in note 8, and bunds.
				Replacement		
	Hot & Cold Water System	Cold Water distribution		Y		<b>Note 8:</b> Tank and supply pipework only.
		Domestic Hot Water Pipework		Y		
		Drink fountain	Y			
	Hot & Cold Water System	Pumps		Y		<b>Note 18:</b> Making good to existing paintwork following repairs which the school has carried out (e.g. re-glazing).
	Hot and cold water systems	Legionella Checks		Y		
	Hot and cold water storage	Storage Tanks/Cylinders		Y		
		Generator (supplies hot water)		Note 5	Note 6	
		Tank supports		Y		

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
	Miscellaneous	Fire hydrant	Y			
		Fire extinguishers			Y	Council arranges servicing
		Oil storage	Note 7	Note 8		Note 7: All equipment and fillings except as in note 8, and bunds.
		Swimming Pool Small Repairs	Y			Note 8: Tank and supply pipework only.
		Swimming Pool Large Repairs		Y		
	Ventilation	Mechanical Ventilation (Extract Fans)		Y		
Playing fields	Playing fields	Playing fields	Y			
	Team game playing fields	Team game fields	Y			
Redecorations	Ancillary premises (redec)	Paint steel surfaces		Y		
	External	External timber		Y		Note 9: All repairs and replacements of small parts of the covering and/or structure.
		Gutters/pipework		Y		
		Iron/steel		Y		
		Making good	Note 18			
		Steel windows/doors		Y		
		Timber windows/doors		Y		
Wall finishes		Y				
Redecorations	Internal	Decoration	Y			
	Walls fences & gates (redec)	Paint concrete surfaces	Y			Note 9: All repairs and any replacements of small parts of the covering and/or structure.
		Paint steel fence	Y			
		Paint steel gate	Y			Note 10: Replacement of all or substantially all of the covering and/or structure.
		Paint timber fence	Y			
		Paint timber gate	Y			Note 11: All repairs and replacements unless being undertaken as part of major re-roofing works.
		Paint timber surfaces	Y			
Roofs	Flat coverings & insulation	Asphalt		Note 9	Note 10	Note 12: Only when components being replaced as part of major re-roofing works.
		Barge boards		Note 11	Note 12	
		Concrete surface		Note 9	Note 10	Note 13: All cleaning, clearing, minor repairs or replacements.
		Fascia		Note 11	Note 12	

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
		Felt		Note 9	Note 10	Note 14: Major or total replacements except as in Note 12.
		Felt flashing		Note 11	Note 12	
		Metal flashing		Note 11	Note 12	Note 18: Making good to existing paintwork following repairs which the school has carried out (e.g. re-glazing).
		Metal sheeting		Note 9	Note 10	
		Screed/insultn		Note 9	Note 10	
		Sheet lead		Note 9	Note 10	
		Soffit boards		Note 11	Note 12	
		Upstands/edging		Note 11	Note 12	
	Flat drainage	Asbestos down pipes				Y
		Asbestos gutters				Y
		Concrete gutters	Note 13	Note 14	Note 12	
		Internal rainwater goods	Note 13	Note 14	Note 12	
		Metal downpipes	Note 13	Note 14	Note 12	
		Metal gutters	Note 13	Note 14	Note 12	
		Pvc downpipes	Note 13	Note 14	Note 12	
Pvc gutters		Note 13	Note 14	Note 12	Note 9: All repairs and any replacements of small parts of the covering and/or structure.	
Roofs	Flat other	Patent glazing	Note 15	Note 16	Note 12	
		Rooflights	Note 15	Note 16	Note 12	
	Flat structure	Exposed decking		Note 9	Note 10	Note 9: All repairs and any replacements of small parts of the covering and/or structure.
		Metal decking		Note 9	Note 10	
		Structural steel		Note 9	Note 10	Note 10: Replacement of all or substantially all of the covering and/or structure
		Structural timber		Note 9	Note 10	
		Timber decking		Note 9	Note 10	Note 11: All repairs or replacements unless being undertaken as part of major re-roofing works.
		Woodwool decking		Note 9	Note 10	
	Pitched coverings & Insulation	Asbestos			Y	Note 12: Only when components being replaced as part of major re-roofing works
		Barge boards		Note 11	Note 12	

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
		Clay tiles		Note 9	Note 10	Note 13: All cleaning, clearing, minor repairs or replacements.
		Concrete tiles		Note 9	Note 10	
		Dry lining		Note 17		Note 14: Major or total replacements except as in Note 12.
		Fabric insulation		Note 17		
		Fascia		Note 11	Note 12	Note 15: Reglazing and minor repairs.
		Felt flashing		Note 11	Note 12	
		Felt		Note 9	Note 10	Note 16: Major repairs or replacement of an individual light.
		Grp/pvc sheeting		Note 9	Note 10	
		Metal flashing		Note 11	Note 12	Note 17: Maintenance or repair of <u>existing</u>
		Metal sheeting		Note 9	Note 10	
		Ridges/hips		Note 11	Note 12	
		Sarking felt		Note 9	Note 10	
		Sheet lead		Note 9	Note 10	
		Slates		Note 9	Note 10	
		Soffit boards		Note 11	Note 12	
		Valley gutters		Note 11	Note 12	
Roofs	Pitched drainage	Asbestos down-pipes			Y	
		Asbestos gutters			Y	
		Concrete gutters	Note 13	Note 14	Note 12	
		Internal rainwater goods	Note 13	Note 14	Note 12	
Roofs	Pitched Drainage	Metal downpipes	Note 13	Note 14	Note 12	
		Metal gutters	Note 13	Note 14	Note 12	Note 9: All repairs and any replacements of small parts of the covering and/or structure
		Pvc down pipes	Note 13	Note 14	Note 12	
		Pvc gutters	Note 13	Note 14	Note 12	Note 10: Replacement of all or substantially all of the covering and/or structure.
	Pitched other	Patent glazing	Note 15	Note 16	Note 12	
		Roof window	Note 15	Note 16	Note 12	Note 12: Only when components being replaced as part of major re-roofing works.
		Rooflights	Note 15	Note 16	Note 12	
		Ventilation		Note 17		Note 13: All cleaning, clearing, minor repairs or replacements.

Division Of Responsibility By Elements			Primary (Non VA) & Special Schools In Pooling Scheme			Notes
Element	Sub Element	Attribute	School	Pool	Council	
	Pitched structure	Access		Note 17		
		Compartmentation		Note 17		<b>Note 14:</b> Major or total replacements except as in Note 12.
		Exposed decking		Note 9	Note 10	
		Metal decking		Note 9	Note 10	<b>Note 15:</b> Reglazing and minor repairs.
		Structural steel		Note 9	Note 10	
		Structural timber		Note 9	Note 10	<b>Note 16:</b> Major repairs or replacement of an individual light.
		Timber decking		Note 9	Note 10	
Sanitary services	Drainage	Soil/vent pipes		Y		<b>Note 17:</b> Maintenance or repair of <u>existing</u>
	Fittings	Sink	Y			
	Kitchens fittings	Kitchen sanitary ware	Y			<b>Note 19:</b> In foundation schools, asbestos management is the Governor's responsibility.
	Waste plumbing	Kitchen internal waste pipes	Y			
	Toilets fittings	Sanitary ware other	Y			<b>Note 20:</b> The division of responsibility in these buildings is exactly the same as in the whole of the rest of the school.
	Toilets waste plumbing	Internal waste pipes other	Y			
Various others	Asbestos	Encapsulation		Y		
		Improvement works	Y			
		Repairs or removal			Y	
		Surveys & monitoring	Note 19		Y	
Various others	Non teaching accommodation	Kitchens	Note 20	Note 20	Note 20	
		Residential accommodation	Note 20	Note 20	Note 20	
	Relocatable buildings	Mobiles	Note 20	Note 20	Note 20	
		Prattens	Note 20	Note 20	Note 20	
		Other types	Note 20	Note 20	Note 20	



**Wiltshire**  
COUNTY COUNCIL

*Property and Equipment*

*Maintenance Guide*

*Voluntary Aided and Foundation  
Schools*

*June 2006*

# **PROPERTY AND EQUIPMENT** **MAINTENANCE GUIDE – JUNE 2006**

## **INTRODUCTION**

***This booklet sets out to provide a clear understanding of who is responsible to deal with general and specific servicing and maintenance issues within schools.***

It contains **3 Sections**:

4. Important explanatory notes – read these first;
5. Guidance on the servicing and maintenance of equipment, machinery and other non-structural items;
6. Split of responsibilities for the repair and maintenance of school buildings and equipment.

**You do not need to read this entire booklet cover to cover!**

*However, you do need to look carefully at Section 1 to determine the relevance of the information to your particular school. Then you should use the remaining sections for reference as and when it is appropriate to your school.*

The full and proper application of this guidance will reduce the potential of personal injury to staff and school users as well as protecting the County Council and individuals from the costs and consequences of remedial work and litigation.

Effort has been made to avoid error or ambiguity but note that this guidance may be subject to further or alternative interpretation in all cases.

IF THERE IS ANY PART OF THIS INFORMATION THAT YOU DO NOT UNDERSTAND, OR IF YOU ARE UNCLEAR ABOUT ITS APPLICATION TO YOU OR YOUR SCHOOL – YOU MUST SEEK CLARIFICATION FROM THOSE LISTED IN SECTION 2.

## SECTION 1

### **IMPORTANT EXPLANATORY NOTES**

Most of the servicing and maintenance of equipment and structures in schools is arranged by one of four parties.

- **The School** (via its own staff, volunteers or its chosen contractors);
- **The Council** (via its chosen contractors);
- **WCC Environmental Services Department** (the operator of the Council's Maintenance Pooling Scheme);
- **Sodexo** (the operator of the Council's cleaning, catering and grounds maintenance contracts).

Note - In some other instances work may be done by:

- The supplier/installer of new equipment under warranty;
- The Facilities Management Operator in PFI schools;
- The Diocese for Voluntary Aided schools.

Each school will have received a record of which of these four parties is responsible for arranging the range of servicing and maintenance issues common to schools.

It is important that each school has a current record and has checked that it is accurate. A new record will be issued to each school each year. If you do not have a current record contact the Schools' Health and Safety Liaison Officer on 01225 713268.

**Section 2** of this booklet tells you how to arrange any servicing or maintenance that your school is responsible for. This includes details about the frequency and specification of the work plus the details of some contractors who offer the service.

***Advice on monitoring and controlling contractors on the school site is also included, as is the action that schools need to take between planned maintenance visits. This part of the guidance is relevant to all schools including those which have servicing and maintenance done via the Council's Maintenance Pool or through a contract with Sodexo.***

Helpline telephone numbers are provided for each type of servicing and maintenance.

**Section 3** of this booklet indicates the full split of responsibilities for the repair and maintenance of school buildings and equipment.

# **PROPERTY AND EQUIPMENT MAINTENANCE GUIDE – JUNE 2006**

## **SECTION 2**

### **Guidance on the servicing and maintenance of equipment, machinery and other non-structural items**

- DD. ACCESS EQUIPMENT
- EE. ASBESTOS
- FF. CATERING EQUIPMENT
- GG. EMERGENCY LIGHTING
- HH. EXTERNAL PLAY EQUIPMENT AND SURFACES
- II. FIRE ALARM SYSTEMS**
- JJ. FIRE EXTINGUISHERS
- KK. FIXED ELECTRICAL WIRING
- LL. FUME CUPBOARDS
- MM. GAS BOILERS**
- NN. GAS CYLINDERS AND WELDING EQUIPMENT**
- OO. GAS HEATERS
- PP. GAS PIPEWORK
- QQ. GYMNASIUM EQUIPMENT
- RR. HOISTS AND MOBILE SLINGS (FOR MOVING PEOPLE)
- SS. HOT AND COLD WATER SYSTEMS (LEGIONELLA)
- TT. LPG BULK STORAGE TANKS
- UU. MECHANICAL LOCAL EXHAUST VENTILATION
- VV. MICROWAVE OVENS
- WW. OIL BOILERS
- XX. PASSENGER AND GOODS LIFTS
- YY. PORTABLE ELECTRICAL APPLIANCES
- ZZ. POTTERY KILNS
- AAA. ROAD VEHICLES
- BBB. SEWAGE OR STORM WATER PUMPS
- CCC. SWIMMING POOL PLANT AND EQUIPMENT
- DDD. TREES
- EEE. WATER SOFTENERS
- FFF. WORKSHOP MACHINERY



TYPE OF EQUIPMENT / PLANT:	<b>B – ASBESTOS (TESTING &amp; MONITORING)</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for the management of Asbestos is held by the County Council and, if carried out, will comply with the duties required under the Control of Asbestos at Work Regulations. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out work involving asbestos containing materials (ACM's) must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>For all Voluntary Controlled and Community Schools the testing and monitoring at the premise in relation to ACM's will be arranged and paid for via ESD Strategic Property Services.</p> <p><b>ALL OTHER SCHOOLS ARE REponsible FOR ARRANGING AND FUNDING THE MANAGEMENT AND MONITORING OF ANY ACM's.</b></p>
<b>Frequency of testing/servicing:</b>	<ul style="list-style-type: none"> <li>• THE COUNCIL'S STANDARD IS THAT A TYPE 2 ASBESTOS SURVEY MUST BE UNDERTAKEN ON EACH SITE AND THAT AN ASBESTOS REGISTER IS PRODUCED AND AVAILABLE.</li> <li>• MONITORING SURVEYS ARE UNDERTAKEN AT LEAST ANNUALLY, BUT IN MOST CASES AT 6 MONTHLY INTERVALS.</li> </ul>
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS THE SURVEYS &amp; MONITORING IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING: <u>AC &amp; MS Ltd TEL: 01268 530798</u></i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p>For Schools in the Maintenance Pool where work has been identified to encapsulate any ACM's as soon as is reasonably practicable, this will be organised and paid for through ESD Strategic Property Services.</p> <p><b>IN ALL OTHER CASES THE RESPONSIBILITY FOR ENCAPSULATION IS WITH THE SCHOOL.</b></p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection and auditing by the Contractor;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To monitor the condition of any ACM's identified on the site and to report immediately any damaged areas of ACM's to the Corporate Maintenance Team.</li> <li>• To make the asbestos register available to anybody undertaking works on the site which could involve the disturbance of any area of building fabric.</li> <li>• Be aware of the actions required should any ACM's be damaged or disturbed.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act and Approved Code of Practice.</b></p> <p><b>Schools other than Voluntary Controlled and Community may be annually required to confirm to the Council that this maintenance has been carried out.</b></p>
<b>Helpline contacts:</b>	<b><u>For schools in the maintenance pool and for all other schools:</u></b>

	ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154
--	---

TYPE OF EQUIPMENT / PLANT:	<b>C - CATERING EQUIPMENT (ovens, steamers, mixers etc)</b>
<b>Testing/servicing required:</b>	<p>This section refers to the equipment used to cook, heat and prepare foodstuffs including ovens, steamers, bain-maries, hot cupboards, hot trolleys, fryers, grills, slicing machines, peelers and mixers.</p> <p>All require servicing to establish their suitability and integrity in relation to gas, hot water, electricity, blades and guards.</p> <p>Some remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>For schools that are part of the Sodexo Catering Contract, only electrical testing of portable appliances will be undertaken as part of that contract. Subject to any modification of that contract, schools are responsible for arranging and funding other work themselves.</b></p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>WITH THE EXCEPTION OF ELECTRICAL TESTING OF PORTABLE APPLIANCES, WHICH IS PART OF THE SODEXHO CATERING CONTRACT, <b>ALL SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p><b>CARFORD SERVICES LIMITED, WIMBORNE TEL: 01202 851900</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OR WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present.;</li> <li>● A record of work undertaken must be kept on site.</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All equipment must be kept in a clean and hygienic condition.</li> <li>● Pilot lights must be extinguished if no flame-failure device is present.</li> <li>● All defects should be reported immediately to your maintenance provider.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under Food and Health and Safety legislation.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	

	For schools in the Sodexho contract:: SODEXHO HELPLINE - (01225) 771699 For other schools: - ESD Corporate Maintenance Team - 0845 6024149 General issues: - COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154
--	--

TYPE OF EQUIPMENT / PLANT:	<b>D - EMERGENCY LIGHTING</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b></p> <p><b><i>HAVEN FIRE SECURITY CONSULTANTS LTD, TROWBRIDGE TEL: 01225 762667</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b> USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available for inspection by the Contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● Ensure contractors are using a safe means of access;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● To test emergency lighting as per guidance in the Health &amp; Safety Manual for Schools.</li> </ul>

<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Workplace (Health, Safety and Welfare) Regulations.</b>  <b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><u>For schools in the maintenance pool and for all other schools:</u>  ESD Corporate Maintenance Team – 0845 6024149  <u>General issues:</u>  COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<i>E - EXTERNAL PLAY EQUIPMENT AND SURROUNDING SURFACES</i>	
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment and surfaces.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>	
<b>Frequency of testing/servicing:</b>	ANNUALLY	
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b>ALL SCHOOLS</b>.</p> <p>The LEA Approved Contractor who provides this service is:</p> <p>GYMNASIUM MAINTENANCE SEARCHFIELD Thamesmead, London SE28 OAQ Telephone: 0208 3177666</p>	
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>• Any external play equipment or surface deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>	
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All external play equipment and surfaces should be checked for obvious damage at the start of each half-term or more frequently if vandalism is a school issue or in extreme weather conditions.</li> <li>• Loose surfaces (such as bark) should be checked on a weekly basis and re-distributed if necessary.</li> <li>• Any defects requiring specialist maintenance should be reported immediately to the Approved Contractor.</li> <li>• Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>	
<b>Additional information:</b>	<b>This is a statutory requirement under the Health &amp; Safety at Work Act.</b>	
<b>Helpline contacts:</b>	CONTRACT ADMINISTRATOR COUNCIL'S PE ADVISER COUNCIL'S HEALTH & SAFETY ADVISER	01225 713268 01225 713851 01225 713567 or 713154

TYPE OF EQUIPMENT / PLANT:	F - ELECTRICAL FIRE ALARM SYSTEMS
Testing/servicing required:	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
Frequency of testing/servicing:	COUNCIL'S STANDARD IS SIX MONTHLY
How is this testing/servicing provided?	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</b>  <i>HAVEN FIRE SECURITY CONSULTANTS LTD, TROWBRIDGE TEL: 01225 762667</i></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
School responsibilities during this work irrespective of who has arranged or is carrying out the work:	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the asbestos register available for inspection by the contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
School maintenance responsibilities in the period between tests/servicing:	<ul style="list-style-type: none"> <li>● To test the alarm is operating and audible throughout the building on a weekly basis as per guidance in the Health &amp; Safety Manual for Schools.</li> <li>● To report any defect immediately using the helpline contacts below.</li> </ul>
Additional information:	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act and associated Regulations.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
Helpline contacts:	<b>For schools in the maintenance pool and for other schools:</b>

	ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> - COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>G - FIRE EXTINGUISHERS, BLANKETS AND HOSES</b>
<b>Testing/servicing required:</b>	The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.  A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.  Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.  <b>All schools are responsible for arranging and funding any equipment requiring replacement due to vandalism or lack of serviceability.</b>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF ALL PARTS OF <b><u>ALL SCHOOLS</u></b> .  The Council's Approved Contractor who provides this service is:  <b><u>BLAZE FIRE PROTECTION</u></b>  Telephone: 0800 0281882
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>• Any fire fighting equipment assessed as being unfit for use must be replaced as quickly as practicable;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All fire fighting equipment should be kept in its allocated position and kept unobstructed.</li> <li>• Any concern about the condition of fire fighting equipment should be reported to the Approved Contractor.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Current Fire Legislation.</b>  <b>Schools must notify the Contract Administrator if any new fire fighting equipment is installed or old equipment removed.</b>

<b>Helpline contacts:</b>	<p>CONTRACT ADMINISTRATOR (01225) 713268</p> <p>COUNCIL'S HEALTH &amp; SAFETY ADVISER (01225) 713567 or 713154</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<p><b>H - FIXED WIRING INSTALLATION ELECTRICAL TESTING</b></p>
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of all fixed wiring and electrical equipment to ensure its integrity, suitability and compliance with required standards.</p> <p>Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any other repairs themselves.</p>
<b>Frequency of testing/servicing:</b>	<p>EVERY FIVE YEARS (might be required more frequently by the District Council if a Public Entertainment Licence is applied for)</p>
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR (EVERY FIVE YEARS ONLY) THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b> <i>WIREWISE</i>                      <b>TEL: 01985 846836</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the asbestos register available for inspection by the contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All switches, sockets and fixed electrical appliances should be visually inspected on a regular basis. Any defects should be reported within the school and action taken to isolate and then repair the item.</li> <li>● Any sign of water damage should be investigated immediately;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<b>Additional information:</b>	<p>This is a statutory requirement under the Electricity at Work Regulations.</p> <p>Schools not in the maintenance pool will be required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</p>
<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for other schools:</u></b> ESD Corporate Maintenance Team - 0845 6024149</p> <p><b><u>General issues:</u></b> COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>I - FUME CUPBOARDS</b> (Fixed And Mobile)
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>FUME CUPBOARD DESIGN LTD</u></b> T/A LAB Services Wootton Road, Ashford, Kent TN23 6LL Telephone: 01233 642677</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any fume cupboard deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>Any reasons to suggest the ineffective operation of the cupboard should be immediately reported to the Approved Contractor.</li> <li>Mobile cupboards should be subject to portable electrical appliance testing.</li> <li>Schools must notify the Contract Administrator if any new fume cupboards are installed or old ones removed.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Control of Substances Hazardous to Health Regulations and the Provision &amp; Use of Workplace Equipment Regulations (PUWER).</b>
<b>Helpline contacts:</b>	CONTRACT ADMINISTRATOR 01225 713268 COUNCIL'S SCIENCE ADVISER 01225 713856 COUNCIL'S HEALTH & SAFETY ADVISER (01225) 713567 or 713154

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b><u>J - GAS BOILERS (commercial and domestic)</u></b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b>  <u>NORLAND MANAGED SERVICES, NEWBURY</u> TEL: 01635 230529  <u>THAMES VALLEY SERVICES, OXFORD</u> TEL: 01844 358200</p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p>Note: persons working on gas appliances must be CORGI registered and their operatives must be ACOP/ACS certificated.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>Make the Asbestos Register available for inspection by the contractor.</li> <li>The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> <li>A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> </ul>

	<ul style="list-style-type: none"> <li>School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>On a weekly basis, a named person should visit the boiler/plant room whilst the boilers are working to check for any obvious cause for concern such as smell of gas, evidence of water leakage or flooding, unusual noise etc. Any such concern should immediately be relayed to the helpline contact given below.</li> <li>All boiler/plant rooms must be kept free of any obstructions or flammable materials. This will ensure that contractors and fire-fighters have unimpeded access.</li> <li>Dry powder fire extinguishers should be present and immediately accessible.</li> </ul>
<b>Additional information:</b>	<b><u>This is a statutory requirement under the Gas Safety Regulations.</u></b> <b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<u>For schools in the maintenance pool and for all other schools:</u> ESD Corporate Maintenance Team - 0845 6024149 <u>General issues:</u> -COUNCIL'S HEALTH AND SAFETY ADVISER - 01225 713567 or 01225 713154 Gas Leak Emergency Telephone Number: 0800 111999
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>K - GAS CYLINDERS (AND WELDING EQUIPMENT)</b>
<b>Testing/servicing required:</b>	<p>This section refers to gas cylinders that are used in relation to the science curriculum and the DT curriculum.</p> <p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment. A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT AVAILABLE TO <b><u>ALL SCHOOLS</u></b>. Individual schools must positively sign up to be included in this contract. Contact the Contract Administrator for details.</p> <p>The Council's Approved Contractor for this work is: <b><u>WESSEX WELDING AND INDUSTRIAL SUPPLIES</u></b>, BRISTOL – 01454 311033</p> <p>USING THE ABOVE NAMED CONTRACTOR GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>

<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake the works must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• All gas cylinders must be stored securely to avoid any unauthorised access.</li> <li>• All hoses and fittings should be visually inspected during the setting up procedure.</li> <li>• Any defect or abnormality in use should be reported immediately to your competent contractor.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Pressure Systems Regulations.</b></p> <p><b>Schools opting not to use the Council's contract service will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><u>Contract Administrator</u> - 01225 713119</p> <p><u>General issues:</u></p> <p>COUNCIL'S HEALTH AND SAFETY ADVISER - (01225) 713567 or 713154</p> <p><u>Use within DT:</u> <b>COUNCIL'S DT ADVISER</b> - <b>01225 713862</b></p> <p><u>Use within Science:</u> COUNCIL'S SCIENCE ADVISER - 01225 713856</p>

<p><b>TYPE OF EQUIPMENT / PLANT</b></p>	<p><b>L – GAS HEATERS (Wall mounted balanced flue converters)</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>COUNCIL'S STANDARD IS TWICE PER YEAR STATUTORILY ONLY REQUIRED ANNUALLY</p>
<p><b>How is this testing/servicing provided?</b></p>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b></p> <p><u>NORLAND MANAGED SERVICES, NEWBURY</u> <b>TEL: 01635 230529</b> <u>THAMES VALLEY SERVICES, OXFORD</u> <b>TEL: 01844 358200</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p>

	<p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p><b>Note: persons working on gas appliances must be CORGI registered and their operatives must be ACOP/ACS certificated.</b></p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake the works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• <b>School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</b></li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• Ensure all heaters are kept free from coverings;</li> <li>• Ensure fireguards are in place and in good condition;</li> <li>• Report any defects immediately;</li> <li>• Prohibit the use of any defective equipment;</li> <li>• Report any smell of gas or fumes immediately.</li> </ul>
<p><b>Additional information:</b></p>	<p><b><i>This is a statutory requirement under the Gas Safety Regulations. Schools not in the maintenance pool will be annually required to confirm to the LEA that this maintenance has been carried out. Failure to provide confirmation may result in the LEA commissioning the work and charging the school's budget accordingly.</i></b></p>
<p><b>Helpline contacts:</b></p>	<p><b><i>For schools in the maintenance pool and for other schools:</i></b>  <u>ESD CORPORATE MAINTENANCE TEAM</u> - 0845 6024149  <u>GENERAL ISSUES :Council's Health &amp; safety Advisor</u> – (01225) 713567 or 713154  <u>GAS LEAK</u> <b>Emergency Telephone Number</b> - 0800 111999</p>

TYPE OF EQUIPMENT / PLANT:	<b>M - GAS PIPEWORK SOUNDNESS</b>
<p><b>Testing/servicing required:</b></p>	<p>The Council has a policy to carry out tests and inspections of the gas pipework distribution system within schools to ensure correct pressures and the absence of any leaks.</p> <p>Schematic pipework distribution drawings are also updated at this time. These should be displayed at the main gas meter position.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs themselves. Sodexo will arrange tests where necessary in the kitchen areas under its control.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>EVERY THREE YEARS</p>
<p><b>How is this testing/servicing provided?</b></p>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b></p> <p><u>GASFORCE TECHNICAL SERVICES LTD, YORKS</u> <span style="float: right;"><b>TEL: 01274 852777</b></span></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM</b></p>

