



London Borough of Waltham Forest

Schools Property Management Guidance

London Borough of Waltham Forest

Education Capital and Planning - Families

3rd Floor, Sycamore House, Walthamstow Town Hall Complex, E17 4JA

Tel: 0208 496 8081 Fax: 0208 496 3688

FORWARD

Dear colleague

Welcome to the Schools Property Management Guidance. If you are the most senior manager on site you need to know what your duties are in relation to your building. In addition to provide in this, this guide will assist you to understand what role other play in managing your buildings on a day to day basis.

Keeping on top of the managing a property can be a very complex process so we have produced this handbook to assist you. It seeks to simplify and clarify the relationship between occupiers and assets, and balances the roles and responsibilities of Head Teachers and Chairs of Governors for the safety and welfare of Pupils, Staff, Parents and other visitors to schools and the support of the LA/technical professionals in discharging many statutory tasks required in our workplaces.

By establishing the principle of a corporate umbrella for many aspects of property management, it is possible to set down important tasks for staff based in the premises. The handbook includes a simple set of checks and the requirement to hold and periodically review premises records.

Conscious of the ever expanding volume of legislation and consequent impact on managers and staff, we have tried to minimise the burden of red tape and focus on the practical measures you need to know about.

The Education Capital Team will be pleased to help you with any queries arising from the contents of this Handbook and relevant contacts are provided throughout the handbook.

The EFA Guidance Document “[Schools Financial Value Standards Section C Q 17](#) states it *“Ensures school premises are kept in good working order and continue to be available to meet users’ needs i.e. continue to perform their required function”* provides the basis to ensure schools make adequate arrangement to meet these responsibilities. The aim is to provide information and guidance to help you make informed decisions in relation to need and future investment that will have an effect on your school site.

This handbook is intended as a source of reference, a pointer for things to be considered when undertaking or proposing building and/or associated building works. Part 2 provides the reader with an overview of the Head Teachers and Governors’ obligation in terms of health and safety and how to achieve this. Apart from clarifying respective roles, the handbook provides information, guidance and support to help schools reach decisions about the needs and priorities for future investment. Further guidance on Health and Safety and compliance monitoring can found on “The Hub” <https://thehub.walthamforest.gov.uk/>. Links will also be imbedded within the handbook for other relevant websites.

This Handbook sets out shared responsibilities (Local Authority, Head Teacher and Chairs of Governors) for the repair, maintenance and development of school buildings. School have a statutory duty maintain and repair the premise they occupy in accordance with the Schools Premises Act 2012. The handbook also touches on good project management and the methods of procurement.



Chairs of Governors/Head Teachers will need to bring this handbook to the attention of staff responsible for the management of the areas identified so that they are aware of their duties and overall role in ensuring the wellbeing of all staff and visitors on the premises.

We hope this handbook meets its objective to increase the awareness of school property management and provides an overview for colleagues who are unfamiliar with some of these aspects within your remit.

Brendan Wells
Head of Commissioning Schools Capital & Planning
Families Directorate
January 2016

CONTENT PAGE

Forward	1		
Contents	3		
Document Control	4		
Handbook Structure	5		
Part 1: Roles and Responsibilities		Part 3 – Asset Management	
Section 1: Education Capital and Planning are and what we do.	6-7	Section 1: How premises should be monitored	27-55
Section 2: Division of responsibilities	8-10	Section 2: Other Statutory Inspection	56-58
Section 3: Legal Requirements	11-14	Section 3: Red Box	59-60
		Section 4: Construction Design and Management (CDM)	61-65
		Section 5: Energy Management	66-68
		Section 6: Security	69-70
Part 2 Safe Management of Buildings		Part 4 – Maintenance and Premises logs	
Section 1: Statutory compliance	15-20	Section 1: Inspection Checklist	71-78
Section 2: Asbestos	21-22	Section 2: Premises Management Plan	79-82
Section 3: Water	23-24	Section 3: Education Capital & Planning Notification	83
Section 4: Fire	25-26	Section 4: Letting of School Premise	84-85
		Glossary of terms	86
		Contact List	87-88

DOCUMENT CONTROL

Document Properties	
Document Owner	Schools Asset Manager
Directorate	Families
Department	Education Capital and Planning Team
Document Title	Schools Premises Management Handbook
Document Status	Draft

Version History				
Date	Editor	Version	Status	Reason for Amendment
Nov 2015	A.Ferdinand-Sergeant	-001	draft	Draft Doc
Dec 2015	A.Ferdinand-Sergeant	-001	draft	Internal Circulation for Comments
				Included comments
				Final release version

Distribution History			
Date	Version	To	Purpose
November 2015	001	A. Shan	To review Parts 1 and 2
30/12/2015	001	A. Shan R.Pillai	To review Whole Doc
08/01/2016	001	P Bird	To review technical info and provide comments
08/01/2016	001	M.Rush	To review CDM section
12/01/2016	001	W.Woodroof G. Jackson	To review hold Guidance on behalf of school Business Managers

Handbook Structure

The following table shows at a glance what information can be found in each section and whether it is guidance (for reference) or tasks (for action). Contact details for additional help and support are provided throughout the handbook.

Note:

It is recommended that this Handbook is to be viewed electronically as there are numerous links and embedded files which are not accessible other than on the electronic version. Printed versions are uncontrolled; this document will be subject to regular review.

<p>Guidance (reference)</p>	<p>Part 1 – Roles and Responsibilities</p> <p>Section 1: Education Capital and Planning – Who we are and what we do: Section 2: Division of responsibilities Section 3: Legal requirements</p>
	<p>Part 2 – Safe Management of Buildings</p> <p>Section 1: Statutory Compliance Section 2: Asbestos Section 3: Water Section 4: Fire</p>
	<p>Part 3 – Asset Management</p> <p>Section 1: How premises should be monitored Section 2: Other Statutory Inspection Section 3: Red Box Section 4: Construction Design and Management Section 5: Energy Management Section 6: Security</p>
<p>Tasks (action)</p>	<p>Part 4 – Maintenance and Premises logs</p> <p>Section 1: Inspection Checklist Section 2: Premises management plan Section 3: Education Capital & Planning Notification Section 4: Letting of school premises Section 5: Employing a technical consultant</p>

PART 1: ROLES AND RESPONSIBILITIES

Section 1: Education Capital and Planning – Who we are and what we do:

We spend approximately 90% of our time inside buildings and yet take it for granted that they are fit for purpose, wind and watertight. However, premises are complex resources and need to be invested in correctly in order to support the continued delivery of education.

The Education Capital and Planning Team (ECP) cover a number of key areas within the families' directorate. The teams function is to provide a technical client side function to all property investment decisions that affect the education service, which includes but is not exclusive as indicated below:

Head of Commissioning Capital and Planning

To bring forward school expansion plans

Work with existing partners to deliver year on year improvement re; quality and value of money of capital projects

Develop policies, priorities and action plan

To develop effective partnership within Waltham Forest including Academies and Free schools to deliver education (new school places) and maintain the school estate

To take the lead on Commission capital works in relation to pupil projections.

Arrange funding for expansion projects

Prioritisation of funding allocation is clear and transparent

To engage with neighbouring boroughs and Pan London agencies regarding pupil planning and meeting needs.

Develop and commission the capital investment strategy for the education estate

To engage and work collaboratively with the school community - particularly primary and secondary leadership teams

Review and monitor the financial and physical delivery of the education capital programme

Engage and work collaboratively with property and other colleagues to ensure value for money

Create a system to accommodate inclusion of the education community in the delivery of the capital programme

Develop innovative solutions to meet education needs including via non LA provision

Schools Strategic Development Manager

To engage and work collaboratively with colleagues including planner, housing, highway and property colleagues to deliver good, robust, and quality built school environments.

Co-ordinate the production of the brief

Monitor the design works as it proceeds

Commission (in conjunction with the Learning Environments Team and/or Academy/Free school providers) capital schemes identified to support the provision of additional pupil places.

Detailed implementation of Growth commission report

Opportunities and constraints to expand existing schools

Opportunities and constraints of potential new school sites

Planning and Research Officer

Supports the Head of Service on infrastructure requirements through the Local Development Framework process

The strategic planning and commissioning of school places including promoting choice and diversity and developing a market place of school provision

Ensure all the legislative and statutory changes to schools including enlargement, closures etc are observed.

identified to meet statutory responsibilities in respect of additional pupil places

All statutory response in respect of pupils numbers, school capacities, pupil projections etc.

Ensure the statutory School capacity (SCAP) returns are made to central government

Schools Asset Manager

Supporting the Property Asset Management Team in the co-ordinating and consulting on the AMP prioritisation process and collecting data

Ensuring that the respective parties understand their roles and responsibilities

Advising schools on good practice

Supporting the Property Asset Management Team in advising on set standards and providing guidance on maintenance, technical, health and safety and other property-related matters

Support the Property and Asset Management team in the monitoring of schools' management of projects and their custodianship of premises

Maintain a strategic overview on Health and Safety procedures

Seek funding opportunities, supporting the education community to identify funding or bid opportunities and support applications.

To develop, inform and work collaboratively with the school community (particularly primary and secondary) to agree the schools Capital Repair Programme.

Develop and commission the Locally Controlled Voluntary Aided Programme (LCVAP)

Commission all capital works on the education estate.

Securing, allocation and monitoring of capital resources (including section 106 and CIL)

Contact	
Head of Commissioning Capital and Planning	Direct Line::020 8496 3549 Mobile: 07890 678 649 Email brendan.wells@walthamforest.gov.uk
Schools Strategic Development Manager	Direct Line::020 8496 3543 Mobile: 07967 588 382 Email: fiona.macmillian@walthamforest.gov.uk
Planning and Research Officer	Direct Line::020 8496 3549 Mobile: 07500 981 516 Email: rob.white@walthamforest.gov.uk
Schools Asset Manager	Direct Line::020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk

Section 2: Division of Responsibilities

The identity of the employer as the Duty Holder varies with the type of school. The table below, sourced from the HSE website, is an indication of where these responsibilities lay:

ACCOUNTABILITY FOR HEALTH AND SAFETY IN SCHOOLS		
School type		Employer
Group 1	Community schools	The local authority through the role of the Chief Executive. Devolved down to Governing Bodies and Head Teachers
	Community special schools	
	Voluntary controlled schools	
	Maintained nursery schools	
	Pupil referral units	
Group 2	Foundation schools	The governing body
	Foundation special schools	
	Voluntary aided schools	
	Independent schools	The governing body or proprietor
	Academies and free schools	The Academy Trust
	Independent private or fee-paying schools	The proprietor, board of trustees or equivalent

Employers' Responsibilities

The Health and Safety at Work Act places a duty on every employer to 'ensure so far as reasonably practicable the Health, Safety and Welfare at work of all their employees'.

Employers must:

- Provide a safe place of employment;
- Provide a safe working environment;
- Provide a written safety policy and risk assessments;
- Provide and maintain safety equipment and safe systems of work;
- Ensure that materials used are properly stored, handled, used and transported;
- Provide information, training, instruction and supervision – ensuring staff are aware of instructions provided by manufacturers and suppliers of equipment;
- Look after the health and safety of others, for example the public;
- Talk to safety representatives.

Employees' Responsibilities

Specific responsibilities fall to employees too, they must:

- Co-operate with their employer;
- Take care of their own health and safety, and that of other persons;
- Not interfere with anything provided in the interest of health and safety.

The Council has a duty to monitor how Head Teachers and Chairs of Governors are delivering their delegated duties and it is a requirement that records are kept in an asset register. This is managed via the CONCERTO Asset Management Information System. This System will be used as a common platform for all asset management planning (AMP) matters within the council.

Duty of care

"An occupier of premises owes a duty to take that care that in all the circumstances of the case is reasonable to see that a person, and the person's property, on the premises, and property on the premises of a person, whether or not that person personally enters on the premises, will be reasonably safe in using the premises.

"(This) duty of care ... applies in relation to the condition of the premises, activities on the premises, or conduct of third parties on the premises."

Justice Martinson, 2008, in Wilde v. The Cambie Malone Corporation:

Responsibility of Head Teacher

The school and the Local Authority have a joint responsibility for suitability, sufficiency and condition of school buildings.

The Head Teacher has day-to-day responsibility for the deployment of staff and financial resources of which premises management including the planning of building works is an integral part of this responsibility. Both teaching and support staff have a role to play also, whether by job description responsibilities e.g. identifying and reporting building disrepairs, or more general "duty of care" responsibilities for health and safety.

Staff, therefore share common responsibilities to effectively operate and manage the buildings they occupy. Essentially, Head Teachers and their delegated responsible officers fulfil the role of 'responsible custodians' of the council premises. This involves:

- ensuring that the site and buildings are managed in an appropriate manner and users/staff operate in a healthy and safe environment
- identifying the future premises needs of the school through the school improvement plan
- working in partnership with the LA, Diocesan bodies or Academy Trust to prepare and implement the school-based AMP
- working in partnership with the LA, Diocesan bodies or Academy Trust to develop and deliver LA Capital or EFA funded projects
- planning, budgeting and managing those works and projects for which they are responsible where appropriate, making the building and facilities available and safe for extended community use

Schools can also undertake their own building projects utilising delegated / devolved budgets or a combination of funding. They must, however, ensure that projects have appropriate approval, including that from the LA, and are implemented safely.

The Governing Body

The Governing Body should be focused on the strategic role of overseeing the use, maintenance and development of the school premises and facilities so as to support the priorities in the school development plan and school improvement.

The Governing Body should also be aware of:

- The legal responsibilities relating to its overall control and use of the premises.
- The development of the school's facilities to ensure they take into account the LA's strategic approach to delivering education
- Legal responsibilities relating to the overall control and use of the premises under the School Premises Regulations 1999.
- Making property related decisions. However it can choose to delegate these powers to the Premises Committee.

The Local Authority (LA)

With regard to property matters, Contracts and Compliance Team, Health & Safety Team and the Education Capital & Planning Team will work with the schools to monitor of health and safety by undertaking regular inspections/checks. The Health and Safety Team will provide mandatory training for managing buildings safely for responsible staff within the Council.

In some cases, the Contracts and Compliance Team may, after notification to the school, undertake essential work that the governing body has failed to carry out, and recharge the school the full cost. These include areas such as:

- Health and safety work, or capital expenditure for which the LBWF is liable, where funds have been delegated to the governing body for such work.
- Making good defects in building work funded by capital spending from the School's budget share.
- Work necessary to safeguard the fabric of the building and to ensure the continuing availability of the premises for use by the School..

Diocesan Authorities

Diocesan authorities are responsible for:

- Sharing plans for Voluntary-Aided (VA) premises development aspirations
- Contributing to the development of authority wide priorities, in particular, as they affect VA schools
- Co-operating in the use of the AMP
- Where working on behalf of governors in voluntary school projects, planning and budgeting in line with AMP
- Ensuring school compliance with statutory obligation
- Producing evidence of prioritisation of capital funding that supports AMP priorities in line with DfE requirements and statutory obligations.

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Compliance Manager	Direct Line: 020 8496 3540 Mobile: Email: Reghunathan.Pillai@walthamforest.gov.uk

Section 3: Legal Requirements

It is a requirement by law to ensure that Head Teachers and Governors, as employers, comply with the Health and Safety at Work Act 1974, which states; “*It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees*”.

The Health and Safety at Work Act 1974 (often referred to as HASAW or HSW) provides the legal framework to promote, stimulate and encourage high standards of health and safety in places of work. Everyone has a duty to comply with the Act, including employers, employees, trainees, self-employed, manufacturers, and suppliers. The Act contains sections and schedules, and below is a summary of some of the more relevant parts of the Act.

Schools are required to comply with the Occupier’s liability act

In this Act “occupier” means a person who

- (a) is in physical possession of premises, or
- (b) has responsibility for, and control over, the condition of premises, the activities conducted on those premises and the persons allowed to enter those premises and, for this Act, there may be more than one occupier of the same premises; “premises” includes land and structures.

Equality Act 2010 - Disability and Discrimination

The Equality Act 2010 supersedes the Disability Discrimination Act 1995 along with the amendment “Reasonable Adjustments 2012”. The Equality Act provided rights for disabled people, with the act defining a disabled person as someone having ‘a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities’.

