



London Borough of Waltham Forest

Schools Property Management Guidance – Part 2: Safe Management of Buildings

London Borough of Waltham Forest
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Part 2 Safe Management of Buildings

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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 submitted 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 Local Codes of Practice (LCoP) 1 Accident Reporting and Investigation. Some accidents require reporting immediately (i.e. 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 LCoPs 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.



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asbestos_incident_report_form_.doc

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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 bacteri 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.



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LCoP 20 - Control of
Legionella Bacteria in



hse_legionnaires_dis
ease_ACP.pdf



HSG L8 2013.pdf

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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

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