	<b>THE SAME CONTRACTOR.</b>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site.</li> <li>• A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• Report any smell of gas immediately as per helpline contacts below.</li> <li>• Any concern within seven days of servicing should be referred back to the particular contractor.</li> </ul>
<b>Additional information:</b>	<b>Schools not in the maintenance pool will be required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<p><b>For schools in the maintenance pool and for other schools:</b>  ESD Corporate Maintenance Team - 0845 6024149  <b>General issues:</b> Council's health &amp; safety Advisor – (01225) 713567 or 713154  <b>Gas Leak Emergency Telephone Number:</b> 0800 111999</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<i>N - GYMNASIUM EQUIPMENT</i>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p>



	<p><b>TEST VALLEY MOBILITY, ROMSEY</b> <span style="float: right;"><b>TEL: 01794 521217</b></span></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available to the Contractor undertaking the work;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• On a weekly basis, a named person should check that the equipment is functioning properly and that all slings and connecting fittings are in sound condition.</li> <li>• Any defect should immediately be reported to the helpline contacts below.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Lifting Operation and Lifting Equipment Regulations and Provision &amp; Use of Work Equipment Regulations.</b></p> <p><b>Special schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><b>Head of PI Service</b> – 01225 771685  <b>General issues:</b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713157</p>
<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>P - TESTING &amp; MONITORING OF THE HOT AND COLD STORED WATER SYSTEM (LEGIONELLA)</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the water system. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some minor remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any remedial work necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<ul style="list-style-type: none"> <li>• COUNCIL'S STANDARD IS <b>ANNUALLY</b> FOR SCHOOLS DESIGNATED AS HAVING A SIGNIFICANT POTENTIAL FOR LEGIONELLA (all schools with showers, spray taps etc)</li> <li>• 3 YEARLY FOR SCHOOLS WITH INSIGNIFICANT POTENTIAL FOR LEGIONELLA</li> </ul>

<p><b>How is this testing/servicing provided?</b></p>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b></p> <p><i>AIRMEC LTD, Bristol</i> <b>TEL: 01454 275050</b>  <b>(servicing north of county)</b></p> <p><i>WATER PURE SYSTEMS LTD, Thornbury</i> <b>TEL: 01454 411888</b>  <b>(servicing south of county)</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b>  USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available for inspection by the Contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>● Shower heads must be dismantled, cleaned and descaled on a termly basis.</li> <li>● Showers must be run at the highest temperature setting for 5 minutes before using after any period of non-use longer than 5 days.</li> <li>● Be aware that the addition of new showers, spray taps etc. may affect the necessary schedule of maintenance. Seek advice from the relevant helpline below.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act and Approved Code of Practice.</b>  <b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><b><u>For schools in the maintenance pool and for all other schools:</u></b>  ESD Corporate Maintenance Team - 0845 6024149  <b><u>General issues:</u></b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>Q - TESTING OF LPG BULK STORAGE VESSELS</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The Council has a policy for testing and inspecting LPG Bulk Storage Tanks to ensure their integrity and compliance with required standards.</p> <p>The tank is examined, cleaned and given an ultrasonic test for corrosion. Any tank failing these tests is to be replaced.</p> <p>Calor Gas Ltd undertakes these tests and any remedial work at no cost to the school or the Council.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>EVERY 10 YEARS and visual check every delivery</p>
<p><b>How is this testing/servicing</b></p>	<p><b>CALOR GAS LTD PROVIDE THIS SERVICE FOR ALL SCHOOLS. If your school uses any other supplier – please check with that supplier.</b></p>

<b>provided?</b>	<p><u>CALOR GAS LIMITED, WARWICK</u> <span style="float: right;"><b>TEL: 0845 7661111</b></span></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• Any defect should be reported immediately to your supplier.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Health and Safety at Work Act.</b>
<b>Helpline contacts:</b>	<p><b><u>For all schools:</u></b> CALOR GAS LTD – 0845 7661111</p> <p><b><u>General issues:</u></b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>R - MECHANICAL LOCAL EXHAUST VENTILATION (Dust and fume extraction equipment other than fume cupboards used in science)</b>
<b>Testing/servicing required:</b>	<p>This section refers to equipment provided in DT workshops and preparatory rooms and heat treatment and kiln areas.</p> <p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and will also be posted on the Schools Intranet Service – WISEnet. Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools will be responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS ANNUALLY

<p><b>How is this testing/servicing provided?</b></p>	<p>THE LEA USES RETAINED FUNDING TO ORGANISE A CONTRACT AVAILABLE TO <b>ALL SCHOOLS</b>. Individual schools must positively sign up to be included in this contract. Contact the Contract Administrator for details.</p> <p>The Council's Approved Contractor for this work is:  <b>LEV COSHH TESTING LTD</b>  Banners Building, 622 Attercliffe Road, Sheffield, S9 3QS  Telephone: 0114 261 7816  USING THE ABOVE NAMED CONTRACTOR GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available to the Contractor undertaking the work;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• All portable units must be electrically tested.</li> <li>• All portable units must be regularly emptied and cleaned.</li> <li>• All units should be monitored during use and any concern about efficiency or effectiveness should be reported immediately to your competent contractor.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Control of Substances Hazardous to Health Regulations.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><b>Contract Administrator:</b> - 01225 713119  <b>General issues:</b> Council's Health &amp; safety Advisor - (01225) 713567 or 713157  <b>Use with DT:</b> Council's DT Advisor - 01225 713862</p>

<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>S - MICROWAVE OVENS</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The Council has a policy to carry out radiation leakage tests on all microwave ovens to ensure the oven's integrity, suitability and compliance with required standards.</p> <p>This test is in addition to the portable electrical appliance test also required.</p> <p>Some small repairs might be undertaken at the time of this testing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>All schools are responsible for arranging and funding the testing and any other repairs themselves.</p>
<p><b>Frequency of</b></p>	<p><b>ANNUALLY</b></p>

<b>testing/servicing:</b>	
<b>How is this testing/servicing provided?</b>	<p><b>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</b></p> <p><i>WHEELERS (WESTBURY) LTD, WESTBURY TEL: 01373 823755</i></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To keep ovens clean and maintain in good order;</li> <li>• To ensure ovens are only used for the heating of food or drink in appropriate containers;</li> <li>• Ensure ovens are included in testing of portable electrical equipment;</li> <li>• Ensure defective ovens are not used until properly repaired.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Provision &amp; Use of Work Equipment Regulations.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for all other schools:</u></b> ESD Corporate Maintenance Team - 0845 6024149</p> <p><b><u>General issues:</u></b> Council's Health &amp; safety Advisor – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>T - OIL BOILERS (commercial and domestic)</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD</p>

	Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.
<b>Frequency of testing/servicing:</b>	SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</i></b>  <i>NORLAND MANAGED SERVICES, NEWBURY TEL: 01635 230529</i>  <i>THAMES VALLEY SERVICES, OXFORD TEL: 01844 358200</i></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b>          USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All Contractors must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> <li>• A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• On a weekly basis, a named person should visit the boiler/plantroom whilst the boilers are working to check for any obvious cause for concern such as oil spillage, evidence of water leakage or flooding, unusual noise etc. Any such concern should immediately be relayed to the helpline contact given below.</li> <li>• All boiler/plantrooms must be kept free of any obstructions or flammable materials. This will ensure that contractors and firefighters have unimpeded access.</li> <li>• Dry powder and foam fire extinguishers to be present and immediately accessible.</li> <li>• <b><u>It is the school's responsibility in all cases to check oil levels and to order oil.</u></b></li> </ul>
<b>Additional information:</b>	<p>This is a statutory requirement under the Provision &amp; Use of Work Equipment Regulations.</p> <p>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</p>
<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for all other schools:</u></b>          ESD Corporate Maintenance Team - 0845 6024149  <b><u>General issues:</u></b> Council's health &amp; safety Advisor – (01225) 713567 or 713154</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>U - PASSENGER &amp; GOODS LIFTS</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any</p>

	necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site. For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.
<b>Frequency of testing/servicing:</b>	DEPENDENT UPON USAGE (SEE SPECIFICATION FOR DETAILS)
<b>How is this testing/servicing provided?</b>	<b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</i></b> <i>TRIANGLE LIFT SERVICES, BRISTOL</i> <span style="float: right;"><b>TEL: 01934 877121</b></span> <b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b> USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• The working area must be properly restricted;</li> <li>• Ensure proper means of access is used by contractors;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To keep door runners clean and free from anything likely to obstruct closure;</li> <li>• On a weekly basis, a named person should check that the lighting and visual indicators within lifts are all operating correctly. Any defects should be immediately reported using the helpline contacts below.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Lifting Operations and Lifting Equipment Regulations and Provision &amp; Use of Work Equipment Regulations.</b> <b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<b><u>For schools in the maintenance pool and for all other schools:</u></b> ESD Corporate Maintenance Team - 0845 6024149 <b><u>General issues:</u></b> Council's Health & Safety Advisor – (01225) 713567 or 713154

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>V - TESTING OF PORTABLE ELECTRICAL APPLIANCES</b>
<b>Testing/servicing required:</b>	The Council has a policy to carry out tests and inspections of all portable electrical equipment to ensure its integrity, suitability and compliance with required standards.  Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.

	All schools are responsible for arranging and funding the testing and any other repairs themselves.
<b>Frequency of testing/servicing:</b>	CLASS 1 EQUIPMENT SHOULD BE TESTED AT LEAST ANNUALLY. CLASS 2 EQUIPMENT SHOULD BE TESTED AT LEAST EVERY FOUR YEARS, WITH VISUAL INSPECTIONS UNDERTAKEN ANNUALLY Full details are given in the Health & Safety Manual for Schools.
<b>How is this testing/servicing provided?</b>	<b>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</b>  <b>WHEELERS (WESTBURY) LTD, WESTBURY</b> <b>TEL: 01373 823755</b>  USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.  <b>Note that the testing of equipment in kitchens is the responsibility of Sodexho within those schools that are part of the Sodexho catering contract.</b>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available to the Contractor undertaking the work;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All portable electrical appliances must be usually inspected for any sign of damage before use. Guidance on common defects is given in the Health &amp; Safety Manual for Schools.</li> <li>• Any defective equipment must be taken out of use and effectively removed until repaired and tested.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Electricity at Work Regulations.</b>  <b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<b><u>For schools in the maintenance pool and for other schools:</u></b> ESD Corporate - 0845 6024149 <b><u>General issues:</u></b> Council's Health & Safety Advisor – (01225) 713567 or 713154

<b>TYPE OF EQUIPMENT / PLANT:</b>	<i>W - POTTERY KILNS</i>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>CELTIC KILNCARE DESIGN LIMITED</u></b>  Langland Way, Newport NP19 4PT Telephone: 01633 271455</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any kiln deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All kilns must be visually inspected at the start of each half-term.</li> <li>● All means of physically isolating the kiln must be kept secure.</li> <li>● All means of electrically isolating the kiln must be kept clear.</li> <li>● The area around the kiln must be kept free of combustible materials.</li> <li>● Any defects must be reported immediately the Approved Contractor.</li> <li>● Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Provision &amp; Use of Workplace Equipment Regulations.</b>
<b>Helpline contacts:</b>	CONTRACT ADMINISTRATOR 01225 713268

	Council's D/T ADVISER Council's Health & Safety Advisor	01225 713862 (01225) 713567 or 713154
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>X - ROAD VEHICLES</b>	
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of all <u>SCHOOL-OWNED</u> road vehicles to ensure compliance with required standards.</p> <p>All school-owned road vehicles must be maintained in a roadworthy condition.</p> <p>Each vehicle must be serviced in line with the manufacturer's recommendations and the requirements of Road Traffic legislation.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>	
<b>Frequency of testing/servicing:</b>	<ul style="list-style-type: none"> <li>● IN LINE WITH MANUFACTURER'S INSTRUCTIONS.</li> <li>● MOT EVERY YEAR ONCE THE VEHICLE IS MORE THAN THREE YEARS OLD OR ONE YEAR OLD IF A MINIBUS WITH &gt;8 PASSENGER SEATS.</li> <li>● INDIVIDUAL TRIP CHECKS BY DRIVERS.</li> </ul>	
<b>How is this testing/servicing provided?</b>	<p>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</p> <p>The person undertaking this servicing and maintenance must be demonstrably competent and experienced in this type of work.</p>	
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site must be logged in and told about local emergency arrangements;</li> <li>● The immediate work area, if on site, must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>	
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● The driver must undertake routine checks before each use. Details of these checks are given in the Health &amp; Safety Manual for Schools.</li> <li>● Any defects must be reported immediately to the person responsible for the servicing and maintenance.</li> </ul>	
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Road Traffic legislation and the Provision and Use of Work Equipment Regulations.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>	
<b>Helpline contacts:</b>	<b>General issues:</b> Council's Health & Safety Advisor – (01225) 713567 or 713154	

TYPE OF EQUIPMENT / PLANT:	Y - SEWAGE OR STORM WATER PUMPS
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	<p>SIX MONTHLY</p>
<b>How is this testing/servicing provided?</b>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</b>  MAUDSLEYS BRISTOL ELECTRICAL REPAIRS, BRISTOL      <b>TEL: 0117 9552 481</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b>  USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• The Asbestos Register must be consulted with the person undertaking the work;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• On a weekly basis, a named person should check that the equipment is functioning properly. Any defect should be immediately reported using the helpline contacts below.</li> </ul>
<b>Additional information:</b>	<p><b>Schools not in the maintenance pool will be annually required to confirm to the LEA that this maintenance has been carried out. Failure to provide confirmation may result in the LEA commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b>For schools in the maintenance pool and for all other schools:</b>  ESD Corporate Maintenance Team      - 0845 6024149  <b>General issues:</b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>Z - SWIMMING POOL PLANT AND EQUIPMENT</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	TWICE A YEAR
<b>How is this testing/servicing provided?</b>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</b>  <b>SWIMCO, Radstock, Somerset                      Tel: 01761 432838</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b>          USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available for inspection by the Contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> <li>● A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● There are detailed and important maintenance requirements during the commissioning, use and winterisation of pools. Contact your specialist contractor or the Council's Adviser for more details.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Provision &amp; Use of Work Equipment Regulations.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for all other schools</u></b>          ESD Corporate Maintenance Team                      - 0845 6024149</p>