Equalities Act, 2010 places the legal duty on the Local Authorities to have an Accessibility Strategy and Action Plan and to keep the plan under review during the period to which it relates.

- a) increase the extent to which disabled pupils can participate in the school’s curriculum;
- b) improve the physical environment of the school to support inclusion;
- c) improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

1.1. Each individual school must also have an ‘Accessibility Plan’ that over a prescribed period is a plan to ensure the school; meets their duty to ;

- a) Increase the extent to which disabled pupils can participate in the school’s curriculum
- b) improve the physical environment of the school to support inclusion
- c) improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled

Having the plans in place and delivering the plan within a reasonable time is key to ensuring that the authority remains compliant with the above act

wheelchair users
ambulant disabled people
elderly people
those with poor dexterity or little strength
those who lack comprehension
those with impaired vision
those with impaired hearing,

In addition barriers to access are likely to arise for those who are
of excessively large or small stature
mothers to be in the later stages of pregnancy
parents and others in charge of small children, particularly those using pushchairs
temporarily injured
sick or ill
emotionally distressed or unstable

LAs and schools are required to prepare accessibility strategies and accessibility plans respectively for increasing, over time, the accessibility of schools and education for disabled pupils.

Resources

School should use their delegated budget for building works including the use of devolved capital.

It is essential that the maintenance of these buildings is kept to a high standard which will support the LA and Head Teachers and Governing Bodies to prioritise funding in the right place at the right time.

Maintenance, Plant and Equipment Testing

As a result of delegation of funding under the Financial Scheme for Schools, Governors have responsibility for those elements of building maintenance covered by statute. Schools must arrange for the servicing and testing to be undertaken at the appropriate time and frequency. For further information Health and Safety Team will be able to provide advice and guidance where required.

The Council's technical partners, NPSL can meet all of these requirements through a single service level agreement.

All contractors employed must be recognised by an appropriate industry standards body (for example from construction line or be CHAS registered) to secure safe maintenance and management through competent, trained and qualified operatives and contractors.

Responsible persons

The responsible person within schools is the Head Teacher as delegated by the Governing Body. The responsibility for the day-to-day management of fire safety may be delegated to a designated competent person, but the overall responsibility stays with the people named above.

The Workplace Health, Safety and Welfare Regulation 1992

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff. Schools are subject to additional Schools Premises Regulations that go further than the regulations that affect other workplaces for certain issues, such as indoor temperature. Some parts of the Health, Safety and Welfare Regulations are not applicable to school classrooms, such as the requirements for minimum working space; these areas are identified with the Education Funding Agency Design Guides.

The majority of the regulations do, however, apply, and are concerned with health issues such as having suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring and safety of doors and gates; welfare issues such as the provision of a rest area



for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities.

Monitoring Standards of Health and Safety

Schools, in common with any other workplace, need to monitor health and safety within the workplace by undertaking regular inspections of the premises, investigation and analysis of accidents and audit of systems and procedures. Noise levels below the statutory limits should also be minimised wherever possible, particularly where the level is likely to affect the effectiveness of the teaching environment.

Permits to Work

High risk activities in schools may, on occasion, require very strict controls. Control can be applied using a permit to work system. A permit will identify the safe conditions and requirements that must be present before any work can be started and must be signed by a senior manager. See **Section 2 Asbestos** for a permit to work template.

Conclusion

It is everybody's responsibility to make Health & Safety arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is taken, then, guidance should be sought from the Health and Safety Team.

If an Improvement or Prohibition Notice is served by an Enforcing Officer to a Head Teacher, they should immediately advise the appropriate Executive Director, the Health and Safety Team, and Schools Asset Manager in order to ensure that the LA provides support to ensure that School and LA remain compliant and meet the requirements of the notice.

This Schools Health and Safety Policy will be monitored by the Health and Safety Team to assess its effectiveness and to determine whether satisfactory standards of safety performance are being achieved. Monitoring can be achieved by accident/incident reporting, safety inspections, audits etc. The Health and Safety Team will undertake Health and Safety Audits.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head teacher and Governing Body.

Contact(s)	
Health and Safety Team	Direct Line:: : 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Schools Asset Manager	Direct Line::020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk

PART 2: SAFE MANAGEMENT OF BUILDINGS

Section 1: Statutory Compliance

Introduction

London Borough of Waltham Forest (LBWF) has a duty under the Health and Safety at Work to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/ visitors). These duties have been devolved down the Governing Bodies and Head Teachers. The Diocesan Authority via Governing Bodies has the same duty in respect of Voluntary Aided Schools. For Academies this duty lays with the Academy Trust.

This statement should be read in conjunction with LBWF Central Safety Policy Statement. Copies of these documents, along with other Local Codes Practice (LCoPs) and information on health and safety matters, will be found on the Hub. These documents are reviewed regularly so it is essential that schools log in to the hub regularly to obtain updated information in relation to the safe management of their school site. The ultimate responsibility for health and safety in each establishment rests with the employer (LBWF), the Diocesan Authority or the Academy Trust. In practice, these functions are delegated to a responsible person, namely the Head Teacher and Chair of Governors. Reference is made in LBWF Central Safety Policy Statement and LCoP 12 'Managing Health and Safety'

Objective

The objectives of Health and Safety are to ensure the following:

- Equipment and systems of work are safe and without risks to health;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety and health;
- A safe and healthy place of work, including safe access to and safe egress from it.
- A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
- Adequate welfare facilities.

Further advice for determining the risks to health and safety and the precautions required to deal with them is available from the Health and Safety Unit on Tel: 020 8496 3413.

The Governing Body

The Governing Body should work with the Head teacher, and the Council to establish and meet all health and safety objectives, specifically:

- Act in accordance with Council policies and guidelines
- Ensure that adequate school policies and procedures are in place; and
- Monitor the implementation of policies and procedures.

The Governing Body will address health and safety matters via Governing Body and sub committees. It an annual report is to be suHTitted to the Governing Body by the Head Teacher regarding the school's health and safety performance.

The Head Teacher/Deputy Head Teacher/Building Managers

Main functions are:

- To ensure day-to-day management of all health and safety matters in the council occupied building in accordance with the Health and Safety policy and LCoP's etc.
- To ensure that termly inspections and risk assessments are carried out;
- To submit inspection reports to Governors and the Council's Health and Safety Team;
- To ensure appropriate action is taken;
- To pass on information received on health and safety matters to appropriate people;
- To carry out investigations where necessary;
- To chair health and safety forums (e.g. staff or governing body meetings);
- To identifying staff training needs;
- To liaise with governors, building user and/or the Council health and Safety unit on policy issues and any problems in implementing the health and safety policy;
- To co-operate with and providing necessary facilities for trades union safety representatives to carry out their function.

Heads of Departments/Faculties, Building Managers

Main functions are as follows:

- Day-to-day management of health and safety in accordance with the health and safety policy and Local Codes of Practices (LCoP's), etc;
- Drawing up and reviewing departmental/faculty procedures from the relevant LCoP's;
- Carrying out termly inspections and making reports to the Head Teacher, senior officers
- Ensuring appropriate action is taken;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from above or below in the hierarchy.

Other staff

Main functions are:

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safety procedures are followed;
- Ensuring protective clothing/equipment is used, when needed;
- Participating in inspections and the health and safety meetings, if appropriate;
- Bringing potential problems to the relevant manager's attention.

Special Obligations of Staff/ Teachers

The safety of building occupiers be it pupils in classrooms, laboratories and workshops or staff in non-educational buildings, is the responsibility of team leader/teachers who have traditionally carried responsibility for the safety of building occupiers.

For a teaching environment only, If for any reason, (e.g. the condition or location of equipment, the

physical state of the room or the splitting of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head of Department or Head teacher before allowing practical work to take place.

Class teachers are expected:

- To exercise effective supervision of the staff or pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- To know the safety measures to be adopted with their individual specialist teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- To make recommendations to their Head of Department/ Head of Year Group, etc. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Pupils Are expected:

- To exercise personal responsibility for the safety of self and classmates.
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitors/Security

- (Refer to LCoP 9 Improving security in schools)
- Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school must be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.
- All visitors must report to the reception office where a 'signing in' system is in operation.

Accident/Incident/Disease Reporting and Investigating

- (Refer LCoP 1 Accident Reporting etc.)
- If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed their agreed first aid procedure.

Accident Forms

Accidents must be reported in accordance with LCoP 1 Accident Reporting and Investigation. Some accidents require reporting immediately (ie by telephoning the Health and Safety Team on Tel: 020 8496 3413. Staff needs to be aware of the accident reporting system. School's Accident/Incident Report Form (SAIR) – (Revised March 2009) Note all Local Codes of Practice are being reviewed, if in doubt contact the Health and Safety Team as detailed.

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtained from the Hub. Completed forms should be passed immediately to a person assigned by the Head Teacher, who should investigate the accident and

report to the Head Teacher. An accident form must be completed where necessary.

The Head Teacher must forward without delay the accident form to the Health and Safety Team dependent on severity e.g. hospitalisation.

Training

It is the responsibility of Head Teacher or Senior Leadership Team to identify the training needs within their area of responsibility. All staff are encouraged to request release to attend health and safety training courses e.g first-aid, fire safety, manual handling and work related safety issues.

Contractors on Site

(Refer to LCoP 3a Competent Contractors and LCoP 9 Improving Security in Schools)
The school will be responsible for Contractors entering or working within the School.

If contractors' activities create a risk to health and safety of staff, pupils visitors etc the head of establishment should issue any instructions necessary to reduce the risk. If the project has been initiated through The Capital Team, Asset Management and Delivery then the Client Project Manager should then be notified. Assistance may be sought from Health and Safety Team or the Contracts and Compliance Team.

Site security

(Refer to LCoP 6 Dealing with violence and LCoP 9 Implementing Security in Schools)
All visitors must report to the main Office/reception where they will be asked to fill in the visitor's book. They will be provided with a label badge to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Caretaker/ Site Services Officer or a member of the senior management team immediately.

Risk Assessment

Risk Assessment is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm. LCoP 15 Risk Assessment



LCoP 15 - Risk
Assessment.doc

It is a legal requirement under The Management of Health and Safety at Work that managers undertake suitable and sufficient risk assessments. It is our policy that managers complete this task and involve the workforce and Union Safety Representatives. Building Managers may delegate the task, but will remain the responsible owner for ensuring that risk assessments are carried out competently.

Risk assessments should cover all employee work activities including risks that may affect others e.g. members of the public, client group, contractors etc.

Risk Assessment should be reviewed on an annual basis.

Training for Risk Assessment is advertised in the Adult Education – Community Learning and Skills Service Brochure. See link below:
<http://forestnet.lbwf.gov.uk/index/training-and-learning/health-safetycourses.htm>

Role of Head Teacher in Risk Assessment

Head Teachers will ensure that a risk assessment of the premises, methods of work and all school sponsored activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.

The Health and Safety Team have produced some Generic risk assessments which Head Teachers can adapt to suit working practises.

Regular reminders on risk assessment and topics that may require risk assessing feature on issues of health and safety news or the Hub Website.

Reporting of hazards

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to the staff in charge in maintenance of the building and equipment

Definitions

Hazard	Is anything that can cause harm e.g. electricity, chemicals, work with the public etc.
Risk	Is the chance/likelihood, high or low that somebody will be harmed by the hazard
Severity	Takes into account the number of people who might be exposed to a risk and the likely outcome e.g. fatal or major injury, serious injury/illness, or slight injury/illness

The important things you need to decide are whether a hazard is significant, and whether you have it covered by satisfactory precautions so that the risk is small.

More information on risk assessments can be found on the council intranet, the Hub or by contacting the Health and Safety Team.

Statutory Compliance Checks

Although these requirements have been in place for many years now it is essential that schools make their own arrangements to undertake statutory and non-statutory testing and maintenance. Head Teachers are reminded of their responsibility to ensure that compliance of legislative requirements for Buildings, Furniture, Fittings and Equipment are carried out through routine test and inspection and maintaining sound records/evidence of such.



Head Teacher/Chairs of Governors may be asked for evidence that they have complied with legal requirement as part of the annual health and safety reports. Evidence will also be required visits from other LA representatives.

Failure to have the necessary evidence in place, could lead to prosecution by the relevant Statutory Body. It could also result in claims of negligence if an incident/accident were to occur. It is important that schools review and ensure there are adequate maintenance regimes in place for all test and inspections required.

Schools should identify any possible gaps in their current arrangements and arrange for regular servicing and or testing to be undertaken at the appropriate time and frequency.

Any organisation that has been selected by the school to undertake Health and Safety works must be recognised by an appropriate industry standards body to secure the safe maintenance and management through competent, trained and qualified operatives and contractors.

Schools where the employer is the Council are reminded that the Council retains some of the responsibility for Asbestos Management and Water Risk Assessment compliance as part of its corporate landlord function.

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Compliance Manager	Direct Line: 020 8496 3540 Mobile: Email: Reghunathan.Pillai@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line::020 8496 8081 Mobile:07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk

Section 2: Asbestos

Managing Asbestos Containing Materials (ACM)

The council retains the management process and responsibility for managing asbestos risk in line with the Council Asbestos Policy and the Corporate Asset Management Plan for corporate buildings and community schools. Schools and educational establishments that are not within the councils remit must ensure that they are compliant with the Control of Asbestos Regulation 2012.

Where asbestos is likely to be found

If a Property was built prior to 2000, it is likely that there will be, or has been, asbestos somewhere within the premises. Some examples of where you are likely to find asbestos are as follows:-

- Fire breaks in ceiling voids using sprayed asbestos and loose asbestos packing
- Some types of thermal insulation of pipes and boilers
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts
- Some ceiling tiles
- Millboard, paper and paper products used for the insulation of electrical equipment. Asbestos paper has also been used as a fire-proof facing on wood fibre-board
- Asbestos cement products, which can be fully or semi-compressed into flat or corrugated sheets largely used as roofing and wall cladding
- Other asbestos cement products include gutters, rainwater pipes and water tanks;
- Certain textured coatings
- Bitumen roofing material
- Vinyl or thermoplastic floor tiles

Through the Contracts and Compliance Team, the LA are responsible for;

Retaining and maintaining up to date asbestos records

Ensure that all bodies/staff involved in the process of asbestos management have the required level of competency or hold the relevant qualifications to undertake surveys

Manage the boroughs quality management system for asbestos monitoring.

Undertake annual re-inspections of any Asbestos Containing Materials.

Ensure that all reasonable steps are taken monitor and manage materials through regular surveys and inspections to areas identified to contain asbestos through the Surveys.

Ensure all records of the location and condition of ACMs and presumed ACMs are kept up to date as identified in the management plan.

Monitor the condition of ACMs and presumed ACMs, review and monitor arrangements in place.

Carrying out annual audit of school management plans and inspections

Schools are required ensure;

That ACM managed proactively by the school in conjunction with the Compliance Team
Head Teachers, senior managers and other premises managers need to ensure that staff and contractors are aware of the location (or potential location) of ACM and that it is not disturbed as identified in the risk register.

Head Teachers, senior managers and premises staff should ensure that a safe system of work for maintenance activities is introduced if there is likelihood that ACMs may be present.

Head Teachers, senior managers and premises staff should ensure that an appropriate intrusive survey is carried out prior to any refurbishment works.

Refurbishment Works

Prior to any planned refurbishment works a targeted intrusive survey must be undertaken in accordance with the Control of asbestos regulations 2012. Schools are strongly advised to consult with the Norfolk Property Services – London (NPSL) 0208 523 6222 and Health or the Safety Team 0208 496 3408 or your technical support group before embarking on such work.

Who should remove Asbestos?

Asbestos removal is a skilled task undertaken by licensed contractors usually working to “permit to work” system. Schools are strongly advised to consult with the Norfolk Property Services – London (NPSL) 0208 523 6222 and Health or the Safety Team 0208 496 3408 or your technical support group before embarking on such work.

Emergency planning procedures

As part of your site’s emergency planning procedures, staffs needs to be aware of action required if ACM is disturbed. This will usually involve:

- Evacuating the area/room
- Sealing off the affected area/room
- Contacting NPSL on 0208 523 6222/6232 or your Preferred technical support group.

