Leytonstone Secondary Practical Block

Edinburgh Primary and Queens Road Adult Education

Fredrick Bremer Secondary

Belmont Park Therapeutic Centre

London Borough of Waltham Forest

Schools Property Management Guidance – Part 3: Asset Management

London Borough of Waltham Forest
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PART 3: Asset Management

Section 1: Funding Arrangements

School have 2 main funding streams available to maintain and improve schools premise, either devolved or delegated directly to schools to manage or Schools Capital Allocations which are managed directly by Waltham Forest.

Delegated budgets for Repairs and Maintenance sit within the school budget share and schools are able to undertake capital improvements, Repairs and Maintenance using the appropriate funding stream.

Devolved Formula Capital (DFC) is allotted to schools according a set formula produced by the Department for Education (DfE). Which is based on pupil number and the January Census from the previous year. DFC may be accumulated over a maximum of three years in total in order to fund a more substantial scheme. The DfE have the right to claw back unspent allocation or can reduce the allocation of further years.

DFC is not to be spent on general maintenance, such as redecoration or routine repairs, DFC spend should be aligned with the Schools Asset Management Plan. Just because its in the condition report does not mean that it is a capital item. DFC can be spent on upgrading security, ICT infrastructure e.g. whiteboards, servers, hardware (not software). Accessibility works can also be funded from DFC.

It is not expected that schools use their revenue budgets for capital purposed but they are able to do so. Any revenue surplus being saved for a large capital scheme should be recorded on the school's budget setting or end of year closedown forms.

Schools should note that if they are in a deficit budget the school budget share is not permitted to be used to support capital expenditure or where such works would create a deficit revenue balance.

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Section 2: Premises should be managed and monitored

The Waltham Forest Asset Management Plan (AMP) 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

As a result, the Schools Capital Delivery team, Schools Asset Manager is in the process of drafting a Schools Asset Management Plan which picks up our council policies, visions and forward planning.

As part of the LA function in relation to Asset Management the School Asset Manager alone with the colleagues from Property will:

- 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 Team within Economic Growth and Housing Delivery

Lettings

Schools should ensure that their letting policy is up to date and complies with your COVID risk assessment.

A letting agreement will be appropriate where the hirer is seeking to use a part of the school premises either on an ad hoc basis or regularly, but there is no intention to create a landlord and tenant relationship. A letting agreement grants a contractual right for the third party to use the premises without displacing the governing body or creating any proprietary right to occupy.

A letting agreement is intended to grant licence to occupy and not a formal lease of the premises if a formal lease is required this needs to be agreed by the Schools Asset Team and Property Services. The School must take steps to ensure that a licence only is granted.

The School will need to ensure that the hirer is aware that the usage is not to the exclusion of the school's use of the premises and that the school may from time to time alter the part of the premises which the hirer is being allowed to use.

Key Requirements:

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

It is essential that school have bespoke Asset Management Plans that run alongside their 3 or 5 year budget plan and schools development plan showing a clear correlation between these plans and the schools through processes on moving forward.

General Requirements

The table below provides guidance on the routine day to day management of the school site. These roles are initialled 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
Provide a safe place of work	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 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. Ensure reports of all property-related hazards are dealt with within agreed timescales ensuring remedial action is satisfactorily completed.
Ensure staff use facilities and fixed equipment safely	Ensure that all equipment is used safely and in strict accordance with manufacturer's operating instructions Ensure that manufacturers' operating information for all equipment is easily accessible, and that employees are suitably trained before using equipment. Ensure all new facilities equipment is provided with sufficient user information to ensure safe operation.
Ensure gas appliance safety See section 5.4 'Other statutory Inspections' of this document for more detail	The Gas Safety Regulations require you to: ▪ 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-authorised staff do not interfere or make adjustments to gas appliances/fittings.

Objective/Requirement	Tasks
	▪ Ensure only properly qualified people are engaged to undertake work on gas appliances/systems.
Ensure Electrical Safety See section 5.4 'Other statutory Inspections' of this document for more detail	The Electricity at Work Regulations require: ▪ Electrical fixed wire installations will be inspected periodically. ▪ Check and inspect all portable appliances: ▪ 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 equipment that has not been labelled and inspected is not allowed on LBWF sites, and can only be used with the HTs express agreement. ▪ Insist staff always check before using that: ▪ All portable electrical appliances have a valid in-date test label ▪ There is no cable damage or obvious signs of damage to the appliance ▪ Ensure all portable electrical appliances are maintained to agreed standards.
Ensure Water Hygiene See section 5.3 Water Hygiene' of this document for more detail.	The approved Code of Practice L8 requires : ▪ A water risk assessment and written scheme of management will be prepared for every applicably premise. ▪ Suitable test, checks and preventative maintenance works will be undertaken to maintain water hygiene and prevent Legionella.
Statutory Compliance Generally See section 5.4 'Other statutory Inspections' of this document for more detail	There will be a range of assets and equipment which are covered by specific Legislation. These will be tested, checked and maintained by the School whom will retain compliance certificates, undertake planned maintenance, and maintain the asset/element in a compliant condition.
Ensure lifting equipment safety	Ensure lifting equipment is used by only trained persons, and that the safe method of working this machinery is followed. Ensure that training records are kept up-to-date for all staff using lifting equipment and identify the training needs of new users. Ensure that visual checks are carried out by all users of lifting equipment before use. Ensure that all lifting equipment which is the responsibility of LBWF is maintained and thoroughly examined at periodic intervals Provide manufacturer's safety information for lifting equipment to insurance team in order for it to be inspected as part of the school's insurance policy.
Provide controlled access/security	Ensure that all access points to premises remain secure and properly controlled, and that signage is maintained in good condition. Ensure processes are adhered to, (see below). Establish standard processes with contractors to ensure they sign the Site Log Book and confirm site access arrangements before arrival on site.
Provide secure access to roofs/plant rooms	Ensure that access points to the following areas are kept locked at all times. Put in place a system to control the issue of keys and ensure that only people performing authorised duties enter; ▪ roof areas ▪ lift machine rooms ▪ high voltage sub-stations ▪ other plant rooms.