**General issues:** Council's Health & Safety Advisor – (01225) 713567 or 713154

TYPE OF EQUIPMENT / PLANT:	AA - TREES
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment. A copy of the specification is available from the Contract Administrator (see contact details below). Some remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>For schools that are part of the Sodexho Grounds Maintenance Contract, the inspection element of this work is part of that contract. Corrective action is the responsibility of the school. Other schools are responsible for arranging and funding all elements themselves.</b></p>
<b>Frequency of testing/servicing:</b>	SIX MONTHLY AND AFTER EXTREME WEATHER CONDITIONS
<b>How is this testing/servicing provided?</b>	<p>THIS IS PART OF THE SOXEXHO GROUNDS MAINTENANCE CONTRACT.</p> <p>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE. FOR DETAILS OF THE "GUIDELINES FOR THE MAINTENANCE OF SCHOOL TREES" REFER TO THE COUNCIL'S CONTRACT MONITORING OFFICER – See below for details.</p> <p>Schools should ensure that operatives are demonstrably competent and experienced in this type of work.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept restricted and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• Any damage to semi-mature or mature trees should be reported to your competent contractor.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act.</b></p> <p><b>Schools that are not part of the Sodexho grounds contract will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	

	<p><b>For schools in the Sodexo contract:</b> SODEXHO - 01225 771699  <b>For other schools:</b> Council's Contract Monitoring Officer - 01225 713266  <b>General issues:</b> Council's Health &amp; Safety Advisor - (01225) 713567 or 713154</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>BB - WATER SOFTENERS</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b></p> <p><u>ZEPHER WATER TREATMENT SERVICES, BATH</u>      <b>TEL: 01225 334838</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site undertaking these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register to the Contractor undertaking the work;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To supply and maintain proper levels of granular or tablet salt.</li> <li>• To monitor steady decrease in salt level which indicates the softener is operating correctly.</li> </ul>
<b>Additional information:</b>	<b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the</b>

	<b>school's budget accordingly.</b>
<b>Helpline contacts:</b>	<b>For schools in the maintenance pool and for all other schools:</b> ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> Council's Health & Safety Advisor – (01225) 713567 or 713154
<b>TYPE OF EQUIPMENT / PLANT:</b>	<i>CC - WORKSHOP MACHINERY</i>
<b>Testing/servicing required:</b>	The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.  A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.  Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.  <b>All schools are responsible for arranging and funding any remedial work.</b>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b> .  The Council's Approved Contractor who provides this service is:  <b><u>MACHINERY SAFETY SERVICES</u></b> 25-29 Station Road, Sittingbourne, Kent ME10 3DU Telephone: 01795 477988
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>• Any workshop machinery deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All machinery must be visually inspected at the start of each half-term.</li> <li>• All machinery and the surrounding floor space must be kept clean and clear from anything liable to cause a slip or trip.</li> <li>• All guards must be kept in place.</li> <li>• Any defects should be reported immediately to the Approved Contractor.</li> <li>• Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>
<b>Additional</b>	

<b>information:</b>	<b>This is a statutory requirement under the Provision &amp; Use of Workplace Equipment Regulations.</b>						
<b>Helpline contacts:</b>	<table border="0"> <tr> <td data-bbox="443 264 1024 296">CONTRACT ADMINISTRATOR</td> <td data-bbox="1024 264 1511 296">01225 713119</td> </tr> <tr> <td data-bbox="443 296 1024 327">Council's D/T Advisor</td> <td data-bbox="1024 296 1511 327">01225 713862</td> </tr> <tr> <td data-bbox="443 327 1024 369">Council's Health &amp; Safety Advisor</td> <td data-bbox="1024 327 1511 369">(01225) 713567 or 713154</td> </tr> </table>	CONTRACT ADMINISTRATOR	01225 713119	Council's D/T Advisor	01225 713862	Council's Health & Safety Advisor	(01225) 713567 or 713154
CONTRACT ADMINISTRATOR	01225 713119						
Council's D/T Advisor	01225 713862						
Council's Health & Safety Advisor	(01225) 713567 or 713154						

# **PROPERTY AND EQUIPMENT MAINTENANCE GUIDE – JUNE 2006**

## *SECTION 3*

### **Split of responsibilities for the repair and maintenance of school buildings and equipment**

1. **In Voluntary Aided schools**, all responsibility for the repair and maintenance of buildings, plant and equipment rests with the Governors with the exception of the LEA's central maintenance arrangements for:
  - servicing of fire extinguishers and blankets;
  - servicing of kilns;
  - servicing of fume cupboards;
  - servicing of gym and outdoor play equipment;
  - servicing of workshop machinery;
  - servicing of gas welding equipment.

**Note: in each of these, any repairs remain the responsibility for the school.**

2. **In Foundation schools**, all responsibility for the repair and maintenance of buildings, plant and equipment rests with the Governors except for in some specific instances involving major capital maintenance projects and the LEA's central maintenance arrangements for:
  - servicing of fire extinguishers and blankets;
  - servicing of kilns;
  - servicing of fume cupboards;
  - servicing of gym and outdoor play equipment;
  - servicing of workshop machinery;
  - servicing of gas welding equipment.

**Note: in each of these, any repairs remain the responsibility for the school.**

In some instances where asbestos is encountered during the carrying out of a **Foundation school's** maintenance responsibilities, then the County Council may pay for the removal of the asbestos if removal is the only practicable option. The cost of the asbestos management procedures and any re-instatement remains the responsibility of the school. There are fixed criteria associated with this procedure and schools should not assume funding or begin work without seeking and obtaining written agreement.

FOR MORE INFORMATION:

**LEA maintenance contracts (As listed above)**

Contract Administrator – 01225 713268

**General Maintenance Related Issues (Including Asbestos)**

Corporate Maintenance Team – 0845 6024149



**Wiltshire**  
COUNTY COUNCIL

*Property and Equipment*

*Maintenance Guide*

*Community and Voluntary Controlled  
Schools*

*NOT IN*

*the Council's Maintenance  
Pooling Scheme*

*June 2006*

## **PROPERTY AND EQUIPMENT MAINTENANCE GUIDE – JUNE 2006**

### INTRODUCTION

*This booklet sets out to provide a clear understanding of who is responsible to deal with general and specific servicing and maintenance issues within schools.*

It contains **3 Sections**:

7. Important explanatory notes – read these first;
8. Guidance on the servicing and maintenance of equipment, machinery and other non-structural items;
9. Split of responsibilities for the repair and maintenance of school buildings and equipment.

**You do not need to read this entire booklet cover to cover!**

*However, you do need to look carefully at Section 1 to determine the relevance of the information to your particular school. Then you should use the remaining sections for reference as and when it is appropriate to your school.*

The full and proper application of this guidance will reduce the potential of personal injury to staff and school users as well as protecting the County Council and individuals from the costs and consequences of remedial work and litigation.

Effort has been made to avoid error or ambiguity but note that this guidance may be subject to further or alternative interpretation in all cases.

IF THERE IS ANY PART OF THIS INFORMATION THAT YOU DO NOT UNDERSTAND, OR IF YOU ARE UNCLEAR ABOUT ITS APPLICATION TO YOU OR YOUR SCHOOL – YOU MUST SEEK CLARIFICATION FROM THOSE LISTED IN SECTION 2.

## SECTION 1

### **IMPORTANT EXPLANATORY NOTES**

Most of the servicing and maintenance of equipment and structures in schools is arranged by one of four parties.

- **The School** (via its own staff, volunteers or its chosen contractors);
- **The Council** (via its chosen contractors);
- **WCC Environmental Services Department** (the operator of the Council's Maintenance Pooling Scheme);
- **Sodexo** (the operator of the Council's cleaning, catering and grounds maintenance contracts).

Note - In some other instances work may be done by:

- The supplier/installer of new equipment under warranty;
- The Facilities Management Operator in PFI schools;
- The Diocese for Voluntary Aided schools.

Each school will have received a record of which of these four parties is responsible for arranging the range of servicing and maintenance issues common to schools.

It is important that each school has a current record and has checked that it is accurate. A new record will be issued to each school each year. If you do not have a current record contact the Schools' Health and Safety Liaison Officer on 01225 713268.

**Section 2** of this booklet tells you how to arrange any servicing or maintenance that your school is responsible for. This includes details about the frequency and specification of the work plus the details of some contractors who offer the service.

***Advice on monitoring and controlling contractors on the school site is also included, as is the action that schools need to take between planned maintenance visits. This part of the guidance is relevant to all schools including those which have servicing and maintenance done via the Council's Maintenance Pool or through a contract with Sodexo.***

Helpline telephone numbers are provided for each type of servicing and maintenance.

**Section 3** of this booklet indicates the full split of responsibilities for the repair and maintenance of school buildings and equipment.

# PROPERTY AND EQUIPMENT MAINTENANCE GUIDE – JUNE 2006

## SECTION 2

### **Guidance on the servicing and maintenance of equipment, machinery and other non-structural items**

- GGG. ACCESS EQUIPMENT
- HHH. ASBESTOS
- III. CATERING EQUIPMENT
- JJJ. EMERGENCY LIGHTING
- KKK. EXTERNAL PLAY EQUIPMENT AND SURFACES
- LLL. FIRE ALARM SYSTEMS**
- MMM. FIRE EXTINGUISHERS
- NNN. FIXED ELECTRICAL WIRING
- OOO. FUME CUPBOARDS
- PPP. GAS BOILERS**
- QQQ. GAS CYLINDERS AND WELDING EQUIPMENT**
- RRR. GAS HEATERS
- SSS. GAS PIPEWORK
- TTT. GYMNASIUM EQUIPMENT
- UUU. HOISTS AND MOBILE SLINGS (FOR MOVING PEOPLE)
- VVV. HOT AND COLD WATER SYSTEMS (LEGIONELLA)
- WWW. LPG BULK STORAGE TANKS
- XXX. MECHANICAL LOCAL EXHAUST VENTILATION
- YYY. MICROWAVE OVENS
- ZZZ. OIL BOILERS
- AAAA. PASSENGER AND GOODS LIFTS
- BBBB. PORTABLE ELECTRICAL APPLIANCES
- CCCC. POTTERY KILNS
- DDDD. ROAD VEHICLES
- EEEE. SEWAGE OR STORM WATER PUMPS
- FFFF. SWIMMING POOL PLANT AND EQUIPMENT
- GGGG. TREES
- HHHH. WATER SOFTENERS
- IIII. WORKSHOP MACHINERY



TYPE OF EQUIPMENT / PLANT:	<b>B – ASBESTOS (TESTING &amp; MONITORING)</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for the management of Asbestos is held by the County Council and, if carried out, will comply with the duties required under the Control of Asbestos at Work Regulations. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out work involving asbestos containing materials (ACM's) must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>For all Voluntary Controlled and Community Schools the testing and monitoring at the premise in relation to ACM's will be arranged and paid for via ESD Strategic Property Services.</p> <p><b>ALL OTHER SCHOOLS ARE REponsible FOR ARRANGING AND FUNDING THE MANAGEMENT AND MONITORING OF ANY ACM's.</b></p>
<b>Frequency of testing/servicing:</b>	<ul style="list-style-type: none"> <li>• THE COUNCIL'S STANDARD IS THAT A TYPE 2 ASBESTOS SURVEY MUST BE UNDERTAKEN ON EACH SITE AND THAT AN ASBESTOS REGISTER IS PRODUCED AND AVAILABLE.</li> <li>• MONITORING SURVEYS ARE UNDERTAKEN AT LEAST ANNUALLY, BUT IN MOST CASES AT 6 MONTHLY INTERVALS.</li> </ul>
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS THE SURVEYS &amp; MONITORING IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING: <u>AC &amp; MS Ltd</u> TEL: 01268 530798</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p>For Schools in the Maintenance Pool where work has been identified to encapsulate any ACM's as soon as is reasonably practicable, this will be organised and paid for through ESD Strategic Property Services.</p> <p><b>IN ALL OTHER CASES THE RESPONSIBILITY FOR ENCAPSULATION IS WITH THE SCHOOL.</b></p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection and auditing by the Contractor;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To monitor the condition of any ACM's identified on the site and to report immediately any damaged areas of ACM's to the Corporate Maintenance Team.</li> <li>• To make the asbestos register available to anybody undertaking works on the site which could involve the disturbance of any area of building fabric.</li> <li>• Be aware of the actions required should any ACM's be damaged or disturbed.</li> </ul>
<b>Additional</b>	<b>This is a statutory requirement under the Health &amp; Safety at Work Act and</b>