Further specific information can be obtained from the Compliance Manager in the Assets Management Team.

Documentation:

Documents can be located on the Councils intranet, the hub and the HSE website <http://www.hse.gov.uk/asbestos/> which provide further guidance and advice to schools on managing Asbestos.



lbwf_-asbestos_policy_standards_guida



asbestos_permit_to_work_guidance_and_



asbestos_incident_report_form_.doc

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Compliance Manager	Direct Line: 020 8496 3540 Mobile: Email: Reghunathan.Pillai@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6222 Mobile: 07770 457738 Email: darryl.taylor@nps.co.uk

Section 3: Water

The Council has a duty of care under the Health and Safety at Work Act, and although not a statutory requirement Water Risk Assessments are undertaken by the Council in maintaining its assets safely for the occupants and users. Water Risk Assessments are undertaken in response to Control of Substances Hazardous to Health Regulations 1999 and in particular the Control of Legionellosis, HSG 274, ACoP L8.

The council undertakes Water Risk Assessments to assess risks relating to growth of legionella bacteria, which is potentially harmful to human health and can cause a number of diseases, of which legionella (similar to pneumonia) is the most well-known. Water systems in corporate buildings is managed to set regimes determined by the water risk assessment, and may extend to monthly tests and monitoring, temperature checking and de-scaling. Where tests show that the bacteria is present in quantities outside of acceptable levels, this is managed and remedial actions taken where required.

The Council will undertake the required water risk assessment to community schools. Academies and Voluntary aided establishments will need to ensure that they undertake regular water risk assessments. This will identify periodic management actions which Head Teachers are required to put in place and ensure they have a contract in place to deliver e.g.: ensuring that weekly routine testing is undertaken and any remedial works carried out.

The Contracts and Compliance Team will be responsible for;

- Retaining and maintaining up to date water risk assessment records

- Ensure that all bodies/staff involved in the process of water risk assessment have the required level of competency and hold the relevant qualifications and quality management systems.

The Head Teacher is responsible for;

- The Head Teacher has this responsibility for ensure that any actions outlined in the test are actioned or planned for action within the schools property development plan in relation to this periodic activity.

Legionella Management

Legionella is the term used for infection caused by a group of bacteria commonly known as Legionella pneumophila.

LCoP 20 – Water Hygiene, will provide Head Teachers, Senior Managers and Governing Bodies with information on the management of the water systems in school premises.

Where is Legionella bacteria (LD) found?

Legionella bacteria is widespread in natural sources of water e.g. rivers, lakes and reservoirs, usually in low numbers. They can survive under a wide variety of environmental conditions.

The bacteria will not survive above 60°C: they may, however remain dormant in cool water and multiply only when water temperatures reach a suitable level. Temperatures may also influence virulence; legionella bacteria held at 37°C have greater virulence than the same legionella bacteria kept at a temperature below 25°C.

Outbreaks of Legionnaires Disease (LD) have been attributed to water services in buildings with

cooling towers (air conditioning systems) and spa baths.

All public buildings that have water systems are susceptible to colonisation by LB where water remains stagnant for months especially during hot weather conditions.

What are the health effects?

The bacteria can enter the body via inhalation. Within air conditioning buildings and buildings with shower facilities and spa baths etc. have the ideal environment where water droplets are often expelled into the surrounding atmosphere. The water droplets may contain small amounts of the legionella bacteria, which is enough to penetrate the lungs and cause severe flu-like systems.

Legionella Disease outbreaks have been recorded amongst staff, maintenance workers and visitors, however, some people are more susceptible to the disease than others due to existing chronic illnesses, immunosuppressant, smoking etc. and it can be fatal.

Investigation into the outbreaks by the Health and Safety Executive (HSE) concluded that whilst the bacteria is ubiquitous, proliferation of the bacteria to the point where an outbreak is likely to occur is avoidable by good management and maintenance of the building management systems.

Risk categories

High Risk Areas:

Buildings with Cooling Towers
Leisure Centres e.g. swimming facilities, spa baths, showers and heavy water usage.
High rise flats with central storage
Special Schools
Social Services Sheltered Housing

Low risk areas

Schools (including youth centres)
Housing and Hostels (high rise flat with local storage system)
Public Buildings with low density of water services
Commercial and Office Premises
Depots

Legal Requirements

In response to the regulations and in particular to HSG 274 the Council will undertake periodic Water Risk Assessments to their sites and buildings. The aim of this Guidance is to provide Building Manager's with information on the management of the water systems in their premises:

- The Control of Legionella Bacteria in Water Systems -Approved Code of Practice L8 (third edition. 2001) and Guidance Notes. This document provides guidance on the following:
 - The requirement to develop of a Comprehensive Risk Assessment Procedural Document.
 - The development of a Scheme of Work Procedure
 - The need to Keep Records
 - To review the risk assessment and subsequent implementation process annually.

Documentation:

Documents can be located on the Councils intranet, the hub and the HSE website: <http://www.hse.gov.uk/legionnaires/index.htm> which provides further guidance and advice to schools on managing Water.



the_london_borough_of_waltham_forest_



LCoP 20 - Control of Legionella Bacteria in



hse_legionnaires_dis_ease_ACP.pdf



HSG L8 2013.pdf

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Compliance Manager	Direct Line: 020 8496 3540 Mobile: Email: Reghunathan.Pillai@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6373 Mobile: 07774 115969 Email david.corben@nps.co.uk

Section 4: Fire

During 2014/15 the Council carried out Fire Risk Assessments (FRA) to all Community Schools in order to standardise the report format, and set a standard as a one –off exercise. The FRA will identify where schools require works to ensure that they meet current legislative requirements around fire. Head Teachers need to ensure that the school have access to the FRA either electronically or as a hard copy as all actions identified for remedial works will be the responsibility of school to undertake.

Failure to comply with the recommendations and actions of an FRA can result in a Fire Enforcement Notice being issued by the London Fire and Emergency Planning Authority under the Regulatory Reform (Fire Safety) Order 2005.

Head Teachers are responsible for ensuring that the interim annual and periodic refresh review of FRAs is carried out and resultant actions undertaken by the date stated on the most current assessment,

All schools should ensure that they comply with the London Fire and Emergency Planning Authority under the Regulatory Reform (Fire Safety) Order 2005.

Relevant legislation

The HSW Act places duties upon you and your contractor regarding the health and safety of employees and others (including pupils) who may be affected by the work. Specifically, these duties are as follows: The Head teacher and the Governing Body; who engage contractors and have premises responsibilities, must take all possible steps to implement Health and safety measures pertaining to asbestos.

The Contractor has a duty to carry out all operations in a safe manner, and to communicate with the host employer (the school) over issues relating to health and safety, including risk assessments, systems of work, accidents and incidents, emergency procedures and their own health and safety policy and procedures.

Fire Emergency Plan

Fire Emergency Plan (FEP) should be produced in conjunction with the Fire Risk Assessment (FRA) as part of the overall fire safety strategy in schools. The FRA is designed to reduce the risk of fire. The FEP details the pre-planned procedures in place for use in the event of fire. It is the duty of the Head Teacher to carry out the fire and emergency procedures.

Fire Alarms

Fire alarms should be tested weekly and recorded in the fire alarm logbook.. Fire alarm maintenance is the responsibility of the Head Teacher. The system should be inspected/tested four times a year (by a competent Alarm Contractor). If your alarm is maintained via a Service Level Agreement with a technical partner any faults should be reported to them, alternatively contact can be made with NPSL on Tel; 020 9 523 6232.

Fire Drills

Schools should arrange at termly Fire drills with a record kept in the fire log book.

The Health and Safety Team are currently reviewing all documentation of schools. LCoP 34 Fire Precautions should still be referred to until the new documents are available for use.

Evacuation Procedures

It is the duty of all members of staff to carry out the procedures necessary to stop work and move to a place of safety when faced with a situation presenting serious and imminent danger.

Documentation:

Documents can be located on the Councils intranet, the hub and the HSE website: <http://www.hse.gov.uk/toolbox/fire.htm> which provides further guidance and advice to schools on managing Water.



LCoP 34 - Fire Precautions, including



lbwf_fire_safety_policy_v1.pdf



fire_safety_at_work_2015v1.doc

Contact(s)	
Health and Safety Team	Direct Line:: : 020 8496 3413 Mobile: Email: afshan.Shan@walthamforest.gov.uk
Compliance Manager	Direct Line:: : 020 8496 3540 Mobile: Email: Reghunathan.Pillai@walthamforest.gov.uk

PART 3: Asset Management

Section 1: How Premises should be managed and monitored

The Waltham Forest Asset Management Plan (AMP) 2014 identifies the key strategic policy and resource influences affecting the London Borough of Waltham Forest and in response to these sets a broad direction for asset management over the medium term enabling its property portfolio (and associated professional support) to be optimised to meet identified needs. It facilitates rational property decision making based on identified corporate and service priorities. It is intended as a practical tool which helps to define, implement and measure how the Council:-

- Makes its investment decisions
- Maintains and improves its assets
- Increases the cost effectiveness of its portfolio
- Ensures the property portfolio is fit for purpose'
- Promotes innovation and development in asset management
- Listens and responds to property users

The plan has a 5 year time horizon but will be updated annually to provide a 'rolling plan'. Although linked to wider infrastructure assets for which the Council has a responsibility the AMP is restricted to the consideration of the property assets that the Council owns or uses. These include both land and buildings. Highway infrastructure, schools and housing are only touched on as these are all soon to have their own asset management plans. The plan sets the context and a programme of action for the Council's property portfolio over the medium term. It is intended for a wide audience including:-

- Members – to support decisions on investment priorities in the portfolio
- Service managers – to identify portfolio changes to meet their needs
- Building users – to promote awareness of procedures and likely portfolio changes
- Public – a statement of the Council's asset management practices and priorities
- Estate professionals/development partners – an indication of opportunities for development and partnership

The current plan can be located on the internet:

<https://www.walthamforest.gov.uk/documents/corporate-asset-management-plan.pdf>

It should be noted that Head teacher of community Schools, Academy Leaseholders and Voluntary Controlled School have no responsibility for delivery or management on any of the estate /asset functions listed below.

- Manage, maintain and populate the estates database (Concerto)
- Manage occupancy and occupation plans for the corporate estate, allocate space.
- Manage major relocations and moves
- Undertake value, cost and income reviews
- Safeguard the tenure of the estate
- Manage landlord and tenant issues.
- Manage rates and service charges

Further information on estate issues (tenure, rates, rents, notices, wayleaves, etc) can be obtained from the Estates and Valuation Team who are part of the Assets Team.

Key Requirements:

- Respond to statutory notifications
- Undertake acquisitions and disposals
- Value premises

General Requirements

The table below provides guidance on the routine day to day management of the school site. These roles are initially delegated to the Head Teacher however, these are duties that can be carried out by other competent members of staff whilst the duty remains with the Head Teacher.

Objective/Requirement	Tasks	Responsibility
<p>Provide a safe place of work</p>	<p>Report all property-related hazards (such as obstacles on which employees or visitors may trip), faults and incidents of vandalism immediately to the appropriate personnel within the school site</p> <p>Complete a Work Schedule for School Facilities Management, and ensure the names of those undertaking specific occupier duties are up-to-date. Annually review this checklist and sign the last page.</p> <p>Ensure reports of all property-related hazards are dealt with within agreed timescales ensuring remedial action is satisfactorily completed.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p>
<p>Ensure staff use facilities and fixed equipment safely</p>	<p>Ensure that all equipment is used safely and in strict accordance with manufacturer’s operating instructions</p> <p>Ensure that manufacturers’ operating information for all equipment is easily accessible, and that employees are suitably trained before using equipment.</p> <p>Ensure all new facilities equipment is provided with sufficient user information to ensure safe operation.</p>	<p>Heads of Depts</p> <p>Heads of Depts</p> <p>HT</p>
<p>Ensure gas appliance safety See section 5.4 ‘Other statutory Inspections’ of this document for more detail</p>	<p>The Gas Safety Regulations require you to:</p> <ul style="list-style-type: none"> ▪ prevent the use of any appliance which is known or suspected to be unsafe ▪ ensure operating instructions are available for users ▪ ensure no materials or equipment are stored in gas meter cupboards/rooms ▪ Ensure non-authorized staff do not interfere or make adjustments to gas appliances/fittings. ▪ Ensure only properly qualified people are engaged to undertake work on gas appliances/systems. 	<p>Head Teacher</p>
<p>Ensure Electrical Safety See section 5.4 ‘Other statutory Inspections’ of this document for more detail</p>	<p>The Electricity at Work Regulations require:</p> <ul style="list-style-type: none"> ▪ Electrical fixed wire installations will be inspected periodically. ▪ Check and inspect all portable appliances : <ul style="list-style-type: none"> ▪ Brief your staff at least once a year via team briefing sessions, on the dangers of damaged electrical equipment. ▪ Tell staff that privately owned electrical 	<p>HT</p> <p>HT</p> <p>Heads of Dept</p>

Objective/Requirement	Tasks	Responsibility
	<p>control the issue of keys and ensure that only people performing authorised duties enter;</p> <ul style="list-style-type: none"> ▪ roof areas ▪ lift machine rooms ▪ high voltage sub-stations ▪ other plant rooms. <p>Restricted Access for these areas 'only to be used by authorised persons'.</p> <p>Ensure that appropriate safety signage is fitted to doors leading to areas where access is restricted.</p>	<p>HT</p> <p>HT</p>
<p>Maintain documents and records (Red Box and Planned Preventative Maintenance Work Plans)</p>	<p>Ensure the Red Box is maintained and always available in an agreed location (for example, at the point where visitors and contractors enter the premises).</p> <p>Ensure the Planned Preventative Maintenance Work Plan (where provided) is retained in the Red Box.</p> <p>Ensure that a Planned Preventative Maintenance Work Plan and the statutory certificates are provided to premises for inclusion in the appropriate sections of the Red Box</p>	<p>HT</p> <p>HT</p> <p>HT</p>
<p>Locate service isolation points</p>	<p>Know what to do in the event of an emergency and who to contact. Familiarise yourself with the location of isolation points for mains services</p> <p>Record the locations in the Red Box.</p> <p>Identify the location of isolating points for utilities (for example electricity isolating switches, gas isolating points, the water stop-cock and ventilation shut down switches) on site and list in the Red Box.</p>	<p>HT</p> <p>HT</p>
<p>Ensure contractors work safely</p>	<p>Cooperate with the contractor to ensure they work safely, refer to 'Managing Contractors' Guide on The Hub.</p> <p>Brief staff who greet contractors (gatekeepers, Reception etc) to contact the HT as soon as contractors arrive on site.</p> <p>Ensure that you or a deputy HT is available at all times to exchange information relevant to health and safety with contractors, before they start work.</p> <p>Ensure that contractors sign the attendance sheet and read the health and safety information for the site.</p> <p>Advise contractors of any property and operational hazards, e.g. vehicle movements, access/occupancy times, emergency evacuation procedures, site rules, restricted areas and fire warning system tests.</p> <p>Brief RM staff and visitors about the works and any special safety arrangements.</p> <p>Ensure that contractors have with them guidance for carrying out their work in a safe manner. This should</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p>

Objective/Requirement	Tasks	Responsibility
	<p>include Generic Safe systems of work, safety method statements, and any Task specific Safe Systems of work. File any information provided in the Red Box. Ensure that, except in emergencies, contractors are not permitted to work at closed premises where normal access/egress is not possible. Manage the process of obtaining safety method statements (Safe Systems of Work) from contractors.</p> <p>Where buildings are shared with other non-council occupiers or partners, HTs should consult and cooperate with them to ensure they are fully aware of works being undertaken and any risks that may arise, and they should be fully consulted on works within their specific area.</p>	<p>HT</p> <p>HT</p>
<p>Raise awareness of asbestos and to report any damage</p>	<p>Know the location and contents of the asbestos register (filed in the Red Box)</p> <p>Raise awareness of staff and contractors to the presence of asbestos, (as shown in the asbestos register).</p> <p>Make sure staff know there may be risks to their health if they disturb asbestos.</p> <p>Contact the FM Helpdesk, if asbestos materials or suspected asbestos materials become damaged.</p> <p>Ensure the completeness and accuracy of asbestos registers and the Asbestos Management Plan. Issue to premises and maintain up to date.</p>	<p>HT</p> <p>HT</p> <p>Assets</p>
<p>Ensure the management of all legal notices and correspondence from enforcing authorities / utility companies.</p>	<p>To advise the Assets, Health and Safety and schools Asset Manager of any of the following:</p> <ul style="list-style-type: none"> ▪ Improvement notices or letters ▪ Prohibition notices ▪ Abatement notices (e.g. noise) ▪ Intentions to serve an enforcement notice or letter ▪ Town Planning notices ▪ Utility notices warning of interruption or termination of supply ▪ Water Drought Orders <p>Co-ordinate response / action plans with above colleagues regarding the premises.</p>	<p>HT</p> <p>Assets</p>
<p>In winter and when conditions require – Ensure yard areas and paths are safe - use of Rock salt</p>	<p>Ensure that rock salt is applied spread to external circulation areas within the LBWF property boundary to maintain safety when conditions warrant and where it is safe to do so on immediate access areas e.g. doors/pathways – main car park areas will not be cleared.</p> <p>Ensure that rock salt to pedestrian walkways, customer access points and emergency exit walkways is applied in the immediate vicinity of the building.</p>	<p>HT</p> <p>HT</p>

Objective/Requirement	Tasks	Responsibility
	Ensure sufficient supplies are available prior to winter. Ensure that rock salt supply arrangements are in place.	
Workplace Safety	Ensure that HT and deputy(s) are familiar with requirements and arrangements set out in Council Policies and Standards for: <ul style="list-style-type: none"> ▪ Managing H+S in Buildings ▪ Workplace Inspection (including DSE) ▪ All other Council Policies and Standards including (Hygiene, COSHH, First Aid, Safety Representatives, Safety Signs, Fire (including specifics in this document), risk assessment, etc) 	HT

Objective/Requirement	Tasks	Responsibility
General Fire Safety - Appoint a Fire Warden.	Ensure the official appointment of a Fire Warden including training. (The HT may also be a Fire Warden).	HT
	Ensure the appointment of sufficient number of Fire Marshals to assist the Fire Warden during emergency evacuation and fire drills.	HT
Implement the principles and adhere to the requirements of the premises Fire Safety Policy	Ensure that all duties listed in LCoP 34 and 36" are undertaken.	HT
	Ensure the requirements of the premises fire policy are undertaken, reviewed, revised and communicated. Publish information and guidelines for the HT / Fire Warden.	HT Corp H+S / Assets
Complete fire risk assessments	Provide Fire Risk Assessment for all premises, and refresh every 3 years.	HT
	Complete annual review of fire risk assessment and make recommendations. Carry out any managerial changes where required. Initiate any remedial action required.	HT/Fire Warden
	File reports in Red Box. Review 12 monthly & monitor for material changes.	HT/Fire Warden Assets
	Carry out a technical compliance check of in-built fire precautions.	
Implement fire action plans & procedures	Ensure that fire routines and action plans are implemented and recorded within the area of responsibility.	HT/Fire Warden
	Undertake routine emergency fire evacuation drills and ensure all employees receive relevant fire safety training on an annual basis, on induction and any changes to work practice, equipment, location or shift. Record results in the Fire Safety Log sheets.	HT/Fire Warden
Refer legal enforcement notices from fire authorities	Act as initial contact point with statutory authorities (such as the Fire Brigade). Out of hours procedures must be in place.	HT
	Notify immediately all Legal Enforcement Notices to the Asset Team, HSU and Schools Asset Manager	HT

	Provide advice/assistance to end users on technical requirements. Identify work required to ensure compliance. Negotiate with fire authorities where necessary to define/agree the scope of work required.	HT/Technical Support
Undertake routine tests & fault monitoring	Carry out a weekly test of fire alarms and a monthly test of key-switched emergency escape light (EEL) fittings unless carried out by contractors. Test results to be recorded and filed in the Fire Safety volume of the Site Log Book. Report faults as necessary to FM Help desk. Ensure that contracts are in place for the maintenance and servicing of installed fire-related systems and equipment. Develop standards for installation of (EEL) systems that can be key-switch tested Ensure that contracts specify requirement for contractors to record in the Red Box all service/inspections and tests for fixed fire systems.	HT/Fire Warden HT/Fire Warden Assets Assets HT
Report all deficiencies & faults	Ensure that fire deficiencies or faults (for example fire doors that won't close, alarms that don't work or faulty emergency lighting) are reported to the schools Technical support provider for appropriate action to be taken. Provide advice/assistance to end users. Ensure that appropriate contracts are in place so that faults and deficiencies can be dealt with Monitor effectiveness of remedial measures including contractors' work.	HT/Fire Warden HT HT Assets

Objective/Requirement	Tasks	Responsibility
Brief your employees Annually	Brief your employees annually– through team meetings and learning – to ensure that <ul style="list-style-type: none"> ▪ the information contained in LBWF Environmental Guidance and Standards is understood by you and your staff ▪ ground and water pollution is prevented from illegal dumping of wastes, spillages or leakages of hazardous substances or disposal of noxious substances down drains ▪ noise nuisance to the local community is prevented ▪ the site is kept clean and free from litter ▪ waste is managed according to LBWF guidelines ▪ Provide the HT with any specific guidance (for example, procedures for disposing of any special waste products). ▪ Provide Standards and Guidance 	HT Schools Energy Schools Energy
Report drainage faults	Report any blockages or problems with drain interceptors to the schools preferred technical support. Ensure drain interceptors are checked and maintained on a regular basis	HT HT
Minimise use of	Encourage employees to minimise energy and water	HT

<p>energy and water</p>	<p>use (for example, encourage them to switch off lighting and computers when not in use). Report dripping taps, overflowing tanks and water leaks to the schools technical support. Monitor energy usage and where appropriate carry out energy surveys and implement energy saving measures. Support LBWFs Carbon Management reduction programme (refer to the guidance in ForestNet).</p>	<p>HT HT/Schools Energy HT</p>
<p>Noise pollution</p>	<p>Ensure neighbours are not disturbed by operations (e.g. vehicle noise, shouting etc.) during the night or early morning i.e. staff briefings. Record noise complaints to H+S Team. Retain all correspondence relating to a complaint from neighbours or Local Authority Environmental Health Officer (LA EHO) for investigation. Report any repeat public complaints or first time complaints from the LA EHO to the FM Helpdesk</p>	<p>HT HT HT</p>
<p>Manage waste / legal compliance/recycle waste</p>	<p>Ensure all waste (general, sensitive, special and hazardous, feminine hygiene, recycled) is appropriately segregated and securely contained in accordance with agreed business standards. Sign and retain one-off (skips etc.) waste transfer notes for 2 years. Sign and retain special and hazardous waste consignment notes for fuel installations or other hazardous waste and retain for 3 years. Support recycling programmes agreed by your Governing Body (e.g. paper recycling). Retain waste transfer notes for 2 years –routine collections Provide operating instructions and briefing materials for waste reduction and/or recycling standards agreed by the governing Body.</p>	<p>HT HT HT Sustainability/C ontracts Team Sustainability/C ontracts Team</p>
<p>Report all unsafe acts and conditions</p>	<p>Ensure any unsafe acts by staff (for example, failure to use warning signs on wet floor areas) are ceased and brought to the attention of individual.. Establish processes with cleaning suppliers and contractors to ensure safe working.</p>	<p>HT Assets</p>
<p>Check for pest infestations (where applicable)</p>	<p>Monitor all areas of the premises for signs of pest infestation. Report any problems to the LBWF Pest Control Team. Establish standards and arrangements for dealing with pest infestation.</p>	<p>HT Pest Control Team</p>
<p>Maintain grounds (where applicable)</p>	<p>Refer to agreed schedules frequencies in copy contract/schedule</p>	<p>HT</p>

	Report any problems with standards or frequencies to Technical Support. Establish standards and arrangements for the provision of grounds maintenance	HT
--	--	----

Aside from the main objective of Asset Management Planning in managing your school estate is to focus on the establishment and continued development of partnerships with the Head Teachers and the Local Authority to plan for future investment in your accommodation. Schools should ensure that premises priorities are identified within their school improvement plans, in particular how this links to raising educational standards.

The Asset Planning & Systems Team is continuously compiling asset information into the CONCERTO Asset Management System. This is a web based information system that holds the councils data relating to all our land and building assets. The system is subject to regular review and updates to reflect the impact of maintenance, refurbishment, remodelling and new build works carried out to our school estate.

The continued development of the Councils Asset Management Plan is necessary to ensure that the authority can demonstrate a clear understanding of the needs and priorities of its modernization program as well as reflecting any amendments required to meet any changing educational needs.

Asset Management Planning/Programming of Works

All Local Authorities are required to produce and maintain an Asset Management Database for the buildings and sites under its control. Each Local Authority also has to delivery prioritised programmes of work, to implement education policy and contribute to raising attainment.

The Department for Education (DfE) can request at any time records of the current condition, suitability and sufficiency of existing buildings. This provides a national view of the education building stock, allowing the DfE to lobby the Treasury for funds that will ultimately be distributed to Local Authority via various mechanisms e.g. Devolved Formula Capital.

The information collected provides each LA with a detailed record of the existing building stock, and the priority of work required.

Condition Surveys - The condition survey grades each part of the building in accordance to how soon it will require attention, allowing the schools to produce an annual programme to address needs the condition. Standardised condition and priority grading are applied to every piece of work as follows:

- Grade A - Good, performing as intended and operating efficiently
- Grade B - Satisfactory, performing as intended but exhibiting minor deterioration
- Grade C - Poor, exhibiting major defects and/or not operating as intended
- Grade D - Bad, Life expired and/or serious risk of imminent failure

Once the condition of the premises has been assessed, priorities are allocated according to the seriousness of the condition revealed and the urgency associated with any breaches of legislation. This should have particular regarding to the possible consequences of deferment.

The following priority grades are used when prioritise condition works.

- Priority 1 Urgent works that will prevent immediate closure of premises and or/ address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.
- Priority 2. - Essential work required within two to three years that will prevent serious deterioration of the fabric of services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.
- Priority 3 - Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk of the health and safety of occupants and/or remedy a minor breach of legislation.
- Priority 4 - Long term work required outside the five year planning period that will prevent the deterioration of the fabric or services.

DRAFT

An element graded Condition D will not always warrant Priority 1. There may be instances where an element is in poor condition, but for which maintenance works is not high priority. The reverse may also be the case. The following table shows some such examples:

Element	Condition	Priority	Description of works	Officer review
External walls, windows and doors	D	1	External cladding of Nursery Block badly decayed and beyond economic repair.	The nursery is not in use; however the site has been identified for expansion. Although a high risk to refurbish will be graded a low risk on programme given the expected redevelopment of site.
Internal walls, windows and doors	B	1	Internal walls and doors are in satisfactory condition, Glazed not compliant with current regulations.	There is not serious deterioration of the doors however there is a breach to legislation therefore this is a high risk for replacement.
Electrical Services	A	1	Earthing missing	Whilst in good condition missing earthing is a breach to health and safety therefore the hazard has to be removed.

Suitability identifies how well the school premises meet the needs of pupils, teachers and other stake holders and contribute towards the raising of standards.

Sufficiency/Net Capacity Survey are intended to provide a single robust and consistent method for assessing the capacity of schools. As part the council requirements for data collection, the Authority has to assess the capacity of the school estate and are required to undertake Net Capacity Assessment to all Community, Voluntary Aided and Voluntary Controlled and Academies schools within the borough.

The purpose of the assessments is to provide a single, robust and consistent method of assessing the capacity of schools. This data will be used for a number of purposes for example measuring net capacity against numbers on roll. This would give the authority an indication of surplus places or where additional places are required. This will also inform decisions about how resources are best deployed.

Corporate Asset Management Team will provide the asset management responsibilities for Property, Asset Management & Major Projects. A web based system called CONCERTO will be used as a common platform for this purpose.

The objective of this is to enable Property, Contracts and Compliance, The Schools Asset Manager, Head Teachers, and NPS to operate on a shared asset management system. All



parties will be able to store information relating to asset management to their own premises. The information can be shared by all parties on a read only mode.

Determining Priorities

The main objective of asset management planning is to focus on the development of our partnership with schools and plan for future investment in your accommodation. Schools should ensure that the premises priorities within their School Development Plans, in particular the link to raising educational standards, are reflected in this process

Only system administrators are authorised to verify and download documents in the system. CONCERTO helps to monitor routine statutory AMP inspections that need to be carried out by all parties and will alert the user when this is not done on time.

How Concerto works

The Councils preference is to utilise a browser interface with users of the I.T. System, which is easy to access and understood with minimal training. We considered that not all users have either a technical background or a high level of ICT literacy.

The system will provide a function for storing information. The lists below are a sample of the documentation that will be stored in CONCERTO. This list is indicative and not exhaustive an agreement will be required on the exact number and type of documents:

- Condition Surveys • Health and Safety
- Suitability Surveys • Checklists for Maintenance
- Sufficiency data inspections
- Fire Risk Assessments/ • Access Audits Audits • DECS and Sustainability/
- Asbestos Surveys energy data
- Police/crime prevention • Insurance documents reports • Site plans
- Water Hygiene • Photographs
- CDM & O&M Manuals • CAD drawings

The system will also have facilities to upload documents that are site specific such as topographical surveys, schools development plans, and test and inspection data. Information on sustainability will also be included in any new commissions and updated accordingly.

All data stored on the system will be secured to ensure that data is not lost whilst the system is in use, during any data transfer procedure and when repairs to the system are required. Print jobs can be done easily, as and when required.

It is essential that levels of user access can be set to prevent data mismanagement by users. All users have the facility to add notes or comments to a “message board” or notepad for each document. Each time this is updated it automatically is forwarded to the system administrator to respond to the sender if need be. The schools will also have the facility to notify the LA of any changes to any information stored on the database and this is done on a real time basis.

Application development

The system is operated in Microsoft Windows and accessible in normal PCs. The application is available to users working internally or externally from their usual place of work (i.e. working from home). A timeout function will force users to log back in if they inadvertently leave their workstations logged-on. CONCERTO is only accessible for council staff.

Building Defects

Investigating and diagnosing building defects is similar to police investigations looking for symptoms or clues before a suitable cure or solution is recommended. During construction, building materials, components and completed work are vulnerable to effects that influence their performances. These effects are:

- moisture
- solar radiation
- chemical pollutants
- Biological agencies
- Human factors
- Deleterious materials

Norfolk Property Services (NPSL) will be able to assist in giving guidance on specialist advice as required. Please note that the remedies indicated below are for guidance only and should be carried out under the direction of a qualified Building Surveyor.

Table of Common Defects and Remedial Action		
Defects	Causes	Remedy
ROOF		
Broken, slipped or missing tiles or slates.	Corroded nails (nail 'sickness'), mechanical damage (wind or ladder/traffic), 'soft' slates (movement in wind causes slate to disintegrate at nail holes), decay of tile battens.	Carefully check whole roof. Re-nail slates that are in good condition with copper nails. Replace broken slates with good quality, matching second hand slates. Strip back slates, replace decayed timber with pressure preserved timber, replace slating felt and nail slates with copper nails.
Broken/cracked concrete tiles.	Mechanical damage (ladders/traffic etc).	Replace broken tiles with matching tiles.
Defective sarking felt (underslating).	Degraded due to leaks, age, incorrect fixing, particularly at eaves causing splits. Fixing of concrete tiles at minimum pitch with minimum lap also causes wind-blown water penetration adding to degrading issues.	Strip tiles, battens and felt. Supply and fix new underslating and battens and re-fix tiles, ensuring adequate support at eaves and around roof lights. Otherwise patch repair as problems arise.
Missing or displaced ridge capping. Dampness in roof timbers at ridge.	Wind damage. Inadequate fixing or bedding of ridge tiles.	Replace missing ridge tiles with matching tiles. Where the design is ornate, the ridge tiles may have to be specially made. Tiles should be re-bedded in mortar with special attention paid to those at leading edges.