<b>information:</b>	<b>Approved Code of Practice.</b> <b>Schools other than Voluntary Controlled and Community may be annually required to confirm to the Council that this maintenance has been carried out.</b>
<b>Helpline contacts:</b>	<b><u>For schools in the maintenance pool and for all other schools:</u></b> ESD Corporate Maintenance Team - 0845 6024149 <b><u>General issues:</u></b> COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>C - CATERING EQUIPMENT (ovens, steamers, mixers etc)</b>
<b>Testing/servicing required:</b>	<p>This section refers to the equipment used to cook, heat and prepare foodstuffs including ovens, steamers, bain-maries, hot cupboards, hot trolleys, fryers, grills, slicing machines, peelers and mixers.</p> <p>All require servicing to establish their suitability and integrity in relation to gas, hot water, electricity, blades and guards.</p> <p>Some remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>For schools that are part of the Sodexo Catering Contract, only electrical testing of portable appliances will be undertaken as part of that contract. Subject to any modification of that contract, schools are responsible for arranging and funding other work themselves.</b></p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>WITH THE EXCEPTION OF ELECTRICAL TESTING OF PORTABLE APPLIANCES, WHICH IS PART OF THE SODEXHO CATERING CONTRACT, <b>ALL SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p><b>CARFORD SERVICES LIMITED, WIMBORNE TEL: 01202 851900</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OR WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present.;</li> <li>• A record of work undertaken must be kept on site.</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All equipment must be kept in a clean and hygienic condition.</li> <li>• Pilot lights must be extinguished if no flame-failure device is present.</li> <li>• All defects should be reported immediately to your maintenance provider.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under Food and Health and Safety legislation.</b>

	<b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<u>For schools in the Sodexo contract:</u> SODEXHO HELPLINE - (01225) 771699 <u>For other schools:</u> - ESD Corporate Maintenance Team - 0845 6024149 <u>General issues:</u> - COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154

TYPE OF EQUIPMENT / PLANT:	<b>D - EMERGENCY LIGHTING</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b></p> <p><b><u>HAVEN FIRE SECURITY CONSULTANTS LTD, TROWBRIDGE TEL: 01225 762667</u></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available for inspection by the Contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● Ensure contractors are using a safe means of access;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• To test emergency lighting as per guidance in the Health &amp; Safety Manual for Schools.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Workplace (Health, Safety and Welfare) Regulations.</b>  <b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p>For schools in the maintenance pool and for all other schools:  ESD Corporate Maintenance Team – 0845 6024149  General issues:  COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>
<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><i>E - EXTERNAL PLAY EQUIPMENT AND SURROUNDING SURFACES</i></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment and surfaces.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<p><b>Frequency of testing/servicing:</b></p>	<p>ANNUALLY</p>
<p><b>How is this testing/servicing provided?</b></p>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <u>ALL SCHOOLS</u>.</p> <p>The LEA Approved Contractor who provides this service is:</p> <p>GYMNASIUM MAINTENANCE SEARCHFIELD  Thamesmead, London SE28 OAQ  Telephone: 0208 3177666</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>• Any external play equipment or surface deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• All external play equipment and surfaces should be checked for obvious damage at the start of each half-term or more frequently if vandalism is a school issue or in extreme weather conditions.</li> <li>• Loose surfaces (such as bark) should be checked on a weekly basis and re-distributed if necessary.</li> <li>• Any defects requiring specialist maintenance should be reported immediately to the Approved Contractor.</li> <li>• Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>						
<p><b>Additional information:</b></p>	<p>This is a statutory requirement under the Health &amp; Safety at Work Act.</p>						
<p><b>Helpline contacts:</b></p>	<table> <tr> <td>CONTRACT ADMINISTRATOR</td> <td>01225 713268</td> </tr> <tr> <td>COUNCIL'S PE ADVISER</td> <td>01225 713851</td> </tr> <tr> <td>COUNCIL'S HEALTH &amp; SAFETY ADVISER</td> <td>01225 713567 or 713154</td> </tr> </table>	CONTRACT ADMINISTRATOR	01225 713268	COUNCIL'S PE ADVISER	01225 713851	COUNCIL'S HEALTH & SAFETY ADVISER	01225 713567 or 713154
CONTRACT ADMINISTRATOR	01225 713268						
COUNCIL'S PE ADVISER	01225 713851						
COUNCIL'S HEALTH & SAFETY ADVISER	01225 713567 or 713154						

<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>F - ELECTRICAL FIRE ALARM SYSTEMS</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>COUNCIL'S STANDARD IS SIX MONTHLY</p>
<p><b>How is this testing/servicing provided?</b></p>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING: HAVEN FIRE SECURITY CONSULTANTS LTD, TROWBRIDGE TEL: 01225 762667</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the asbestos register available for inspection by the contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> </ul>

	<ul style="list-style-type: none"> <li>School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>To test the alarm is operating and audible throughout the building on a weekly basis as per guidance in the Health &amp; Safety Manual for Schools.</li> <li>To report any defect immediately using the helpline contacts below.</li> </ul>
<b>Additional information:</b>	<p>This is a statutory requirement under the Health &amp; Safety at Work Act and associated Regulations.</p> <p>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</p>
<b>Helpline contacts:</b>	<p><b>For schools in the maintenance pool and for other schools:</b> ESD Corporate Maintenance Team - 0845 6024149</p> <p><b>General issues:</b> - COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>G - FIRE EXTINGUISHERS, BLANKETS AND HOSES</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any equipment requiring replacement due to vandalism or lack of serviceability.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF ALL PARTS OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>BLAZE FIRE PROTECTION</u></b></p> <p>Telephone: 0800 0281882</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>A record of work undertaken must be kept on site;</li> <li>A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>Any fire fighting equipment assessed as being unfit for use must be replaced as</li> </ul>

	<p>quickly as practicable;</p> <ul style="list-style-type: none"> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All fire fighting equipment should be kept in its allocated position and kept unobstructed.</li> <li>• Any concern about the condition of fire fighting equipment should be reported to the Approved Contractor.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Current Fire Legislation.</b></p> <p><b>Schools must notify the Contract Administrator if any new fire fighting equipment is installed or old equipment removed.</b></p>
<b>Helpline contacts:</b>	<p>CONTRACT ADMINISTRATOR (01225) 713268</p> <p>COUNCIL'S HEALTH &amp; SAFETY ADVISER (01225) 713567 or 713154</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>H - FIXED WIRING INSTALLATION ELECTRICAL TESTING</b>
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of all fixed wiring and electrical equipment to ensure its integrity, suitability and compliance with required standards.</p> <p>Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any other repairs themselves.</p>
<b>Frequency of testing/servicing:</b>	<p>EVERY FIVE YEARS</p> <p>(might be required more frequently by the District Council if a Public Entertainment Licence is applied for)</p>
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR (EVERY FIVE YEARS ONLY) THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b></p> <p><b><i><u>WIREWISE</u> TEL: 01985 846836</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> </ul>

<b>irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● Make the asbestos register available for inspection by the contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All switches, sockets and fixed electrical appliances should be visually inspected on a regular basis. Any defects should be reported within the school and action taken to isolate and then repair the item.</li> <li>● Any sign of water damage should be investigated immediately;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Electricity at Work Regulations.</b></p> <p><b>Schools not in the maintenance pool will be required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for other schools:</u></b> ESD Corporate Maintenance Team - 0845 6024149</p> <p><b><u>General issues:</u></b> COUNCIL'S HEALTH AND SAFETY ADVISER – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>I - FUME CUPBOARDS</b> (Fixed And Mobile)
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>FUME CUPBOARD DESIGN LTD</u></b> T/A Lab Services, Unit 10, Hilton Bus. Ctr. Wootton Road, Ashford, Kent TN23 6LL Telephone: 01233 642677</p>

<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>• Any fume cupboard deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• Any reasons to suggest the ineffective operation of the cupboard should be immediately reported to the Approved Contractor.</li> <li>• Mobile cupboards should be subject to portable electrical appliance testing.</li> <li>• Schools must notify the Contract Administrator if any new fume cupboards are installed or old ones removed.</li> </ul>
<p><b>Additional information:</b></p>	<p>This is a statutory requirement under the <b>Control of Substances Hazardous to Health Regulations and the Provision &amp; Use of Workplace Equipment Regulations (PUWER)</b>.</p>
<p><b>Helpline contacts:</b></p>	<p>CONTRACT ADMINISTRATOR 01225 713268  COUNCIL'S SCIENCE ADVISER 01225 713856  COUNCIL'S HEALTH &amp; SAFETY ADVISER (01225) 713567 or 713154</p>

<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b><u>J - GAS BOILERS (commercial and domestic)</u></b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>ANNUALLY</p>
<p><b>How is this testing/servicing provided?</b></p>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</i></b>  <u>NORLAND MANAGED SERVICES, NEWBURY</u> TEL: 01635 230529  <u>THAMES VALLEY SERVICES, OXFORD</u> TEL: 01844 358200</p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND</p>

	<p>EXPERIENCED IN THIS TYPE OF WORK.</p> <p>Note: persons working on gas appliances must be CORGI registered and their operatives must be ACOP/ACS certificated.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the contractor.</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> <li>• A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• On a weekly basis, a named person should visit the boiler/plant room whilst the boilers are working to check for any obvious cause for concern such as smell of gas, evidence of water leakage or flooding, unusual noise etc. Any such concern should immediately be relayed to the helpline contact given below.</li> <li>• All boiler/plant rooms must be kept free of any obstructions or flammable materials. This will ensure that contractors and fire-fighters have unimpeded access.</li> <li>• Dry powder fire extinguishers should be present and immediately accessible.</li> </ul>
<p><b>Additional information:</b></p>	<p><b><u>This is a statutory requirement under the Gas Safety Regulations.</u></b>  <b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><u>For schools in the maintenance pool and for all other schools:</u>  ESD Corporate Maintenance Team - 0845 6024149  <u>General issues:</u> -COUNCIL'S HEALTH AND SAFETY ADVISER - 01225 713567 or 01225 713154  <u>Gas Leak Emergency Telephone Number:</u> 0800 111999</p>
<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>K - GAS CYLINDERS (AND WELDING EQUIPMENT)</b></p>
<p><b>Testing/servicing required:</b></p>	<p>This section refers to gas cylinders that are used in relation to the science curriculum and the DT curriculum.</p> <p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment. A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<p><b>Frequency of testing/servicing:</b></p>	<p>ANNUALLY</p>

<p><b>How is this testing/servicing provided?</b></p>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT AVAILABLE TO <b>ALL SCHOOLS</b>. Individual schools must positively sign up to be included in this contract. Contact the Contract Administrator for details.</p> <p>The Council's Approved Contractor for this work is:</p> <p><b><u>WESSEX WELDING AND INDUSTRIAL SUPPLIES</u></b>, BRISTOL – 01454 311033</p> <p>USING THE ABOVE NAMED CONTRACTOR GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake the works must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• All gas cylinders must be stored securely to avoid any unauthorised access.</li> <li>• All hoses and fittings should be visually inspected during the setting up procedure.</li> <li>• Any defect or abnormality in use should be reported immediately to your competent contractor.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Pressure Systems Regulations.</b></p> <p><b>Schools opting not to use the Council's contract service will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p>Contract Administrator - 01225 713119</p> <p><u>General issues:</u></p> <p>COUNCIL'S HEALTH AND SAFETY ADVISER - (01225) 713567 or 713154</p> <p><b><u>Use within DT:</u> COUNCIL'S DT ADVISER - 01225 713862</b></p> <p><u>Use within Science:</u> COUNCIL'S SCIENCE ADVISER - 01225 713856</p>
<p><b>TYPE OF EQUIPMENT / PLANT</b></p>	<p><b>L – GAS HEATERS (Wall mounted balanced flue converters)</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD</p>



	Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs themselves. Sodexo will arrange tests where necessary in the kitchen areas under its control.
<b>Frequency of testing/servicing:</b>	EVERY THREE YEARS
<b>How is this testing/servicing provided?</b>	<b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</i></b>  <i>GASFORCE TECHNICAL SERVICES LTD, YORKS</i> <i>TEL: 01274 852777</i>  <b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM THE SAME CONTRACTOR.</b>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available for inspection by the Contractor;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site.</li> <li>● A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● Report any smell of gas immediately as per helpline contacts below.</li> <li>● Any concern within seven days of servicing should be referred back to the particular contractor.</li> </ul>
<b>Additional information:</b>	<b>Schools not in the maintenance pool will be required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<b><u>For schools in the maintenance pool and for other schools:</u></b> ESD Corporate Maintenance Team - 0845 6024149 <b><u>General issues:</u></b> Council's health & safety Advisor – (01225) 713567 or 713154 <b><u>Gas Leak Emergency Telephone Number:</u></b> 0800 111999
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b><i>N - GYMNASIUM EQUIPMENT</i></b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this</p>

	report sheet should be left on site. <b>All schools are responsible for arranging and funding any remedial work.</b>						
<b>Frequency of testing/servicing:</b>	ANNUALLY						
<b>How is this testing/servicing provided?</b>	THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b> .  The Council's Approved Contractor who provides this service is: <b><u>GYMNASIUM MAINTENANCE SEARCHFIELD GMS</u></b> Unit 7, 119-121 Nathan Way Thamesmead, London SE28 OAQ  Telephone: 0208 3177666						
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>• Any gymnasium equipment deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>						
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• All gymnasium/sports equipment should be visually inspected before use.</li> <li>• Any defects in equipment within the scope of this contract should be reported immediately to the Approved Contractor.</li> <li>• Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>						
<b>Additional information:</b>	<b>This is a statutory requirement under the Health &amp; Safety at Work Act.</b>						
<b>Helpline contacts:</b>	<table> <tr> <td>CONTRACT ADMINISTRATOR</td> <td>01225 713119</td> </tr> <tr> <td>COUNCIL'S PE ADVISER</td> <td>01225 713851</td> </tr> <tr> <td>COUNCIL'S HEALTH &amp; SAFETY ADVISER</td> <td>01225 713567 or 713157</td> </tr> </table>	CONTRACT ADMINISTRATOR	01225 713119	COUNCIL'S PE ADVISER	01225 713851	COUNCIL'S HEALTH & SAFETY ADVISER	01225 713567 or 713157
CONTRACT ADMINISTRATOR	01225 713119						
COUNCIL'S PE ADVISER	01225 713851						
COUNCIL'S HEALTH & SAFETY ADVISER	01225 713567 or 713157						