Table of Common Defects and Remedial Action		
Defects	Causes	Remedy
Moss.	Wind blown soil in joints encourages moss growth – can cause water to penetrate below slates/tiles.	Brush out all moss and soil from slates/tiles – remove debris from roof. Avoid high-pressure water washing.
Lichens.	A sign of low atmospheric pollution – usually not damaging.	
Green algae.	Common on damp, shaded surfaces – not damaging.	
VELUX ROOFLIGHTS		
Leaks around roof lights.	Poor detailing/ workmanship of flashings around roof lights.	Strip back tiles and make good to flashings.
VALLEY & PARAPET GUTTERS		
Overflowing outlets.	Build-up of detritus and plant growth in gutter blocking outlet. Inadequate gutter or outlet capacity.	Clean out gutter and outlet. Where inadequate capacity of outlet is the problem – the outlet should be redesigned and rebuilt to improve flow.
Water stains/leaks in rooms/spaces below.	Blocked outlet, damaged gutter lining, poorly executed repairs, water drawn up below slates. Defective flashings and/or mortar fillets at gutter upstand.	Check for decay of concealed timber and replace where necessary. Where gutters have been damaged – replace damaged section with matching material and ensure adequate laps and joints. Replace damaged flashings and refit lead tacks. Rake out and replace mortar joint and fillet to full depth of tack with lime mortar.
EAVES, GUTTERS AND DOWNPIPES		
Water staining of walls, extensive algal growths. Gutters sagging or with inadequate falls.	Blocked outlets/ gutter causing build up of debris and plant growths. Leaking joints, cracked/broken pipes (often by ladders), corrosion of cast iron elements, sagging eaves gutter due to corrosion of fixing brackets or decay of timber to which fixed.	Replace broken/corroded gutters and down pipes with matching materials (usually cast iron) and design. Leaking joints may simply need recaulking. Typically, slated roof straps fixed to the sarking boards below the lowest course of slates should be replaced when corroded or broken.

Table of Common Defects and Remedial Action		
Defects	Causes	Remedy
FLAT ROOFS – LEAD		
Internal – plaster cracks, bossed plaster, water stains/damp patches.	Failure of roof covering or flashings at upstand walls, leaks at built-in gutters and outlets, inadequate falls, physical damage (from sharp implements, wind etc), poor repairs. Condensation on the underside of the roof covering can cause decay of roof timbers.	Problems can be complex and repairs can range from the replacement of a single lead sheet to a complete redesign and reconstruction of the roof. Improved drainage and ventilation of the roof space usually required. Specialist advice should be sought.
FLAT ROOFS – FELT		
Ponding, bulges, cracks, leaks.	Insufficient falls and lack of drainage. Differential expansion and contraction (leaks are often a considerable distance from the point of ingress).	Carry out repairs using a specialist contractor (an understanding of flat roofing technology is required, i.e. warm roof/ cold roof construction). Seek specialist advice on complete replacement.
CHIMNEYS		
Cracks in masonry.	Cracks of less than 2mm may be due to shrinkage due to rapid drying out. Cracks of more than 2mm wide – seek professional advice.	Cracks of narrow width can be left but wider cracks, or recent cracks, should be investigated by a Structural Engineer.
Plant growth.	Defective mortar joints at chimney head.	Remove all parts of the plants, especially the roots. Rake out joints, replace and re-point with lime mortar.
Out of alignment.	Seek professional advice.	May be a significant structural problem. Seek advice from a structural engineer.
WALLS		

Table of Common Defects and Remedial Action

Defects	Causes	Remedy
Exposed stone – stone decay.	Seek professional advice. Repair may not be necessary.	Stone can decay through natural weathering or by stone cleaning. Badly decayed stone (not just surface damage) should be replaced with matching stone with the same properties as the original. Repair of stone using coloured mortar (plastic repair) is not recommended.
Open joints, missing or crumbling pointing.	Defective pointing.	Rake out joints, replace and re-point with a lime mortar that matches the original mortar. Do not use a hard cement mortar unless this has been used for the original mortar (common on granite walls late C19 or later).
Lichen/algal growths.	No action required normally unless algal growth is due to leaking pipes (rainwater or plumbing overflows). Algae can indicate a problem of excessive dampness requiring investigation.	
Soiling.	Cleaning of sandstone is not recommended – may damage the stone.	Specialist cleaning only.
Lime staining.		Eliminate source of moisture – may require installation of DPC below cope stones.
Fine cracks at stone mortar interface.		
Cracks extending through stone or more than 2mm wide.		May have structural significance. Seek advice from structural engineer.

RENDER		
Fine cracks/crazing.	Shrinkage cracks due to hard/strong mortar.	Cracks allow water running down the wall to penetrate into the core of the wall. Patching of affected areas unlikely to be a solution. Re-render using lime based render to an approved specification.
Detachment (blown render).	Inadequate bond to substrate undercoat – too strong mortar for topcoat.	See above.
Flaking/powdering.	Weathering.	Any minor defects in a lime mortar coating should be dealt with as soon as possible, by careful patching and/or the application of a lime wash.
STRUCTURAL OPENINGS		
Distortion of opening.	May be of long standing due to settlement or changes in ground support conditions. More recent movement may be due to ongoing problems such as decaying timber lintels.	Employ a structural engineer to investigate causes of movement, using non-destructive techniques where possible.
Walls wet, stained and/or salt efflorescence at ground level.	Splash back of rainwater from surrounding ground. High water table in adjacent soil due to lack of surface drainage at wall or broken surface-water drain.	Where salts are due to winter salting of adjacent road - gently brush off surface salts with soft, nylon brush and rinse down masonry with clean water at regular intervals to flush out salts. Where the problem is ground water – install a French drain at the base of the wall.

Missing or slipped lead flashings. Damp areas internally.	Wind damage, inadequate fixing to wall, thermal movement due to insufficient joints in lead flashing. Flashing not performing function, mortar pointing above flashing missing – allows water to get behind flashing.	A common source of dampness. Re-fix or replace lead flashing – set into a slot or grooves cut into the wall and re-point with lime mortar.
Ivy and other woody plants firmly attached to surfaces.	Self seeded or deliberately planted – can cause damage to stone and mortar joints.	Ivy can be damaging to masonry and should be removed. Cut out section of root near ground level and apply poison to the cut. Ivy should be allowed to die and then removed (can take up to two years).
WINDOWS		
Hole in wall windows type. Timber decay.	Poor decoration, shrinking of beads. Contact with damp masonry.	Depending on state, replace with aluminium, UPVC or timber. Otherwise repair.
Single storey, full height, glazed window walling.	Mainly softwood timber and glazed. Poor detailing leads to rot in frames, beads etc. Poor maintenance of aluminium inserts.	Depending on state, replace with aluminium, UPVC or timber. Otherwise repair. Carry out maintenance.
Multi-storey (2 & 3 storeys mainly), curtain walling (steel and wood).	Leaks, broken fasteners. Distorted opening sashes. Rotted framework.	Replace complete with double glazed units.
Missing or defective mastic or other sealant between wall and window.	Deterioration due to aging process or where actual movement in either the timber frame or masonry has caused mastic to fail. Applying paint to mastic can accelerate loss of flexing properties.	Cut out defective mastic. Ensure packing of any excessive gap between the frame and masonry wall, using a suitable packing material (modern expanding foams have been successfully used). Use lime mortar to seal over the packing material and finish with a bead of mastic in front to waterproof the joint.

Timber decay generally.	External weathering. Water running down glass is often concentrated on ledges by wind pressure.	If internal parts of frame decayed – remedy source of water ingress. Cut out and replace decayed timber, or entire piece if necessary. Sashes may have to be removed to carry out repairs. Chemical treatments are rarely necessary on dense pine or oak window joinery.
EXTERNAL DOORS		
Softwood doors & frames - localised decay.	External weathering accelerated by poor maintenance of paint finishes, poor detailing and direct contact with wet masonry.	Replacement of decayed wood splicing in new, as necessary.
Doors not closing properly.	Mechanical damage to water bar. Poorly fitted stops. Joint failure in the door. Hinge failure or hinge screw fixings. Timber swollen by moisture.	Repair/replace water bar. Realign stops or replace as necessary.
Water enters at threshold.	Mechanical damage, door twisted, poor seal at door jambs allows water to run down inside edge of door and onto internal floor.	Mechanical damage to timber threshold plates is common, replace damaged threshold plate. For water getting between edge of door and jamb, adding a flexible weather strip to door stop may be sufficient.
Defective paintwork.	Deterioration of old paint system may indicate high moisture levels in underlying timber.	Check moisture levels in timber and correct associated defects. Remove loose paint layers back to a sound base, prepare and re-paint door using an appropriate paint system.

OTHER		
Sub floor vents covered over with soil, paving, bricks or timber/metal plates.	Lack of knowledge, ventilation below timber ground floors is essential to prevent high moisture levels in timber floors.	Excavate back soil or paving to at least 150mm below the level of the floor vent. Sometimes the house owner will fit plates across the vents to reduce draughts – these should be removed and all vents checked to ensure there is an adequate air flow.
INTERNAL		
General – pungent or musty smell of damp.	Condensation, water ingress, leakage from water supply and waste water pipe work, especially in concealed spaces.	Check and rectify any sources of water ingress. If problem is condensation – increase ventilation rates to avoid stagnant air pockets, especially in cupboards. May require installation of vents in cupboards, opening up of sealed fireplaces etc.
Walls and ceilings – black or brown mould growth,	Condensation, water ingress, leakage from water supply and waste water pipe work.	See above.
Water staining.	Water ingress, leakage from water supply and waste water pipe work.	Check source of water ingress and rectify.

CEILINGS		
Cracks in plasterwork on boards	Straight cracking will generally follow the edges of the boards and may be due to movement of the supports for the boards	If ceiling is cracked but otherwise sound, it may be enough to repair defects prior to decoration or to apply lining paper
Loss of adhesion of laths to plaster	Seek advice	Remove all defective areas and re-plaster, check adjacent areas of plaster
FLOORS		
Timber skirtings, floorboards – splitting, cupping, sponginess of wood.	Raised moisture content due to water ingress, contact with damp masonry, leakage from water supply or waste water pipe work, raised humidity levels due to water vapour production and/or inadequate ventilation.	Symptoms indicate presence of wood rot. Open up area around the rotted timber, identify the source/s of high moisture and rectify. Ensure adequate ventilation of voids behind skirtings and plaster – allow timber to dry out. Replace all decayed timber. If the area affected is extensive and/or dry rot is suspected, seek professional advice from consultant experienced in the environmental control of rot.
Lifting, curling and cracking of floor screeds.	Screed is too thin. Poor quality mixing of materials.	Remedial work may involve removal and patching, levelling of areas or total renewal of screed in severe cases.

<p>Lifting and deterioration of floor tiles/covering.</p>	<p>Ceramic tiles may sound hollow or be arched or uneven caused by initial expansion or shrinkage of the floor screed.</p> <p>Tiles are loose, edges have lifted and may show a white salt-like substance - may be water passing through the concrete base or from excess water in cleaning.</p> <p>Humid conditions create and increase moisture content within wood blocks causing them to swell (occasionally other sources of moisture have the same effect i.e. leaking hot and cold water pipe work).</p> <p>The result of excess moisture (before or during installation) results in gaps, curling and the consequent lifting of any covering on the boards.</p>	<p>Relaying generally required incorporating a movement joint.</p> <p>If in isolated areas, renew, however, in larger areas seek specialist advice (be aware of possible asbestos in flooring material or adhesives).</p> <p>Heating and ventilating the area will reduce the humidity and the blocks can be relayed.</p> <p>The provision of an expansion joint is recommended. Repair leaking pipe work where required. Nail down loose boards and check existing nailing. The boards can be planed or sanded to an overall flat surface. Re-secure any boards that are 'squeaky' by screwing. Renew floor covering.</p>
---	---	--

DECORATION		
Adhesion failure.	Application to damp or dirty substrates or subsequent entry of moisture. Omission of suitable primer. Application to powdery or friable substrates.	Flaking, peeling or poorly-adhering material should be removed. If moisture is the cause, eradicate the source. Prepare surfaces prior to redecoration. Do not scrape or sand paint to asbestos surfaces – Contact the Soils and Materials Engineer for advice on safe treatment of asbestos.
Blistering.	Blistering is usually indicative of liquid or vapour beneath the coating. On woodwork, resinous material may be responsible.	Preparation may be confined to removal of isolated blisters if the extent is slight. Where moisture is the cause, time should be allowed for drying out. Prepare and seal knots prior to redecoration.
Colour defects, fading, staining, bleeding or other discolouration.	Due to age, exposure to sunlight and poor workmanship.	Seek specialist advice prior to arranging for decoration.
Cracking (other than due to structural movement).	Usually indicative of stresses within the coating film, caused by applying hard-drying over soft coatings. May also be initial stage of adhesion failure. Cracks may be confined to the finishing coat or extend through the thickness of the film.	If cracking is slight and confined to the finishing coat, rubbing down may provide a satisfactory base for re-coating. If cracking is severe or extends through the thickness of the film, complete removal may be necessary.
Damage to coating.	Mechanical damage, e.g. by abrasion, impact or vigorous cleaning.	Where surfaces are subject to hard wear, specialist coatings or a different material may be required. Consider a protective barrier.

Organic growths, i.e. moulds, algae, lichen, moss.	Usually the result of an unfavourable environment for painted surfaces.	Consider modification of design or environment to eliminate or reduce causes of failure.
Rust-spotting or rust-staining on painted iron.	Paint system is too thin to provide protection to peaks and edges; may result from application of an inadequate system. A further possible cause is failure to use a rust-inhibiting primer.	Treatment may range from manual cleaning and priming of localised areas to removal of the coating and treatment as for new iron and steel.
PLUMBING AND ABOVE GROUND DRAINAGE SYSTEMS		
Dripping tap.	Split/damaged washer, worn seating or wear and tear of moving parts.	Change washer with washer of same type. Should tap not stop dripping, tap may require reseating or renewing.
Defective WC cistern/does not flush.	Defective flushing mechanism or water level set too low.	Fit new mechanism or complete siphon unit, adjust float arm.
Overflows running.	Passing water.	Replace washer, clean out foreign bodies or renew ball valve.
Water slow to run away from sink.	Trap under sink is blocked.	Remove trap, clean and refit. If the trap appears clear the waste pipe may be blocked, or corroded.
BUILDING SURROUNDS		
Metal railings, gates etc – rusting, blistering of paint.	Corrosion.	Do not paint over rust. Remove rust and paint by wire brushing, hand sanding or scraping. Apply three coat system.
Stonework – cracking or spalling of stone copes, gate piers and steps.	Corrosion and expansion of metal posts and fixings.	Dismantle entire assembly, clean out securing holes, dowel joint the fractured stone and reassemble ironwork by reversing process. Where this is impracticable – set uprights in a resin plug coloured to look like a traditional repair.

Paving slabs etc – green, black algae, slippery surface.	Poor surface water run of.	Lift and re-align path to provide water run off. Applying fungicide will be effective for only a few months.
Sunken areas.	Soil settlement, possibly over drains or other tracks.	Excavate soft spot and backfill with well-compacted material to same degree as adjacent sound soil.
DRAINAGE – BELOW GROUND		
Drainage system blocked.	Silting and build up of debris. It may be considered that specialist advice is sought before works ordered or undertaken. Could be as a result of ground movement or backfalls created, allowing debris to build up.	Rod or jet drains to clear debris. Establish defects using CCTV and undertake work required to allow proper operation of the pipe work system.
	Tree root action.	Roots to be cut out from within drain. Leaking joints to be repaired. Drain to be surrounded in concrete to prevent further attack.
	Loading from buildings.	Re-design and re-lay system. Load to be taken off drain by underpinning.
ELECTRICS – ALWAYS ISOLATE ELECTRICAL CIRCUITS PRIOR TO EXAMINING FOR FAULTS.		
No power or lighting to building.	Possible external fault on supply cable to building.	Assess whether neighbouring buildings are suffering similarly. Contact local supply authority to establish if fault is general. Contact NICEIC qualified electrical contractor.
No power and lighting to part of the building.	Possibly one of three phases out of circuit or one of the main supply fuses serving the local distribution board has blown.	Seek specialist advice, as above.
No power to socket outlets.	Blown fuse or tripped circuit breaker.	Seek specialist advice, as above.

No lights working in an area.	If the lighting fittings are not working in a small area there is every possibility that the local lighting control fuse or circuit breaker protecting that circuit has tripped or ruptured.	Seek specialist advice, as above.
Light fitting not working.	Broken or expired lamp.	Replace lamp. If fault persists then call qualified electrician.
Fluorescent lighting fitting keeps flashing.	Expired fitting or faulty starter.	Replace lamp or starter switch if starter switch is fitted. If fault still persists call qualified electrician.
FAN CONVECTORS		
Fan not rotating.	Blown fuse	Switch off unit and replace with correct fuse type. If fault persists contact qualified electrician.
Inadequate heat output.	Blocked or expired filter	Seek specialist advice.
Fan convector(s) not blowing.	Pipework not hot enough	Seek specialist advice.
Fan convector(s) blowing cold air.	Faulty or incorrectly set thermostat	Adjust return temperature on thermostat or call electrician.
ELECTRICAL HEATING AND VENTILATION EQUIPMENT		
Storage heater not charging.	Thermal link melted.	Ask electrical contractor to replace thermal link.
All heaters not working.	Faulty or incorrectly set controls.	Check time clock and associated controls.
Water heater too hot.	Thermostat set too high or faulty.	Adjust or replace thermostat. Seek advice from qualified electrician.
FIRE ALARMS		

Fire bell/sounders ringing.	If a false alarm, check for broken glass on manual contact.	Evacuate building, report to emergency services. Check which sensor has been activated. Reset. Contact contractor to check through system.
MECHANICAL		
No heating.	Boiler burner locked out.	Press reset button twice, seek expert advice.
	Fuel supply isolated.	Seek expert advice.
	Heating pump not working.	Seek expert advice.
	Boiler thermostats have been turned down or in the off position.	Turn boiler thermostat up to approximately 65°C. If boiler does not operate, seek expert advice.
Suspected gas escape.		Do not switch on or off lighting and electrical appliances. If readily identifiable, isolate main gas cock at meter. Contact gas emergency services, seek specialist advice.

Contact(s)	
Health and Safety Team	Direct Line:: : 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Schools Asset Manager	Direct Line::020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

Section 2: Other Statutory Inspections

Apart from Asbestos, Fire and Water, building managers are also responsible for other statutory inspections in their building. This includes specific items like:

Pressure Vessels

If pressure equipment fails in use, it can seriously injure or kill people nearby and cause serious damage to property. The school needs to ensure that they have identified all the pressure vessels requiring inspection, test, check and certification and maintain the equipment, and retain records in accordance with legislation.

Lift

Passenger lifts and combined goods / passenger lifts in workplaces (eg offices and factories) which are primarily used by people at work, are subject to periodic thorough examination and inspection. Head Teachers have to ensure that this is carried out in good time and as required by LOLER and PUWER.

- Regulation 9 of LOLER requires that all lifts provided for use in work activities are thoroughly examined by a competent person at regular intervals.
- This applies to lifts and hoists used to lift people or loads.

If you are a lift owner or someone responsible for the safe operation of a lift used at work you are a 'duty holder' under LOLER. This means that you have a legal responsibility to ensure that the lift is thoroughly examined and that it is safe to use.



HSE lift safety.pdf

Head Teachers should contact the Asset Team if they have any queries in relation to lift servicing and compliance.

Gas

Explosive atmospheres can be caused by flammable gases, mists or vapours or by combustible dusts. If there is enough of a substance, mixed with air, then all it needs is a source of ignition to cause an explosion. Each year people are injured at work by flammable substances accidentally catching fire or exploding. Work which involves using or creating chemicals, vapours, liquids, gases, solids or dusts that can readily burn or explode is hazardous. The effects of an explosion or a fire in the workplace can be devastating in terms of lives lost, injuries, significant damage to property and the environment.

Gases, such as liquefied petroleum gas (LPG) or methane, which are usually stored under pressure in cylinders and bulk containers. Uncontrolled releases can readily ignite or cause the cylinder to become a missile. You can't see it. You can't taste it. You can't even smell it. But carbon monoxide can kill without warning in just a matter of hours.

The Gas Safety (Installation and Use) Regulations 1998 place duties on gas consumers, installers, suppliers and landlords. These regulations link with other safety controls on

combustion equipment, eg the Building Regulations, which are standards for ventilation and flues. Head Teachers must remember:

- By law anyone carrying out work on gas appliances or fittings as part of their business must be competent and registered with the Gas Safe Register.
- By law only a competent person can carry out work on gas appliances or fittings.
- By law you must not use any gas appliance or fittings you know or suspect to be unsafe.
- By law, landlords are generally responsible for making sure that gas fittings and flues are maintained in good order.
- By law, with the exception of the room-sealed type, there are restrictions on the installation of gas appliances such as fires, boilers and heaters in sleeping accommodation.
- By law, since 31 October 1998, it has been illegal to install in any room instantaneous water heaters which are not room-sealed or fitted with a safety device which automatically turns the gas supply off before a dangerous level of poisonous fumes builds up
- By law, mains gas transporters/emergency service providers (ESPs) must, in the event of an emergency, make the situation safe.



Dangerous substances.pdf



Gas Safety.pdf

Electrical Safety

Electricity can kill or severely injure people and cause damage to property. Every year many accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Most of the fatal incidents are caused by contact with overhead power lines. This leaflet provides some basic measures for building managers to control the risks from your use of electricity at work.



HSE Electric safety.pdf

The guidance covers the key elements to consider when devising safe working practices and is for people who carry out work on or near electrical equipment. It includes advice for Head Teachers and managers of buildings.



HSE Elect Guidance.pdf

Radon

Radon is a naturally occurring radioactive gas. It is produced by the decay of uranium that is present in all rocks and soils. In open air, it disperses very quickly, but can accumulate to high levels in buildings. The amount in the indoor air depends on the local geology and the building design, heating, ventilation and use. Radon is present in all buildings, including homes, so we all breathe it in throughout our lives.



RADON.doc

The assets team will, where required by legislation and on the advice of Public Health England, will monitor and take preventative action on Radon as required.

Other Assets

Not all of the Assets in the attached list will be present on your site. If they do exist, the Assets Team and the TFM supplier have recorded these and have made appropriate arrangements to maintain, check, inspect, test and record results.



Test and Inspection
Regime Frequency.dc

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Compliance Manager	Direct Line: 020 8496 3540 Mobile: Email: Reghunathan.Pillai@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6373 Mobile: 07774 115969 Email david.corben@nps.co.uk

Section 3: Red Box

The **RED BOX** is a file which holds items pertaining to all building H&S records. The content and process was deployed by the Council some time ago as a means of consolidating key site information in a single location and ensuring it is available for reference, use and update by all parties. Head Teacher will have to regularly update these records for authority checks, auditing and documental checks. The list of statutory items in **RED BOX** (depending on the type of building) is attached.



List of statutory requirements in RED E

Teachers will have to regularly update these records for users like:

- School staff
- Governors
- Authorities
- People who have no access CONCERTO
- Potential vendors who want to tender for new works
- Routine maintenance staff
- Ad-hoc maintenance staff

Aims and Purpose

The aim of safe keeping Health & Safety documents in the RED Box meets the following needs:

- Evidence that the statutory checks, tests and inspections have been carried out.
- A schedule of the planned activity including statutory and planned maintenance.
- Aids future supply chain to carry out works safely.
- Makes internal user aware of the risks and helps them to decide how to work safely.

Role of the Building Manager in Asset Management

It is the responsibility of the building manager to ensure the contents kept in the RED BOX are suitable and sufficient. The issues to be addressed are:

- It remains updated and relevant
- The format in which it is presented
- The depth of information to be contained.
- The ease of access to the information, e.g. asbestos management plan in Red Box and asbestos survey electronically.
- Who will take ownership of each statutory check?
- Who will update the file and how e.g. online or paper amendments.
- How will information be stored on completion, e.g. online or paper?
- How will information be conveyed, and to whom.

What needs to be in the Statutory Compliance Folder:

- Mechanical & Electrical Testing
- Fire Strategy
- Fire Alarm
- Intruder Alarm
- Portable Appliance Testing
- Fixed Access Equipment
- Gas Certification
- DDA
- Water Hygiene & Risk Assessment

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Compliance Manager	Direct Line: 020 8496 3540 Mobile: Email: Reghunathan.Pillai@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk

Section 4: Construction, Design and Management (CDM) Regulations 2015

The CDM regulations have been designed to enforce health & safety management responsibilities at all stages of a project and to extend the health & safety culture from the physical construction activity to the corporate management structure.

The regulations have introduced a holistic approach linking all construction parties together in order to account for the health & safety management of all related issues from concept, through the design stages and construction including the operation and maintenance up to the point of obsolescence and the associated aspects of demolition and dismantling, a cradle to grave approach. CDM 2015 compliance is a model for effective health & safety project management. It provides a benchmark of good practice. The HSE have produced a guidance document entitled Managing Health and Safety in Construction (Design and Management) Regulations 2015, <http://www.hse.gov.uk/pubns/priced/l153.pdf> which duty holders should be aware of when carrying out building related works direct.

Purpose of CDM

The definition by the HSE “Managing Health and Safety in Construction (Design and Management) Regulations 2015 CDM 2015” defines a client as anyone for whom a construction project is carried out. This definition includes both non-domestic (or ‘commercial’) clients and ‘domestic’ clients (ie clients for whom a construction project is carried out which is not done in connection with a business). The Regulations apply in full to commercial clients, but for domestic clients, the effect of regulation 7 is to pass the client duties on to other duty holders. This includes the principal designer and principal contractor duties falling to the designer and contractor in control of the pre-construction and construction phases, where the domestic client does not make these appointments.

CDM Regulations 2015 require:

A realistic project programme with adequate time allowed for planning, preparation and the work itself.

Early appointment of key people.

Competent duty holders with sufficient resources to meet their legal duties.

Early identification and reduction of risks.

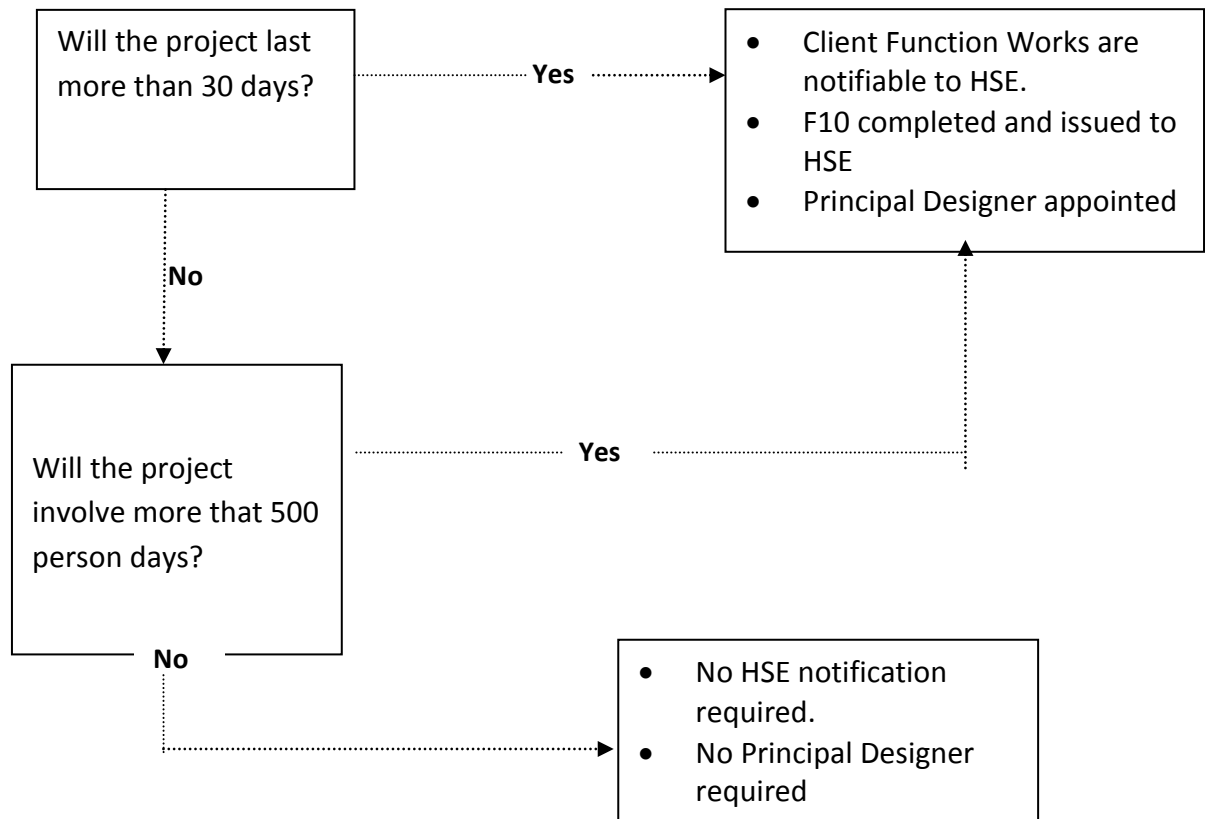
Provision of health and safety information from the start of the design phase, through construction and maintenance to eventual demolition, so that everyone can discharge their duties effectively.

Co-operation and co-ordination between duty holders.

Effort and resources proportionate to the risk and complexity of the project to be applied to managing the health and safety issues.

Notification

The following flow chart is an example of whether or not a project is deemed notifiable to the Health and Safety Executive (HSE).



If your project has been commissioned by the Local Authority a Client Project Manager from the Programmes Team will manage and control the project in regard to this aspect. However, if the project is school lead then it will be the responsibility of the Head Teacher to ensure that act is followed.

Construction related works is generally commissioned through our technical consultant NPSL. All works have to be procured through the London tender portal governed by the council's procurement rules.

Project Brief

A client brief is a document in which the client explains their aspirations and requirements to the design team or the consultants appointed to manage the project. Getting it right in the first instance is vital for the success for the project. This is the project Managers responsibility.

Supervision and Communication

The level of supervision will depend on the nature of the project and the potential for something to go wrong. A competent person must carry the risk to the building users if it is still in operation. Building managers must ensure the work does not put anyone at unnecessary risk.

Effective lines of communication between the building manager, client project manager, NPSL representative, Safety Consultants and contractors should be clearly established and maintained.

There should be regular site meetings and all health and safety issues to be discussed and mitigated.

Project Completion

Contracts such as those involving repairs to buildings, refurbishment etc. require an official handover following completion, which usually involves a final meeting. At this meeting, all H&S documents should be obtained (e.g. electrical test certificates, maintenance procedures, etc.). The meeting should be followed by an inspection of the works by the Building Manager, Project Manager, NPSL technical manager and the contractor to ensure that the works have been completed in line with the brief. Building Managers can also request for a separate site inspection with the H&S officer of the LA to ensure that all risk is mitigated prior to occupation.

Soft landing

The contractor has to provide all training that is deemed fit for the safe use of all installed systems in the contact. The building system should be integrated with each other and all testing should be in accordance to specific codes. The building manager has to ensure that assigned staffs are adequately trained for their own safety and other building users in the building. If in doubt ask NPSL.

School's role in CDM

The School is seen as the keystone of the entire regulations since they remain best placed to influence the whole process. In particular, the school arrangements should ensure that:

- A realistic project programme with adequate time allowed for planning, preparation and the work itself.

- Early appointment of key people.

- Competent duty holders with sufficient resources to meet their legal duties.

- Early identification and reduction of risks.

- Provision of health and safety information from the start if the design phase, through construction and maintenance to eventual demolition, so that everyone can discharge their duties effectively.

- Co-operation and co-ordination between duty holders.

- Effort and resources proportionate to the risk and complexity of the project to be applied to managing the health and safety issues.

- For all projects the school must ensure:

 - Designers, contractors and others are competent and adequately resourced.

 - They allow sufficient time for each stage of the project.

 - They give notice to contractors of minimum time for planning and preparation.

 - They co-operate with others and co-ordinate works with others.

 - Ensure contractors have made arrangements for suitable welfare from the start.

 - The school must also start the Health & Safety File.

It should be noted that in most cases, due to the current financial climate a majority of major building works will be commissioned via the major projects team in conjunction with a Client Project Manager and their appointed Principal Designer, whom will follow the above process for all building works.