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>O - HOISTS AND MOBILE SLINGS (FOR MOVING PEOPLE)</b>
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of all portable and fixed hoists and slings used for moving children to ensure suitability and compliance with required standards.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this</p>

	<p>report sheet should be left on site.</p> <p>For Primary, Middle and Secondary schools, regular servicing is organised and paid for through the Pupil Physical Impairment Service. Special schools are responsible for arranging and funding the testing and any other repairs themselves.</p>
<b>Frequency of testing/servicing:</b>	SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<p><b><i>FOR PRIMARY, MIDDLE AND SECONDARY SCHOOLS, IT IS ORGANISED AND PAID FOR THROUGH THE PI SERVICE USING ANY OF:</i></b></p> <p><b><i>TEST VALLEY MOBILITY, ROMSEY TEL: 01794 521217</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available to the Contractor undertaking the work;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• On a weekly basis, a named person should check that the equipment is functioning properly and that all slings and connecting fittings are in sound condition.</li> <li>• Any defect should immediately be reported to the helpline contacts below.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Lifting Operation and Lifting Equipment Regulations and Provision &amp; Use of Work Equipment Regulations.</b></p> <p><b>Special schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b><u>Head of PI Service</u></b> – 01225 771685</p> <p><b><u>General issues:</u></b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713157</p>
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>P - TESTING &amp; MONITORING OF THE HOT AND COLD STORED WATER SYSTEM (LEGIONELLA)</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the water system. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate</p>

	<p>Maintenance Team at County Hall – see contact details below.</p> <p>Some minor remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any remedial work necessary themselves.</p>
<b>Frequency of testing/servicing:</b>	<ul style="list-style-type: none"> <li>• COUNCIL'S STANDARD IS <b>ANNUALLY</b> FOR SCHOOLS DESIGNATED AS HAVING A SIGNIFICANT POTENTIAL FOR LEGIONELLA (all schools with showers, spray taps etc)</li> <li>• 3 YEARLY FOR SCHOOLS WITH INSIGNIFICANT POTENTIAL FOR LEGIONELLA</li> </ul>
<b>How is this testing/servicing provided?</b>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b></p> <p><i>AIRMEC LTD, Bristol</i> <span style="float: right;"><b>TEL: 01454 275050</b></span>  <b>(servicing north of county)</b></p> <p><i>WATER PURE SYSTEMS LTD, Thornbury</i> <span style="float: right;"><b>TEL: 01454 411888</b></span>  <b>(servicing south of county)</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• Shower heads must be dismantled, cleaned and descaled on a termly basis.</li> <li>• Showers must be run at the highest temperature setting for 5 minutes before using after any period of non-use longer than 5 days.</li> <li>• Be aware that the addition of new showers, spray taps etc. may affect the necessary schedule of maintenance. Seek advice from the relevant helpline below.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act and Approved Code of Practice.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for all other schools:</u></b>  ESD Corporate Maintenance Team - 0845 6024149  <b><u>General issues:</u></b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>Q - TESTING OF LPG BULK STORAGE VESSELS</b>
<b>Testing/servicing required:</b>	The Council has a policy for testing and inspecting LPG Bulk Storage Tanks to ensure their integrity and compliance with required standards.

	<p>The tank is examined, cleaned and given an ultrasonic test for corrosion. Any tank failing these tests is to be replaced.</p> <p>Calor Gas Ltd undertakes these tests and any remedial work at no cost to the school or the Council.</p>
<b>Frequency of testing/servicing:</b>	EVERY 10 YEARS and visual check every delivery
<b>How is this testing/servicing provided?</b>	<p><b>CALOR GAS LTD PROVIDE THIS SERVICE FOR ALL SCHOOLS. If your school uses any other supplier – please check with that supplier.</b></p> <p><i>CALOR GAS LIMITED, WARWICK</i> <span style="float: right;"><b>TEL: 0845 7661111</b></span></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• Any defect should be reported immediately to your supplier.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Health and Safety at Work Act.</b>
<b>Helpline contacts:</b>	<p><b><u>For all schools:</u></b> CALOR GAS LTD – 0845 7661111</p> <p><b><u>General issues:</u></b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

TYPE OF EQUIPMENT / PLANT:	<b>R - MECHANICAL LOCAL EXHAUST VENTILATION (Dust and fume extraction equipment other than fume cupboards used in science)</b>
<b>Testing/servicing required:</b>	<p>This section refers to equipment provided in DT workshops and preparatory rooms and heat treatment and kiln areas.</p> <p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and will also be posted on the Schools Intranet Service – WISEnet. Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools will be responsible for arranging and funding any remedial work.</b></p>
<b>Frequency of testing/servicing:</b>	COUNCIL'S STANDARD IS ANNUALLY
<b>How is this testing/servicing provided?</b>	<p>THE LEA USES RETAINED FUNDING TO ORGANISE A CONTRACT AVAILABLE TO <b><u>ALL SCHOOLS</u></b>. Individual schools must positively sign up to be included in this contract. Contact the Contract Administrator for details.</p> <p><b><u>LEV COSHH TESTING LTD</u></b>  Banners Building, 622 Attercliffe Road, Sheffield S9 3QS  Tele: 0114 261 7816</p> <p>USING THE ABOVE NAMED CONTRACTOR GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available to the Contractor undertaking the work;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All portable units must be electrically tested.</li> <li>● All portable units must be regularly emptied and cleaned.</li> <li>● All units should be monitored during use and any concern about efficiency or effectiveness should be reported immediately to your competent contractor.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Control of Substances Hazardous to Health Regulations.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>

<b>Helpline contacts:</b>	<b>Contract Administrator:</b>	- 01225 713119
	<b>General issues:</b> Council's Health & safety Advisor	- (01225) 713567 or 713157
	<b>Use with DT:</b> Council's DT Advisor	- 01225 713862

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>S - MICROWAVE OVENS</b>
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out radiation leakage tests on all microwave ovens to ensure the oven's integrity, suitability and compliance with required standards.</p> <p>This test is in addition to the portable electrical appliance test also required.</p> <p>Some small repairs might be undertaken at the time of this testing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>All schools are responsible for arranging and funding the testing and any other repairs themselves.</p>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	<p><b>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</b></p> <p><u>WHEELERS (WESTBURY) LTD, WESTBURY TEL: 01373 823755</u></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To keep ovens clean and maintain in good order;</li> <li>• To ensure ovens are only used for the heating of food or drink in appropriate containers;</li> <li>• Ensure ovens are included in testing of portable electrical equipment;</li> <li>• Ensure defective ovens are not used until properly repaired.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Provision &amp; Use of Work Equipment Regulations.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<b>For schools in the maintenance pool and for all other schools:</b>

	ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> Council's Health & safety Advisor – (01225) 713567 or 713154
--	--

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>T - OIL BOILERS (commercial and domestic)</b>
<b>Testing/servicing required:</b>	The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b> . A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below. Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site. For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.
<b>Frequency of testing/servicing:</b>	SIX MONTHLY
<b>How is this testing/servicing provided?</b>	<b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b> <i>NORLAND MANAGED SERVICES, NEWBURY TEL: 01635 230529</i> <i>THAMES VALLEY SERVICES, OXFORD TEL: 01844 358200</i> <b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b> USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All Contractors must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> <li>• A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• On a weekly basis, a named person should visit the boiler/plantroom whilst the boilers are working to check for any obvious cause for concern such as oil spillage, evidence of water leakage or flooding, unusual noise etc. Any such concern should immediately be relayed to the helpline contact given below.</li> <li>• All boiler/plantrooms must be kept free of any obstructions or flammable materials. This will ensure that contractors and firefighters have unimpeded access.</li> <li>• Dry powder and foam fire extinguishers to be present and immediately accessible.</li> <li>• <b><u>It is the school's responsibility in all cases to check oil levels and to order oil.</u></b></li> </ul>
<b>Additional</b>	This is a statutory requirement under the Provision & Use of Work Equipment

<b>information:</b>	Regulations. Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.
<b>Helpline contacts:</b>	<b>For schools in the maintenance pool and for all other schools:</b> ESD Corporate Maintenance Team - 0845 6024149 <b>General issues:</b> Council's health & safety Advisor – (01225) 713567 or 713154
<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>U - PASSENGER &amp; GOODS LIFTS</b>
<b>Testing/servicing required:</b>	The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification <b>as a minimum standard</b> . A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.  Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site. For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.
<b>Frequency of testing/servicing:</b>	DEPENDENT UPON USAGE (SEE SPECIFICATION FOR DETAILS)
<b>How is this testing/servicing provided?</b>	<b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING ANY OF:</b> <i>TRIANGLE LIFT SERVICES, BRISTOL</i> <b>TEL: 01934 877121</b>  <b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b> USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• The working area must be properly restricted;</li> <li>• Ensure proper means of access is used by contractors;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• To keep door runners clean and free from anything likely to obstruct closure;</li> <li>• On a weekly basis, a named person should check that the lighting and visual indicators within lifts are all operating correctly. Any defects should be immediately reported using the helpline contacts below.</li> </ul>
<b>Additional information:</b>	<b>This is a statutory requirement under the Lifting Operations and Lifting Equipment Regulations and Provision &amp; Use of Work Equipment Regulations.</b>

	Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.
<b>Helpline contacts:</b>	<b><u>For schools in the maintenance pool and for all other schools:</u></b> ESD Corporate Maintenance Team - 0845 6024149 <b><u>General issues:</u></b> Council's Health & Safety Advisor – (01225) 713567 or 713154

TYPE OF EQUIPMENT / PLANT:	V - TESTING OF PORTABLE ELECTRICAL APPLIANCES
<b>Testing/servicing required:</b>	<p>The Council has a policy to carry out tests and inspections of all portable electrical equipment to ensure its integrity, suitability and compliance with required standards.</p> <p>Small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>All schools are responsible for arranging and funding the testing and any other repairs themselves.</p>
<b>Frequency of testing/servicing:</b>	<p>CLASS 1 EQUIPMENT SHOULD BE TESTED AT LEAST ANNUALLY. CLASS 2 EQUIPMENT SHOULD BE TESTED AT LEAST EVERY FOUR YEARS, WITH VISUAL INSPECTIONS UNDERTAKEN ANNUALLY Full details are given in the Health &amp; Safety Manual for Schools.</p>
<b>How is this testing/servicing provided?</b>	<p><b>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</b></p> <p><b><i>WHEELERS (WESTBURY) LTD, WESTBURY</i></b> <span style="float: right;"><b><i>TEL: 01373 823755</i></b></span></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p> <p><b>Note that the testing of equipment in kitchens is the responsibility of Sodexho within those schools that are part of the Sodexho catering contract.</b></p>
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register available to the Contractor undertaking the work;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>● All portable electrical appliances must be usually inspected for any sign of damage before use. Guidance on common defects is given in the Health &amp; Safety Manual for Schools.</li> <li>● Any defective equipment must be taken out of use and effectively removed until repaired and tested.</li> </ul>
<b>Additional</b>	

<b>information:</b>	<b>This is a statutory requirement under the Electricity at Work Regulations.</b>  <b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b>
<b>Helpline contacts:</b>	<b><u>For schools in the maintenance pool and for other schools:</u></b> ESD Corporate - 0845 6024149 <b><u>General issues:</u></b> Council's Health & Safety Advisor – (01225) 713567 or 713154

<b>TYPE OF EQUIPMENT / PLANT:</b>	<i>W - POTTERY KILNS</i>
<b>Testing/servicing required:</b>	The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.  A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.  Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.  <b>All schools are responsible for arranging and funding any remedial work.</b>
<b>Frequency of testing/servicing:</b>	ANNUALLY
<b>How is this testing/servicing provided?</b>	THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b> .  The Council's Approved Contractor who provides this service is:  <b><u>CELTIC KILNCARE DESIGN LIMITED</u></b> Langland Way, Newport NP19 4PT Telephone: 01633 271455
<b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any kiln deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• All kilns must be visually inspected at the start of each half-term.</li> <li>• All means of physically isolating the kiln must be kept secure.</li> <li>• All means of electrically isolating the kiln must be kept clear.</li> <li>• The area around the kiln must be kept free of combustible materials.</li> <li>• Any defects must be reported immediately the Approved Contractor.</li> <li>• Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>						
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Provision &amp; Use of Workplace Equipment Regulations.</b></p>						
<p><b>Helpline contacts:</b></p>	<table border="0"> <tr> <td>CONTRACT ADMINISTRATOR</td> <td>01225 713268</td> </tr> <tr> <td>Council's D/T ADVISER</td> <td>01225 713862</td> </tr> <tr> <td>Council's Health &amp; Safety Advisor</td> <td>(01225) 713567 or 713154</td> </tr> </table>	CONTRACT ADMINISTRATOR	01225 713268	Council's D/T ADVISER	01225 713862	Council's Health & Safety Advisor	(01225) 713567 or 713154
CONTRACT ADMINISTRATOR	01225 713268						
Council's D/T ADVISER	01225 713862						
Council's Health & Safety Advisor	(01225) 713567 or 713154						