Guidance and Legal Requirements

HSE has published Legal Series guidance that supports CDM 2015 and explains it in more detail. HSE will seek views later in 2015 on whether to replace this guidance with an Approved Code of Practice, which many in the industry indicated they would prefer in the 2014 public consultation. Double click to see the guidance:



Construction Phase Plan

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project. This does not need to be complicated. The principal building contractor will have to complete this. A simple plan before the work starts is usually enough to show that you have thought about health and safety. This will be produced by the Project Manager on your behalf. Double click to see a sample of the plan:



Purpose of Health & Safety File

The Health & Safety File provides information needed during future construction work, which includes, cleaning, maintenance, alterations, refurbishment and demolition. Information in this file is essential to those doing the work. It alerts them to the risks and helps them to decide how to work safely.

- The file can provide information for future health & safety plans and is useful to:
 - Support staff; who have a duty to provide information about new premises.
 - Designers, co-ordinators and principle contractors during the development of further designs and alterations.
 - Those compiling Construction Health & Safety Plans.
 - Principle contractors and contractors preparing to carry out this work.

This file should not be confused with a maintenance manual, but it can be incorporated with one, providing that this does not result in the health & safety information being lost. It is the responsibility of the responsible person to ensure the contents are suitable and sufficient.

The issues to be addressed by the building manager in terms of the health & safety file are:

- The format in which it is presented
- Determining the depth of information to be contained.
- The ease of access to the information, e.g. paper based or electronic.
- Deciding who will take ownership of managing of managing the file.
- Who will update the file and how, e.g. online or paper amendments.
- How will information be stored on completion, e.g. paper archive?
- How will information be conveyed, and to whom.

The information contained in the file should be appropriate to the nature of the project, and have sufficient content to enable the contractors and future owners to carry out work safely. Listed below is an example of contents of the file, although not exhaustive:

- 'Record' or 'As Built' drawings.
- Inspection Reports (asbestos, ground, structural, contamination for remediation).
- Design criteria.



Construction methods and materials.
 Equipment maintenance facilities in structure.
 Services and Utilities in location.
 Any other relevant materials.

The responsible person duties in relation to the health & safety file are that they should:
 Ensure that the Principal Designer is provided with all the health and safety information.
 Ensure that the information relating to each site or structure can be easily identified if it relates to multiple sites and structures.
 Ensure that the information in the health and safety file is kept available for inspection, and is revised as often as may be appropriate to incorporate any relevant new information.
 If the client disposes of their interest in the structure they deliver the health and safety file to the person who acquires it.

The level of detail in the file should be proportionate to the risks likely to be involved in such work.

The 4 C's

The 4 C's are an integral part of the CDM Regulations, these are Communicate, Co-ordinate, Co-operate and Competence. Without these 4 elements projects will fail to meet these regulations.

- Communicate
- Co-ordinate
- Co-operate
- Competence

Conclusion

When Head teacher embark on construction works it essential that they identify whether the project requires CDM Regulations which will help focus on effective planning and management of risks. All paperwork should be risk focussed and project specific. Provide the right information to the right people at the right time. All duty holders need to be competent.

Proactive management of projects will allow for controlled changes to be adopted more effectively. More support and co-operation will make change management easier

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Capital Programmes	Direct Line: 020 8496 3537 Mobile: 07973 301919 E-mail: michael.rush@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

Section 5: Energy Management and Display of Energy Certificates

General Requirements

The energy consumption of the Council's corporate estates is estimated to be at least 20 million kWh per year. This results in annual CO₂ emissions of more than 6,900 tonnes (t) and corresponds to energy expenditure of circa £1.1 million per year.

Reducing energy consumption not only saves money but can also improve the ambient working temperature, which can increase staff productivity. Furthermore, the environment benefits from reductions in carbon emissions and energy use which can enhance organisational image and improve public relations.

The Council have a huge sphere of influence and a duty to promote the social, economic and environmental well-being of the local community. Therefore, Building Managers have an important responsibility for ensuring the efficient use of energy (gas and electricity) and water within their buildings. A good building management regime will support costs reduction and drive down energy costs significantly.

Whilst there are longer-term challenges in how we adapt our premises and source energy to be more efficient and sustainable, there are some quick wins. Simple good housekeeping measures can drastically reduce energy consumption.

Your Responsibilities

Head Teacher have a significant contribution to make in reducing the energy consumption of Energy usage within the school estate.. As a Head Teacher, you need to develop a culture of efficient energy use by undertaking some or all of the following actions:

Good housekeeping:

- Turn off lights when not in use
- Ensure outdoor lighting is switched off during daylight hours
- Set thermostats correctly to provide a comfortable working temperature (Thermal Comfort Policy of LBWF):
 - During the heating season, heating systems should be set to 22oC
 - During the hottest part of the summer where cooling systems exist these should be set to 22oC
 - Cooling systems should not be employed during the rest of the year, except in extreme weather events
 - Turn off computers, monitors, printers and copiers outside working hours

Regular maintenance:

- Annual servicing of boiler plant to ensure efficient combustion
- Regular programed cleaning of fan convector filters
- Clean windows to maximise daylight
- Clean lamps and luminaries regularly
- Lubricate door closers and maintain effective draught proofing

Water efficiency:

- Be alert to water leaks – and action swift repairs
- Install flow control devices in toilets
- Action swift repairs to dripping taps

Heating and hot Monitor and benchmark the energy consumption of your building

- water: Ensure there is free air circulation around all radiators and they are not obstructed by furniture or displays
Install reflector panels on radiators fitted to an external wall
Check all pipes are insulated
Eliminate unnecessary operation of boilers and ensure time clocks are accurately set to reflect occupancy hours.
Note : If a building is heated above 19OC, the costs rise by approximately 8% for every 1OC of overheating
- Management: Taking leadership in the use and control of energy consumption within the building
Serving as your building's main point of contact
Seeking out energy saving opportunities and recommending them to the Energy Management Team
Promptly report problems with the building's heating and cooling systems

Monitoring energy and water consumption

Regular monitoring of energy and water consumption is an important part of local premises management. Head Teacher must regularly submit the local meter readings for their premises using the SystemsLink Web Reporting System. Details regarding the use of Systemslink are contained in Appendix. This information will assist the Energy Management Team to:

- Validate suppliers invoices
- Reduce the number of estimated bills
- Identify unusual patterns of use initiating an investigation and take corrective action.
- Calculate annual consumptions and performance indicators.
- Support Building Managers if problems arise.
- Validate investments made in energy and water efficiency measures.
- Identify consumption trends and calculate indicators at a corporate level.

The meter readings for each of the utilities are required on the following dates:

- 1 April
- 1 August
- 1 December

These dates will remain the same each year. The Energy Management Team will accept a reading 7 days either side of these dates.

Energy advice for Head Teachers

Specialist School related energy efficiency, water conservation and sustainability advice is available from the Energy Management Team to support Head Teacher in these particular aspects of property management. Please see the contact details:

Energy Performance and Display of Energy Certificates (DEC)

The purpose of a Display Energy Certificate (DEC) is to raise public awareness of energy usage and to inform visitors to the energy efficiency of the public building they are about to enter. DEC's provide an energy rating for a building ranging from A to G, where A is very efficient and G least efficient. The building rating is based on the actual metered energy used by the building over the 12 months that fall within the validity period of the DEC.

A DEC must be displayed in a prominent place clearly visible to the public. The building user must also have in their possession or control a valid Advisory Report (AR). The advisory report contains recommendations for improving the energy performance of the building.

Buildings requiring a DEC

A DEC and advisory report are required for buildings with a total useful floor area over 250m² that are occupied in whole or part by public authorities and frequently visited by the public.

Validity period of DECs

Where the building has a total useful floor area of more than 1000m², the DEC is valid for 12 months. The accompanying advisory report is valid for seven years. Where the building has a total useful floor area of between 250m² and 1000m², the DEC and advisory report are valid for 10 years.

What a DEC contains

A DEC must contain, by law, the following information:

- The operational rating as determined by the government approved operational rating methodology
- A reference value such as a current legal standard or benchmark

For buildings with a total useful floor area greater than 1000m² only, the DEC must also contain:

- The operational ratings for the building expressed in any certificates displayed by the occupier during the last two years before the nominated date. In buildings where no historic energy consumption data are available, this information will not be complete until the third year of occupation after the introduction of DECs for that type of building as it will be derived from previous DECs

The DEC will also show the unique certificate reference number under which the DEC has been registered, the address of the building, the total useful floor area of the building, the name and address of the energy assessor, the name of their accreditation scheme and the date when the DEC was issued.

The advisory report accompanies the DEC and contains recommendations for improving the energy performance of the building. The advisory report may contain a range of possible improvements, including cost effective measures that may be implemented to improve the energy performance of the property. The report includes zero and low cost operational and management improvements, possible upgrades to the building fabric or services, and opportunities for the installation of low and zero carbon (LZC) technologies.

Responsibilities for displaying a DEC

Under this legislation it is the responsibility of every occupier of a building affected by these regulations to:

- Display a valid DEC in a prominent place clearly visible to the public at all times
- Have in their possession or control a valid advisory report, which conveys recommendations to improve the building's energy performance.



Producing DEC's

An energy assessor, accredited to produce DEC's, is the only person who can produce a DEC and advisory report for your building. The national register is operated by Landmark Information Group Limited on behalf of the Secretary of State and can be found at www.ndepregister.com or alternatively NPS can be commissioned to undertake this role on behalf of the school.

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Energy Management Team	Direct Line: 020 8496 6798 E-mail: Energyteam@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

Section 6: Security

The Building Manager is responsible for building security generally. This will normally include standard processes, assets and equipment for:

- Building Security
- Electronic (ICT) Security
- Incident Security and Response.

The remainder of this section covers the 'Building' Security – Electronic (ICT) Security, and incident Response are covered in separate sections of the ForestNet intranet site and supported by ICT and Business Continuity and Risk Teams respectively.

Security planning

Effective building security plans are simple, clear and flexible, but also compatible with existing plans, such as evacuation plans and fire safety strategies. Plans need to be reviewed and regularly; all occupants must be clear about what they need to do in response to a particular incident. Building managers must consider:

- details of all the protective security measures that are/ could be implemented, covering all physical measures employed
- ensuring that processes for unlock and lock of buildings is maintained
- ensuring that staff follow set procedures for personnel safety
- ensuring that such security systems (CCTV, Alarms, access control systems, barriers, gates, fences, and security doors and screens) provided to maintain personnel and asset security are maintained and set, and serviced at regular intervals.
- ensuring that threat and risk assessment is undertaken regularly in support of the business continuity plan.
- Ensure that lone/ out of hours working is properly executed in relation to security aspects.

Security Systems and Incident Response

Security Systems are maintained on your behalf by Assets or by the CCTV team (CCTV only). In most cases alarms are linked to the Alarm Receiving Centre (the CCTV Team) out of normal hours who will verify alarms and alarm calls, and make arrangements to respond through the key-holder for the site:

- By calling the nominated senior managers who are the designated key-holder for the site.
- By calling the key-holding company (an arrangement whereby for certain sites keys are held securely and responses/ call outs to open/secure the building are made by them).
- The key-holder on arrival on site will determine further action required.

What do I need to do?

- Manage the site from a security perspective
- Be familiar with threat and risk assessment
- Be familiar with the security process and systems on your premise.
- Appoint suitable and sufficient deputies to manage the premise.

There are a number of key documents that can assist schools in managing their security. Secure by Design is used essential on new builds and Improving Security in Schools.



Improving security in New-Schools-2014.p
schools.pdf



df

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

PART 4: Maintenance and Premises logs

Section 1: Inspection Checklist

Preventative maintenance, when undertaken in a phased or programmed manner can reduce the volume of day to day and more costly reactive repairs. By introducing a planned approach to maintenance, the building asset will be preserved and disruption minimised. Regular inspections can identify defect which if left unattended could incur more costly remedial works.

The following schedule has been designed to assist schools in planning and implementing a cyclical programme of works that could prolong the durability of buildings, plant and equipment.

Elements	Inspection Criteria	Frequency	Activity
Structure and Constructional Items			
FLOOR, STAIRS AND LANDINGS	Check and inspect floors for trip hazards, especially in floor finishes	Weekly	Check for defective tiles, lifting edges, joints to sheet materials, loose stair nosings.
ROOF COVERINGS	Periodic inspection	Monthly	Inspect pitched and flat roofs from ground level or suitable upper floor window and report defects and/or damage likely to cause failure or water ingress.
	Periodic inspection of gutters, roof outlets, rain pipes, etc.	6 Monthly or more frequently as required	Inspect and remove debris, leaves etc. Clear/clean gullies and report any blockages and/or debris.
WINDOWS AND DOORS	Periodic inspection of locks, latches and security, and ad hoc repairs	Weekly	Check operation of opening mechanisms, closers and fittings generally.
	Integrity of glazing and vision panels	Daily	Check glazing and protective films for damage. Report damage in glass integrity.
	Glazing risk assessment	As required	Seek specialist risk

			assessment for glass and glazing under Regulation 14, Workplace Regulations (H & S) 1992
EXTERNAL WALLS, CEILINGS, PARTITIONS AND CLADDING	Periodic inspection	Monthly	Inspect wall surfaces externally and internally, check and report defects and/or damage <i>Note:</i> be aware of materials that may contain asbestos
MISC. STRUCTURES OUTBUILDINGS	Periodic inspection	Monthly	Inspection of miscellaneous structures, check and report defects and/or damage
LIGHTNING PROTECTION	Periodic inspection	Annually	Inspect and test lightning tapes and earthing pits and report defects. And/or damage. Seek specialist advice.
EXTERNAL DECORATIONS	Periodic inspection <i>Note:</i> Set up rolling programme of painting works, with circulation areas being painted more often	Annually	Inspect internal and external finishes including tiling, masonry and paintwork and report major defects and/or serious damage. Kitchens should be checked for flaking paint and treated. Kitchen walls above 2 metres require cleaning every 12 months (link with fan and canopy cleaning) additionally paint kitchens every three years. <i>Note:</i> be aware of materials containing asbestos
WATER			
WATER SUPPLY	Periodic inspection of cold water supply and distribution	Annually	A service contract to check pipework for

SYSTEMS	of pipework		leaks and stop valves for correct operation could be set up
WATER SUPPLY SYSTEMS	Periodic inspection to pumps, cold water storage tanks and insulation	Annually	Suitable service contract to check pumps and equipment. Chlorinate tanked cold water and disinfect against legionella. Drain and clean cold water storage tank. Inspect sanitary ware, check and report defects and/or damage. Check auto flushing systems for correct operation
	Periodic inspection and repair/replacement of sanitary fittings, taps, wastes, traps and fittings	Monthly	
WASTE PIPES AND ABOVE GROUND DRAINAGE	Periodic inspection to check for blockages	6 Monthly	Inspect drains, gullies, manhole chambers etc. and report need for rodding, jetting or clearing
	Kitchens-clean out grease traps	3 Monthly	
DOWNPIPE AND GUTTERS	Periodic inspection	6 Monthly or more frequently during Autumn or according to location	Clear leaves and offsets to prevent water ingress and dampness
MECHANICAL SERVICES			
HEATING INSTALLATION	Servicing of boilers, controls, burners and associated pumps, pipes and equipment within boiler house	6 Monthly	Service installation prior to heating season and minor service in spring
	Service hot water calorifiers, pumps, controls and pumps within the boiler house	6 Monthly	Service installation prior to heating season and minor service in spring
	Period inspection of pipes, valves insulation and general surfaces within boiler house	Monthly	Inspect boiler house surfaces, check and report defects/damage
	Cleaning and servicing of		

	boiler flues and chimneys	Annually	Specialists to check operation clean and repair prior to heating season
	Pressure testing of gas pipework	Annually	Service contract to test integrity of gas pipework as part of boiler service
	Check and service radiators, convectors etc. (School to do)	Annually	Check integrity, fixings, valve operation
	Drain, clean and inspect calorifiers through examination	2 yearly	Service contract to inspect, examine and overhaul
AIR CONDITIONING AND VENTILATION	Service and clean plant, equipment and duct work, internal surfaces of ductwork- inspect and possibly clean	Annually	Service contract to inspect plant and equipment and report defects
OIL AND GAS FIRED HEATERS	Service direct oil and/or gas fired heaters including remote boilers e.g. caretaker's house	Annually	Service contract to inspect equipment prior to heating season
SEWERAGE/SUMP PUMPS AND CHAMBERS	Service foul water pumps, sump pumps, storage vessels etc. and periodically desludge	As required check monthly	Inspect and service equipment in accordance with manufacturer's recommendations
OIL SUPPLY PIPES AND TANKS	School to visually inspect. Periodic inspection and test	Annually	Service contract to inspect, check operation and valves, etc. and report
KITCHEN EQUIPMENT	Service gas cooking equipment, water softeners, water boilers, etc.	Annually	Service kitchen equipment and check safety valves
	Clean and service kitchen canopy	Annually	Degrease canopy filters and clean stainless steel hood. Annual service of fan motor and duct work

FIRE FIGHTING EQUIPMENT	Check condition and operation of fire blankets, extinguishers, fixed hoses and valve	Weekly	Periodic inspection of tamper-proof seals and check equipment is in good order
	Service fire fighting equipment	Annually	Service contract to inspect, test and replace defective equipment
	Sprinklers	Weekly/Quarterly	Test and complete record card weekly. Quarterly test by company engineer
FUME CUPBOARDS AND OTHER LOW VOLTAGE ELECTRICAL EQUIPMENT	Periodic inspection and testing of fume cupboard including extractor fans and duct work	Annually or more frequently	Test fume cupboard performance, physical condition and service pipe connections
WORKSHOP MACHINERY	Test and service workshop machinery, brazing hearths etc.	6 Monthly	Service mechanical plant and machinery to technology and workshop areas
ELECTRICAL SERVICES AND ASSOCIATED SWITCH GEAR			
FIXED EQUIPMENT	Periodic inspection and testing of plant and machinery i.e. lathes woodwork machines, kilns etc.	Annually	Service contract for inspection/test fixed plant and equipment and report
KITCHEN EQUIPMENT	Periodic servicing of all kitchen equipment and white goods i.e. ovens, ranges, refrigerators etc.	Annually	Service contract for inspection/test fixed plant and equipment and report
SCHOOL EQUIPMENT RELATED TO CURRICULUM ACTIVITY	Portable equipment testing and maintenance of equipment register for all electrical items of a portable nature	Annually	Service contract to update equipment register, test and certify all items of portable equipment
LIFT INSTALLATION	Periodic inspection and servicing of lifts motors, hydraulics, controls,	Monthly	Service contract for maintenance and servicing of passenger

	switchgear Servicing hoists, lifting aids, barriers and electric door motors etc.	6 Monthly	lifts and platform lifts in accordance with manufacturers instructions and recommendations Service contract to test maintain electric motors hydraulics and controls
POWERED STAIR LIFTS	Periodic inspection and servicing of motor etc.	Annually	Service contract for maintenance and servicing all as above
FIRE ALARM	Audible fire alarm test	Weekly	Can be carried out by premises manager or nominated representative
	General test of fire alarm system	3 Monthly	Test fire alarm and fire procedures
	Servicing fire alarm system including panel, call points, detectors, etc.	Annually	Service contract to inspect and test fire alarm system and issue certificate.
	Test and commission integral fire alarm and emergency lighting system and battery back up	Annually	Service contract to test and reset fire alarm system and issue certificate annually (required where public licence in operation)
SECURITY SYSTEMS	Periodic inspection and testing of security system	6 Monthly	Service contract for testing and maintenance of security system including detectors, cameras, panels, etc.
EMERGENCY LIGHTING	Periodic inspection and testing of emergency lights	Monthly	Monthly check can be carried out by premises manager or nominated representative
		6 Monthly and Annually	Service contract for testing and inspection

			for 6 month and annual checks
FIXED SPORT AND GYMNASIUM EQUIPMENT	Periodic inspection	6 Monthly	Service contract with manufacturers or specialist supplier to check, inspect and repair defects/damage
KITCHEN EQUIPMENT	Inspect folding table/chair units	Daily	Can be carried out by premises manager or nominated representative. Annual inspection by supplier/manufacturer
PEST CONTROL			
PEST CONTROL	Periodic inspection and eradication of vermin	As Required	Check for signs of vermin and seek specialist advice
EXTERNAL WORKS			
PLAYGROUNDS , CAR PARKS, ROADS AND FOOTPATHS	General inspection, maintenance and surface treatment	As Required	Maintain hard surfaces and walkways in safe condition and request repairs as necessary
	Inspect kerbs, channels, verges, line marking, etc.	As Required	Generally maintain perimeters of hard surfaces, clean channels and maintain line markings as required
GROUND GENERALLY	Normal ground maintenance	Weekly	Ground maintenance for grass cutting, planting and flowerbed maintenance etc. to suit
PLAYGROUND EQUIPMENT AND SURFACING	General inspection of equipment and surfacing	Weekly (daily in areas of high vandalism)	Inspect equipment for wear and instances of vandalism. Check surfacing for signs of erosion and mis-use.
FENCES,	Periodic inspection	As Required	Check gates for correct

BOUNDARY WALLS AND GATES			operation, inspect and maintain boundary walls, fences etc. in safe condition and request repairs as required
BELOW GROUND DRAINAGE			
FOUL DRAINAGE	Periodic inspection of all manhole/access chambers	Annually	Check for clear running location and fit of access covers/doors grease and re-fit seals as appropriate. Clear soil and debris from channels. Note condition of pointing, broken covers and other obvious defects and arrange remedial work.
	Periodic rodding and flushing of debris	As required	Report frequent need for rodding and arrange camera survey for possible breakages/serious blockages.
SURFACE WATER DRAINAGE	Periodic inspection of all manhole/access chambers	Annually	Check clear running location and fit of access covers/doors grease as appropriate. Clear soil and debris from channels. Note condition of pointing, broken covers and other obvious defects and arrange remedial work
	Periodic rodding and flushing of debris	As required	Report frequent need for rodding and arrange camera survey for possible breakages/serious blockages.

CARETAKERS HOUSING	Periodic inspection of residential accommodation including checks for damp, rot, infestation and habitable condition	Annually	As per main school buildings but caretaker/site manager to report repairs/defects as required. Service all gas equipment
	Change of Tenancy	As required	Check, test and inspect all gas, electric and all other services
OUTBUILDINGS	Periodic inspection to all outbuildings, stores, temporary buildings, sheds etc.	Annually	Can be carried out by premises manager or nominated representative- checks to report defects or damage likely to lead to failure in weather tightness or structural stability
RADIOACTIVE MATERIALS	Inspection	Annually	Set up appropriate contract with specialist advisers. Refer to Health and Safety Manual or Health and Safety adviser

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 3413 Mobile: Email: afshan.shan@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

Section 2: Premises Management Plan

It is good practice for schools to have a Premises or Schools Asset Management Plan in place, which will identify the schools' planned/proposed development over a 5 year period.

An Asset Management Plan (AMP) is a key part of the asset management process. It summarises key asset and planning information at a single point in time. Its primary purpose is to identify the financial consequences of delivering education services through physical assets, describing:

- the importance of physical assets to delivering organisational objectives and outcomes;
- the quality of existing physical assets in terms of condition and asset performance;
- the assets needed to meet or sustain current levels of service, and to address current and future shortfalls;
- the level of organisational commitment and planned improvements.

Below is a template for a schools asset management plan.

Contact(s)	
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

Asset Management Plan 2016 – 2021

- 1. Introduction**
- 2. Key Themes and Drivers**
 - 2.1. Strategic Approach
 - 2.2. Health and Safety
 - 2.3. Value of Money
 - 2.4. Sustainability**
- 3. Financial Context**
- 4. Condition of School Estate**



SCHOOL

ASSET MANAGEMENT PLAN 2016 – 2021

Last updated:

Contents

1. Reactive Maintenance: This should include;
 - a. Minor plumbing
 - b. Joinery
 - c. Re-glazing
 - d. Minor plastering, tiling and bricklaying
 - e. Reactive re-decoration, cleaning and graffiti removal
 - f. Other minor works
2. Rolling Programme of minor improvement
3. Cyclical Works
4. Planned Works
5. Major Capital Works
6. Budget Considerations



Planned and Capital Works

Proposed Solution	Estimated Cost & Funding Sources	Reason for prioritisation (what is the impact? Condition/suitability),	Value for Money	Sustainability

Section 3: Education Capital & Planning Project Notification

Between the day-to-day repairs and maintenance works and the larger complex projects of repair or suitability/improvement there is the need to ensure that that Landlord or Lease holder is advised of any works being undertaken to the school estate.

The introduction of the project notification form provides Head Teachers with a aid memoir when planning works and the Education Capital & Planning Team on the schools development. The Notification should be accompanied by the building development plan or refer statutory documentation were possible.



project notification
form.doc

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 4859 Mobile: Email: afshan.shan@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk

Section 4: Letting of School Premises

It is essential that Head Teachers ensure that appropriate agreements are in place with regards to letting of accommodation within the school boundary for the type of use and occupation are put in place to protect all parties, more specifically the council. This includes ensuring that the adequate insurances are in place prior to occupations.

There two principal agreements under which third party occupation can be agreed, a licence or a lease

- **Licence:** The Head Teacher by definition will be known as the Licensor and the occupier is the Licensee. In most instances schools will let Licences for use of premise e.g. wrap-around-childcare, sports clubs etc. that operate in part of the school in spaces otherwise occupied by the school either during or outside of normal school hours.
- A draft Licence agreement is currently be revised for schools and issued on the Hub, Schools will need to be completed one of these for each user with a copy to be sent to the Asset Planning and Systems Team for up.
- **Lease:** Normally granted to school converting to Academies, a lease permits the occupation of the land and buildings for the “Tenant” exclusive use, although rights some rights are reserved for the Landlord. Due to the nature of leases case law and statute protects the agreements and it is essential to obtain professional legal advice from Property Services before entering into a lease agreement.
- Schools transferring to academy statues will automatically be granted a lease by the councils Estates and Valuation team and Legal Services and should advise Estates and Valuations of their legal representative as soon as appointed.

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 4859 Mobile: Email: afshan.shan@walthamforest.gov.uk
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Estates and Valuations	Direct Line: 020 8496 8074 Mobile: 07740900533 Email David.Kelly@walthamforest.gov.uk`
Asset Management and Planning	Direct Line: 020 8496 6223 Mobile: Email Katerina.xenophontos@walthamforest.gov.uk

Section 5: Employing a Technical Consultant

It is recommended that the Head Teacher appoint a Technical Consultant to ensure that areas such as compliance and statutory regulations, building control, planning etc.

The most popular services offered by Technical Consultants are:

- Responsive Building Maintenance, including Termly Visits and a helpdesk services
- Maintenance Contracts for Services and Statutory Test and Inspections
- Planned Maintenance and improvement schemes
- Fire appliance servicing
- Remote Energy Management services
- Additional Energy and environmental consultancy services e.g. Display Energy Certificates, Energy Performance Certificates
- Property Management Services

Waltham Forest has a Joint Venture Partnership with Norfolk Property Services, whom can provide the above services and more. Head Teachers of Voluntary Aided Schools and Academies would have used a nominated consultant from the EFA or their respective Diocese. Community schools have the option to buy into this service via an Service Level Agreement with NPS or use a competent technical consultant of their choosing.



npsl sla march
2015.pdf

GLOSSARY

Abbreviation	Full Text
ACM	Asbestos Containing Material
AMP	Asbestos Management Plan
CDM	Construction Design and Management Regulations
Concerto	Council Facilities Management software
COSHH	Control of substances hazardous to health
DEC	Display energy certificate
DSE	Display screen equipment
FEP	Fire Evacuation Plan
FM	Facilities Management
FRA	Fire Risk Assessment
HASAW	Health and Safety at Work Act
HSE	Health and Safety Executive
H+S	Health and Safety
LBWF	London Borough of Waltham Forest
LCR	Life Cycle Replacement
LOLER	Lifting Operations and Lifting Equipment Regulations
LPG	Liquefied Petroleum Gas
PAT	Portable Appliance Testing
PEEP	Personal Emergency Evacuation Plan
PPE	Personal Protective Equipment
PUWER	Provisions and Use of Work Equipment Regulations
PPM	Planned Preventative Maintenance
TFM	Total Facilities Management
WRA	Water Risk Assessment

CONTACT LIST

Team	Name	Contact details
Education Capital & Planning	Brendan Wells Head of Commissioning Capital and Planning	Direct Line::020 8496 3549 Mobile: 07890 678 649 Email brendan.wells@walthamforest.gov.uk
	Fiona Macmillan Schools Strategic Development Manager	Direct Line::020 8496 3543 Mobile: 07967 588 382 Email: fiona.macmillan@walthamforest.gov.uk
	Rob White Planning and Research Officer	Direct Line::020 8496 3549 Mobile: 07500 981 516 Email: rob.white@walthamforest.gov.uk
	Angela Ferdinand-Sergeant Schools Asset Manager	Direct Line::020 8496 8081 Mobile: 07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Health and Safety Team	Anne Whalley Team Leader	Direct Line: 020 8496 6931 Mobile: 07791601823 Email: ann.whalley@walthamforest.gov.uk
	Joan Manning Health and Safety Adviser	Direct Line: 020 8496 3408 Mobile: 07772141210 Email: joan.manning@walthamforest.gov.uk
	Afshan Shan Health and Safety Adviser	Direct Line: 020 8496 4313 Mobile: 07816150777 Email: afshan.shan@walthamforest.gov.uk
Contracts and Compliance	Keith Fraser Interim Contracts and Compliance Manager	Direct Line: 020 8496 Mobile: Email keith.fraser@walthamforest.gov.uk
	Reghunathan Pillai Compliance Manager	Direct Line: 020 8496 3540 Mobile: Email: Reghunathan.Pillai@walthamforest.gov.uk
	Karen Marchant Compliance Officer	Direct Line: 020 8496 4963 Mobile: Email karen.marchant@walthamforest.gov.uk
Estates and Valuations	David Kelly Estates and Valuation Manager	Direct Line: 020 8496 8074 Mobile: 07740900533 Email David.Kelly@walthamforest.gov.uk

Team	Name	Contact details
Asset Planning and Systems	Debbie Hunter Interim Asset Planning and Systems Manager	Direct Line: 020 8496 6751 Mobile: Email Debbie.Hunter@walthamforest.gov.uk
	Joanne Gardiner Concerto Project Manager	Direct Line: 020 8496 4879 Mobile: 07890317403 Email joanne.gardiner@walthamforest.gov.uk
	Katerina Xenophontos Property Systems Officer	Direct Line: 020 8496 6223 Mobile: Email Katerina.xenophontos@walthamforest.gov.uk
Capital Programmes	Michael Rush Schools Capital Programme Manager	Direct Line: 020 8496 3537 Mobile: 07973 301919 E-mail: Michael.Rush@walthamforest.gov.uk
Energy and Carbon reduction	Nimish Shan Carbon Reduction officer Schools	Direct Line: 020 8496 6798 E-mail: Energyteam@walthamforest.gov.uk E- mail: Nimish.Shan@walthamforest.gov.uk
Norfolk Property Services	Paul Bird Property Services Director	Direct Line: 020 8523 6232 Email: paul.bird@nps.co.uk
	Mathieu DuCry Programme Manager	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk
	Chris Riggs Team Leader	Direct Line:020 8523 6220 Email: chris.riggs@nps.co.uk
	Trevor McLurg Team Leader	Direct Line:020 8523 6220 Email: trevor.mclurg@nps.co.uk
	Martin Snook Team Leader	Direct Line:020 8523 6231 Email: martin.snook@nps.co.uk
	Peter Clark Senior Electrical Engineer	Direct Line:020 8523 6371 Email: peter.clark@nps.co.uk
Diocese of Brentwood	Moira Bishop Interim Assistant Director - Education	Direct Line: 01277 265284 Mobile: E-mail: moirabishop@dioceseofbrentwood.org
Diocese of Chelmsford	Bryan Lester Schools Officer	Direct Line: 01245 294439 Mobile: E-mail: blester@chelmsford.anglican.org