<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>X - ROAD VEHICLES</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The Council has a policy to carry out tests and inspections of all <u>SCHOOL-OWNED</u> road vehicles to ensure compliance with required standards.</p> <p>All school-owned road vehicles must be maintained in a roadworthy condition.</p> <p>Each vehicle must be serviced in line with the manufacturer's recommendations and the requirements of Road Traffic legislation.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<p><b>Frequency of testing/servicing:</b></p>	<ul style="list-style-type: none"> <li>• IN LINE WITH MANUFACTURER'S INSTRUCTIONS.</li> <li>• MOT EVERY YEAR ONCE THE VEHICLE IS MORE THAN THREE YEARS OLD OR ONE YEAR OLD IF A MINIBUS WITH &gt;8 PASSENGER SEATS.</li> <li>• INDIVIDUAL TRIP CHECKS BY DRIVERS.</li> </ul>
<p><b>How is this testing/servicing provided?</b></p>	<p>EACH SCHOOL IS RESPONSIBLE FOR ARRANGING THIS SERVICING AND MAINTENANCE.</p> <p>The person undertaking this servicing and maintenance must be demonstrably competent and experienced in this type of work.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area, if on site, must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>

<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• The driver must undertake routine checks before each use. Details of these checks are given in the Health &amp; Safety Manual for Schools.</li> <li>• Any defects must be reported immediately to the person responsible for the servicing and maintenance.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Road Traffic legislation and the Provision and Use of Work Equipment Regulations.</b></p> <p><b>Schools will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><b>General issues:</b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>Y - SEWAGE OR STORM WATER PUMPS</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>SIX MONTHLY</p>
<p><b>How is this testing/servicing provided?</b></p>	<p><b><i>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING: MAUDSLEYS BRISTOL ELECTRICAL REPAIRS, BRISTOL TEL: 0117 9552 481</i></b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• The Asbestos Register must be consulted with the person undertaking the work;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be</li> </ul>

<p><b>has arranged or is carrying out the work:</b></p>	<p>secured whenever the operative is not present;</p> <ul style="list-style-type: none"> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• On a weekly basis, a named person should check that the equipment is functioning properly. Any defect should be immediately reported using the helpline contacts below.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>Schools not in the maintenance pool will be annually required to confirm to the LEA that this maintenance has been carried out. Failure to provide confirmation may result in the LEA commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><b>For schools in the maintenance pool and for all other schools:</b>  ESD Corporate Maintenance Team - 0845 6024149  <b>General issues:</b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>
<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>Z - SWIMMING POOL PLANT AND EQUIPMENT</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b>as a minimum standard</b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>TWICE A YEAR</p>
<p><b>How is this testing/servicing provided?</b></p>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</b>  <b>SWIMCO</b>, Radstock, Somerset Tel: 01761 432838</p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b>  USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>• Make the Asbestos Register available for inspection by the Contractor;</li> <li>• The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>• Check that a servicing label has been applied to the plant/equipment before the contractor leaves the site;</li> </ul>

	<ul style="list-style-type: none"> <li>• A record of each visit and any additional work undertaken must be kept on site for at least four years;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<b>School maintenance responsibilities in the period between tests/servicing:</b>	<ul style="list-style-type: none"> <li>• There are detailed and important maintenance requirements during the commissioning, use and winterisation of pools. Contact your specialist contractor or the Council's Adviser for more details.</li> </ul>
<b>Additional information:</b>	<p><b>This is a statutory requirement under the Provision &amp; Use of Work Equipment Regulations.</b></p> <p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<b>Helpline contacts:</b>	<p><b><u>For schools in the maintenance pool and for all other schools</u></b>  ESD Corporate Maintenance Team - 0845 6024149  <b>General issues:</b> Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

<b>TYPE OF EQUIPMENT / PLANT:</b>	<b>AA - TREES</b>
<b>Testing/servicing required:</b>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.  A copy of the specification is available from the Contract Administrator (see contact details below).  Some remedial work might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>For schools that are part of the Sodexo Grounds Maintenance Contract, the inspection element of this work is part of that contract. Corrective action is the responsibility of the school. Other schools are responsible for arranging and funding all elements themselves.</b></p>
<b>Frequency of testing/servicing:</b>	SIX MONTHLY AND AFTER EXTREME WEATHER CONDITIONS
<b>How is this testing/servicing provided?</b>	<p>THIS IS PART OF THE SOXEXHO GROUNDS MAINTENANCE CONTRACT.</p> <p>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE. FOR DETAILS OF THE "GUIDELINES FOR THE MAINTENANCE OF SCHOOL TREES" REFER TO THE COUNCIL'S CONTRACT MONITORING OFFICER – See below for details.</p> <p>Schools should ensure that operatives are demonstrably competent and experienced in this type of work.</p>
<b>School responsibilities during this work irrespective of who has arranged or is</b>	<ul style="list-style-type: none"> <li>• All visitors to school site to undertake this work must be logged in and told about local emergency arrangements;</li> <li>• The immediate work area must be kept restricted and any tools or equipment must be secured whenever the operative is not present;</li> </ul>

<p><b>carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>• A record of work undertaken must be kept on site;</li> <li>• School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>• Any damage to semi-mature or mature trees should be reported to your competent contractor.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Health &amp; Safety at Work Act.</b></p> <p><b>Schools that are not part of the Sodexo grounds contract will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><b>For schools in the Sodexo contract:</b> SODEXHO - 01225 771699  <b>For other schools:</b> Council's Contract Monitoring Officer - 01225 713266  <b>General issues:</b> Council's Health &amp; Safety Advisor - (01225) 713567 or 713154</p>
<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><b>BB - WATER SOFTENERS</b></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the plant or equipment. All contractors engaged under the Council's maintenance pool are obliged to work to this specification. Any other person carrying out this type of servicing must adhere to this specification <b><u>as a minimum standard</u></b>. A copy of the specification is available from the ESD Corporate Maintenance Team at County Hall – see contact details below.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p>For schools in the Maintenance Pool this work will be arranged and paid for via ESD Strategic Property Services. Other schools are responsible for arranging and funding the servicing and any repairs necessary themselves.</p>
<p><b>Frequency of testing/servicing:</b></p>	<p>SIX MONTHLY</p>

<p><b>How is this testing/servicing provided?</b></p>	<p><b>FOR SCHOOLS IN THE MAINTENANCE POOL, IT IS ORGANISED AND PAID FOR THROUGH ESD STRATEGIC PROPERTY SERVICES USING:</b></p> <p><u>ZEPHER WATER TREATMENT SERVICES, BATH</u>                      <b>TEL: 01225 334838</b></p> <p><b>ALL OTHER SCHOOLS ARE RESPONSIBLE FOR ARRANGING THIS WORK FROM A COMPETENT SOURCE.</b></p> <p>USING THE ABOVE NAMED CONTRACTORS GIVES SOME ASSURANCE OF QUALITY OF WORK. IF SCHOOLS OUTSIDE OF THE POOL CHOOSE TO ENGAGE OTHER PARTIES THEN THEY MUST ENSURE THAT OPERATIVES ARE DEMONSTRABLY COMPETENT AND EXPERIENCED IN THIS TYPE OF WORK.</p>
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>● All visitors to school site undertaking these works must be logged in and told about local emergency arrangements;</li> <li>● Make the Asbestos Register to the Contractor undertaking the work;</li> <li>● The immediate work area must be kept tidy and any tools or equipment must be secured whenever the operative is not present;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>● To supply and maintain proper levels of granular or tablet salt.</li> <li>● To monitor steady decrease in salt level which indicates the softener is operating correctly.</li> </ul>
<p><b>Additional information:</b></p>	<p><b>Schools not in the maintenance pool will be annually required to confirm to the Council that this maintenance has been carried out. Failure to provide confirmation may result in the Council commissioning the work and charging the school's budget accordingly.</b></p>
<p><b>Helpline contacts:</b></p>	<p><b><u>For schools in the maintenance pool and for all other schools:</u></b>  ESD Corporate Maintenance Team                      - 0845 6024149  <b><u>General issues:</u></b>    Council's Health &amp; Safety Advisor – (01225) 713567 or 713154</p>

<p><b>TYPE OF EQUIPMENT / PLANT:</b></p>	<p><i>CC - WORKSHOP MACHINERY</i></p>
<p><b>Testing/servicing required:</b></p>	<p>The relevant specification for this servicing is held by the County Council and, if carried out, will establish the current condition of the equipment.</p> <p>A copy of the specification is available from the Contract Administrator (see contact details below) and is also posted on the Schools Intranet Service – WISEnet.</p> <p>Some small repairs might be undertaken at the time of this servicing but otherwise any necessary outstanding work will be itemised on the service report sheet. A copy of this report sheet should be left on site.</p> <p><b>All schools are responsible for arranging and funding any remedial work.</b></p>
<p><b>Frequency of testing/servicing:</b></p>	<p>ANNUALLY</p>

<p><b>How is this testing/servicing provided?</b></p>	<p>THE COUNCIL USES RETAINED FUNDING TO ORGANISE A CONTRACT ON BEHALF OF <b><u>ALL SCHOOLS</u></b>.</p> <p>The Council's Approved Contractor who provides this service is:</p> <p><b><u>MACHINERY SAFETY SERVICES</u></b>  25-29 Station Road, Sittingbourne, Kent, ME10 3DU  Telephone: 01225 705321</p>						
<p><b>School responsibilities during this work irrespective of who has arranged or is carrying out the work:</b></p>	<ul style="list-style-type: none"> <li>● All visitors to school site to undertake these works must be logged in and told about local emergency arrangements;</li> <li>● A record of work undertaken must be kept on site;</li> <li>● A competent person must sign off the contractor's work and submit a satisfaction note to the Contract Administrator;</li> <li>● Any workshop machinery deemed to be unsafe for use must be isolated with immediate effect and repaired before use;</li> <li>● School staff should be alert to any dangers being created by the work practices of those undertaking this work and be prepared to intervene in any such case. If in any doubt, this intervention should be, as a minimum, to ask for work to cease until expert advice is sought from the appropriate Helpline contact below.</li> </ul>						
<p><b>School maintenance responsibilities in the period between tests/servicing:</b></p>	<ul style="list-style-type: none"> <li>● All machinery must be visually inspected at the start of each half-term.</li> <li>● All machinery and the surrounding floor space must be kept clean and clear from anything liable to cause a slip or trip.</li> <li>● All guards must be kept in place.</li> <li>● Any defects should be reported immediately to the Approved Contractor.</li> <li>● Schools must notify the Contract Administrator if any new equipment is installed or old equipment removed.</li> </ul>						
<p><b>Additional information:</b></p>	<p><b>This is a statutory requirement under the Provision &amp; Use of Workplace Equipment Regulations.</b></p>						
<p><b>Helpline contacts:</b></p>	<table border="0"> <tr> <td>CONTRACT ADMINISTRATOR</td> <td>01225 713119</td> </tr> <tr> <td>Council's D/T Advisor</td> <td>01225 713862</td> </tr> <tr> <td>Council's Health &amp; Safety Advisor</td> <td>(01225) 713567 or 713154</td> </tr> </table>	CONTRACT ADMINISTRATOR	01225 713119	Council's D/T Advisor	01225 713862	Council's Health & Safety Advisor	(01225) 713567 or 713154
CONTRACT ADMINISTRATOR	01225 713119						
Council's D/T Advisor	01225 713862						
Council's Health & Safety Advisor	(01225) 713567 or 713154						

# **PROPERTY AND EQUIPMENT MAINTENANCE GUIDE – JUNE 2006**

## *SECTION 3*

Split of responsibilities for the repair and maintenance of school buildings and equipment

### *NOTE*

Effort has been made to avoid error or ambiguity but note that this guidance may be subject to further or alternative interpretation in all cases.

## REPAIRS & MAINTENANCE IN WILTSHIRE SCHOOLS

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes
Element	Sub Element	Attribute	School	Council	
Ceilings	Ground floor	Boarded ceiling	Y		
		Ceiling hanger	Y		
		Ceiling joists	Y		
		Concrete floor	Y		
		Dry lined ceiling	Y		
		Exposed decking	Y		
		Plastered ceiling	Y		
		Suspended ceiling	Y		
Electrical	Communication systems	Close circuit TV Systems	Y		
		Panic Alarms	Y		
		Computer Data Systems	Y		
		Telephone Systems	Y		
	Electrical Switchgear	Mains Distribution	Y		
		Electrical Standby	Uninterrupted Power Supplies	Y	
	Fire alarms	Standard System	Y		
	Intruder alarms	Door Access system	Y		
		Intruder alarm Systems	Y		
	Lifts and Hoists	Lift Equipment	Y		
	Lighting	All types of Lamps	Y		
	Lighting fittings	Fittings and Parts	Y		
		Emergency Lighting	Y		
		Light fittings and Parts	Y		
		Shades and Diffusers	Y		
		Switches and Time-clocks	Y		
	Lighting wiring	Fixed Lighting wiring	Y		
	Lightning protection	Lightning Conductors	Y		
	Power	Electrical Water Heating	Y		
		Fixed Heaters	Y		
		Sewage & sump pumps	Y		
	Power fittings	All fixed accessories	Y		
		Fixed Power Wiring	Y		
5 Year Electrical Testing		Y			

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes
Element	Sub Element	Attribute	School	Council	
External areas	Ancillary premises	Dustbin enclosure	Y		
		Incinerators	Y		
		Name board	Y		
		Cycle sheds & racks	Y		
		Garden sheds	Y		
		Glass houses	Y		
		Other outbuildings	Y		
		Demolition	Y		
	Drainage	Covers & gratings	Y		
		External wastepipes	Y		
		Foul drainage	Y		
		Septic tanks	Y		
		Surface water drain	Y		
	Electrical Services	Building	Y		
	Gas Services		Y		
	Water Services		Y		
	Outdoor swimming pool	Open pool structure	Y		
		Open pool Water Treatment	Y		
		Wall/fence/gate/pool	Y		
	Paths & pedestrian paved area	Access	Y		
		Concrete(pedestrian)	Y		
		Edgings	Y		
		External steps	Y		
		Hand/guard rails	Y		
		Kerbs	Y		
		Paving slabs	Y		
		Tarmac(pedestrian)	Y		
	Roads and car parks	Brick paviers	Y		
		Concrete(vehicular)	Y		
		Tarmac (vehicular)	Y		
	Site furniture	Drinking fountain	Y		
	Soft landscaping	Soft landscaping	Y		

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes
Element	Sub Element	Attribute	School	Council	
External Areas	Walls fences and gates	Brick/block walls	Y		<b>Note 3:</b> Repairs or replacements of small parts of the structure.  <b>Note 4:</b> Repairs to prevent or correct major failure.
		Fencing chain link	Y		
		Fencing concrete	Y		
		Fencing steel	Y		
		Fencing timber	Y		
		Flag pole	Y		
		Gates	Y		
		Hedges	Y		
		Retaining walls	Y		
		Site furniture	Y		
		Stone walling	Y		
External Walls / Windows/Doors	Walls external linings/finishes	Wall copings	Y		
		All curtain walling	Y		
		Concrete cladding	Y		
		Copings	Y		
		Metal cladding	Y		
		Plastic curtain walling	Y		
		Point chimney/damp proof course	Y		
		Rendered surfaces	Y		
		Slate/tile hanging	Y		
		Steel curtain walling	Y		
		Timber cladding	Y		
		Timber curtain walling	Y		
		Walls internal linings	Internal finish external walls	Y	
	Walls structure	Blockwork	Note 3	Note 4	
		Brickwork	Note 3	Note 4	
		Chimneys structure	Note 3	Note 4	
		Sills	Y		
		Damp proof course external wall	Y		
		Foundations	Note 3	Note 4	
		Lintels	Y		
Precast beam/block		Note 3	Note 4		
Reinforced concrete	Note 3	Note 4			
	Stone walls	Note 3	Note 4		

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes
Element	Sub Element	Attribute	School	Council	
		Structural frame	Note 3	Note 4	
External Walls / Windows/Doors	Windows and doors framing	Aluminum doors	Y		
		Aluminum windows	Y		
		Aluminum windows	Y		
		Draughtproof windows	Y		
		Draughtproof doors	Y		
		Hardwood doors	Y		
		Shutters	Y		
		Softwood doors	Y		
		Steel doors	Y		
		Steel windows	Y		
		Steel windows	Y		
		Timber windows	Y		
		Timber windows	Y		
		Upvc doors	Y		
		Upvc windows double glazed	Y		
		Window door mastic	Y		
		Windows and doors glazing	External glazing	Y	
	External glazing		Y		
Window & door ironmongery	Ironmongery external doors	Y			
Fixed furniture	Non teaching kitchen	Kitchen fixed furniture	Y		
	Non teaching other	Fixed furniture non teaching	Y		
		Window blinds	Y		
	Teaching gymnasium	Fixed equipment		Y	Council arranges servicing
	Teaching other	Fixed furniture teaching	Y		
	Teaching science	Fixed furniture science	Y		
		Fume cupboards		Y	Council arranges servicing
Teaching technology	Fixed furniture technology	Y			
Floors and stairs	Ground floor	Boarded ceiling	Y		
		Ceiling hanger	Y		
		Ceiling joists	Y		
		Concrete floor	Y		
		Dry lined ceiling	Y		
		Exposed decking	Y		

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes
Element	Sub Element	Attribute	School	Council	
		Plastered ceiling	Y		
		Suspended ceiling	Y		
Floors and Stairs	Ground floor screed & finish	Block floors	Y		<b>Note 3:</b> Repairs or replacements of small parts of the structure.
		Boarded floor	Y		
		Carpet	Y		<b>Note 4:</b> Repairs to prevent or correct major failure.
		Composition floor	Y		
		Cork	Y		
		Dpm	Y		
		Pvc sheet	Y		
		Pvc tile	Y		
		Quarry tile	Y		
		Screed	Y		
		Terrazzo floor	Y		
		Ground floor structure	Structure	Note 3	Note 4
	Staircases structure	Ballustrade stairs	Y		
		Fire escape	Y		
		Hand rail stairs	Y		
		Stairs soffit	Y		
		Stairs structure	Note 3	Note 4	
	Staircases treads and risers	Stair tread carpet	Y		
		Stair tread pvc	Y		
		Stair tread rigid	Y		
Structure	Ext fire escape	Y			
Upper floors screed & finish	Block floors	Y			
	Boarded floor	Y			
	Carpet	Y			
	Composition floor	Y			
	Cork	Y			
	Pvc sheet	Y			
	Pvc tile	Y			
	Quarry tile	Y			

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes	
Element	Sub Element	Attribute	School	Council		
		Screed	Y			
		Terrazzo floor	Y			
Internal walls & doors	Upper floors structure	Concrete floor	Note 3	Note 4		
		Structure	Note 3	Note 4	<b>Note 3:</b> Repairs or replacements of small parts of the structure.	
	Doors and glazed screens	Door furniture	Y			
		Internal doors	Y		<b>Note 4:</b> Repairs to prevent or correct major failure.	
		Internal glazing	Y			
		Safety glazing	Y		<b>Note 5:</b> All maintenance <u>and</u> replacement <u>unless</u> replacement is part of a re-boiling scheme.	
	Walls and partitions	Window furniture	Y			
		Boarded walls	Boarded walls	Y		<b>Note 6:</b> Only replacement as part of a re-boiling scheme
			Dry lined walls	Y		
			Exposed block wall	Note 3	Note 4	
			Exposed brick wall	Note 3	Note 4	
			Glazed wall	Y		
			Plastered walls	Y		
			Skirtings cement	Y		
			Skirtings pvc	Y		
			Skirtings tile	Y		
			Skirtings timber	Y		
			Stonework	Note 3	Note 4	
			Wall tiling	Y		
			Wc partitions	Y		
Signs and notice boards	Fire & safety		Y			
Mechanical	Air conditioning	Air conditioning	Y		<b>Council's responsibility if installed by them</b>	
	Gas distribution	Gas appliances/Equipment/Controls	Y			
		Gas detector in Boiler House	Y			
		Gas Pipework	Y			
		Gas valves	Y			
		Low Pressure Gas Cylinders	Y			
	Heat source and equipment	Boilers Plant and Equipment	Maintenance Note 5	Replacement Note 6		
		Pressurisation unit (Boiler House)	Note 5	Note 6		
Heating controls	Controls Thermostats/Timeclocks	Note 5	Note 6			

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes
Element	Sub Element	Attribute	School	Council	
	Heating distribution	All Heating Pipework	Y		
		Gas convector heaters	Maintenance	Replacement	
		Heat emitters, Convector Type	Y		
		Insulation	Y		
Mechanical	Heating distribution	Motorised heater	Y		
	Hot & cold water controls	Thermostatic Valve Hot Water Systems	Y		<b>Note 5:</b> All maintenance and replacement unless replacement is part of a re-boiling scheme.
	Hot & cold water distribution	Booster pump Cold Water Services	Y		
		Cold Water distribution	Y		<b>Note 6:</b> Only replacement as part of a re-boiling scheme
		Domestic Hot Water Pipework	Y		
	Hot & Cold Water System	Drink fountain	Y		
		Pumps	Y		
	Hot and cold water systems	Legionella Checks	Y		
	Hot and cold water storage	Storage Tanks/Cylinders	Y		
		Generator (supplies hot water)	Note 5	Note 6	
		Tank supports	Y		
		Fire hydrant	Y		
		Fire extinguishers		Y	Council arranges servicing
		Oil storage	Y		
		Swimming Pool Small Repairs	Y		
Swimming Pool Large Repairs		Y			
Ventilation	Mechanical Ventilation (Extract Fans)	Y			
Playing fields	Playing fields	Playing fields	Y		
	Team game playing fields	Team game fields	Y		
Redecorations	Ancillary premises (redec)	Paint steel surfaces	Y		
	External	External timber	Y		
		Gutters/pipework	Y		
		Iron/steel	Y		
		Making good	Y		
		Steel windows/doors	Y		
		Timber windows/doors	Y		
		Wall finishes	Y		

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes
Element	Sub Element	Attribute	School	Council	
	Internal	Decoration	Y		
	Walls fences & gates (redec)	Paint concrete surfaces	Y		
		Paint steel fence	Y		
		Paint steel gate	Y		
Redecorations	Walls Fences & Gates (redec)	Paint timber fence	Y		
		Paint timber gate	Y		
		Paint timber surfaces	Y		
Roofs	Flat coverings & insulation	Asphalt	Note 9	Note 10	<b>Note 9:</b> All repairs and any replacements of small parts of the covering and/or structure.
		Barge boards	Note 11	Note 12	
		Concrete surface	Note 9	Note 10	<b>Note 10:</b> Replacement of all or substantially all of the covering and/or structure
		Fascia	Note 11	Note 12	
		Felt	Note 9	Note 10	<b>Note 11:</b> All repairs or replacements unless being undertaken as part of major re-roofing works.
		Felt flashing	Note 11	Note 12	
		Metal flashing	Note 11	Note 12	<b>Note 12:</b> Only when components being replaced as part of major re-roofing works
		Metal sheeting	Note 9	Note 10	
		Screed/insulation	Note 9	Note 10	
		Sheet lead	Note 9	Note 10	
		Soffit boards	Note 11	Note 12	
	Upstands/edging	Note 11	Note 12		
	Flat drainage	Asbestos down pipes	Note 11	Note 12	
		Asbestos gutters	Note 11	Note 12	
		Concrete gutters	Note 11	Note 12	
		Internal rainwater goods	Note 11	Note 12	
		Metal downpipes	Note 11	Note 12	
		Metal gutters	Note 11	Note 12	
		Pvc downpipes	Note 11	Note 12	
		Pvc gutters	Note 11	Note 12	
	Valley gutters	Note 11	Note 12		
	Flat other	Patent glazing	Note 11	Note 12	
		Rooflights	Note 11	Note 12	
Flat structure	Exposed decking	Note 9	Note 10		

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes	
Element	Sub Element	Attribute	School	Council		
		Metal decking	Note 9	Note 10		
		Structural steel	Note 9	Note 10		
		Structural timber	Note 9	Note 10		
		Timber decking	Note 9	Note 10		
		Woodwool decking	Note 9	Note 10		
Roofs	Pitched coverings & insuln.	Asbestos		Y		
		Barge boards	Note 11	Note 12		
		Clay tiles	Note 9	Note 10		
		Concrete tiles	Note 9	Note 10	<b>Note 9:</b> All repairs and any replacements of small parts of the covering and/or structure	
		Dry lining	Y			
		Fabric insulation	Y		<b>Note 10:</b> Replacement of all or substantially all of the covering and/or structure	
		Fascia	Note 11	Note 12		
		Felt flashing	Note 11	Note 12	<b>Note 11:</b> All repairs or replacements unless being undertaken as part of major re-roofing works.	
		Felt	Note 9	Note 10		
		Grp/pvc sheeting	Note 9	Note 10	<b>Note 12:</b> Only when components being replaced as part of major re-roofing works	
		Metal flashing	Note 11	Note 12		
		Metal sheeting	Note 9	Note 10		
		Ridges/hips	Note 11	Note 12		
		Sarking felt	Note 9	Note 10		
		Sheet lead	Note 9	Note 10		
		Slates	Note 9	Note 10		
		Soffit boards	Note 11	Note 12		
		Valley gutters	Note 11	Note 12		
			Pitched drainage	Asbestos down-pipes	Note 11	Note 12
		Asbestos gutters		Note 11	Note 12	
	Concrete gutters	Note 11		Note 12		
	Internal rainwater goods	Note 11		Note 12		
	Metal downpipes	Note 11		Note 12		
	Metal gutters	Note 11		Note 12		
	Pvc down pipes	Note 11		Note 12		
	Pvc gutters	Note 11		Note 12		
	Pitched other	Patent glazing	Note 11	Note 12		

Division Of Responsibility By Elements			Secondary Schools & Non-Pool Primaries		Notes
Element	Sub Element	Attribute	School	Council	
		Roof window P/R	Note 11	Note 12	
		Rooflights P/R	Note 11	Note 12	
		Ventilation	Y		
	Pitched structure	Access	Y		
		Compartmentation	Y		
Roofs	Pitched Structure	Exposed decking	Note 9	Note 10	
		Metal decking	Note 9	Note 10	
		Structural steel	Note 9	Note 10	<b>Note 9:</b> All repairs and any replacements of small parts of the covering and/or structure.
		Structural timber	Note 9	Note 10	
		Timber decking	Note 9	Note 10	<b>Note 10:</b> Replacement of all or substantially all of the covering and/or structure
Sanitary services	Drainage	Soil/vent pipes	Y		
	Fittings	Sink	Y		<b>Note 19:</b> In foundation schools, asbestos management is the Governor's responsibility.
	Kitchens fittings	Kitchen sanitary ware	Y		
	Waste plumbing	Kitchen internal waste pipes	Y		<b>Note 20:</b> The division of responsibility in these buildings is exactly the same as in the whole of the rest of the school.
	Toilets fittings	Sanitary ware other	Y		
	Toilets waste plumbing	Internal waste pipes other	Y		
Various others	Asbestos	Encapsulation	Y		
		Improvement works	Y		
		Repairs or removal		Y	
		Surveys & monitoring	Note 19	Y	
	Non teaching accommodation	Kitchens	Note 20	Note 20	
		Residential accommodation	Note 20	Note 20	
	Relocatable buildings	Mobiles	Note 20	Note 20	
		Prattens	Note 20	Note 20	
		Other types	Note 20	Note 20	