Objective/Requirement	Tasks
	Restricted Access for these areas 'only to be used by authorised persons'. Ensure that appropriate safety signage is fitted to doors leading to areas where access is restricted.
Maintain documents and records (Red Box and Planned Preventative Maintenance Work Plans)	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). Ensure the Planned Preventative Maintenance Work Plan (where provided) is retained in the Red Box. 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
Locate service isolation points	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 Record the locations in the Red Box. 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.
Ensure contractors work safely	Cooperate with the contractor to ensure they work safely, refer to 'Managing Contractors' Guide produced by the Health and safety Team , on The Hub. Brief staff who greet contractors (gatekeepers, Reception etc) to contact the relevant person as soon as contractors arrive on site. 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. Ensure that contractors sign the attendance sheet and read the health and safety information for the site. 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 and they have read the asbestos register, prior to any of the building fabric being worked on.. Brief staff and visitors about the works and any special safety arrangements. Ensure that contractors have with them guidance for carrying out their work in a safe manner. This should 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. 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.
Raise awareness of	Know the location and contents of the asbestos register (filed in the Red

Objective/Requirement	Tasks
asbestos and to report any damage	Box) Raise awareness of staff and contractors to the presence of asbestos, (as shown in the asbestos register). Make sure staff know there may be risks to their health if they disturb asbestos. if asbestos materials or suspected asbestos materials become damaged contact as outlined in part 2 Ensure the completeness and accuracy of asbestos registers and the Asbestos Management Plan. Issue to premises and maintain up to date.
Ensure the management of all legal notices and correspondence from enforcing authorities / utility companies.	To advise the Assets, Health and Safety and schools Asset Manager of any contact by an enforcing authority including the following: ▪ 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 Co-ordinate response / action plans with above colleagues regarding the premises.
In winter and when conditions require – Ensure service areas/playgrounds and paths are safe - use of Rock salt	Ensure that rock salt or suitable alternative 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 should be cleared after all major walkways are made safe. Ensure that rock salt to pedestrian walkways, customer access points and emergency exit walkways is applied in the immediate vicinity of the building. 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: ▪ Managing H+S in Buildings (including welfare facilities and cleaning) ▪ 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)

Objective/Requirement	Tasks
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). Ensure the appointment of sufficient number of Fire Marshals to assist the Fire Warden during emergency evacuation and fire drills.
Implement the principles and adhere to the requirements of the premises Fire Safety Policy	Ensure the requirements of the premises fire policy are undertaken, reviewed, revised and communicated. Publish information and guidelines for the HT / Fire Warden.
Complete fire risk assessments	Provide Fire Risk Assessment for all premises and refresh as indicated in the report. Complete annual review of fire risk assessment and make

	recommendations. Carry out any managerial changes where required. Initiate any remedial action required. File reports in Red Box. Review 12 monthly & monitor for material changes. 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. 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.
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. Notify immediately all Legal Enforcement Notices to the Schools Asset Manager and the Health and Safety Team 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.
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.
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.

Objective/Requirement	Tasks
Brief your employees Annually	Brief your employees annually– through team meetings and learning – to ensure that ▪ the information contained in LBWF Environmental Guidance and Standards is understood by you and your staff ▪ ground and water pollution are 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
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
Minimise use of energy and water	Encourage employees to minimise energy and water 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 Schools Hub).
Noise pollution	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
Manage waste / legal compliance/recycle waste	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.

Report all unsafe acts and conditions	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.
Check for pest infestations (where applicable)	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.
Maintain grounds (where applicable)	Refer to agreed schedules frequencies in copy contract/schedule Report any problems with standards or frequencies to Technical Support. Establish standards and arrangements for the provision of grounds maintenance

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 Capital and Delivery 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.

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Section 3: 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 data of existing buildings across the maintained school estate. 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 prioritising 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.

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.

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 • 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, school's 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 carried out by a competent/technically qualified person 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 could be:

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.

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Section 4: Table of Common Defects

Before completing any remedial works please refer to the risk assessment for the activity. If the risk involved has not been assessed a written risk assessment should be carried out for any significant hazards. To ensure suitable controls are in place.

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.
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.

Table of Common Defects and Remedial Action		
Defects	**Causes**	**Remedy**
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 (potential for Asbestos Containing Materials in eaves, check Asbestos Register).	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.
FLAT ROOFS – LEAD		

Table of Common Defects and Remedial Action		
Defects	**Causes**	**Remedy**
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.

Lifting and deterioration of floor tiles/covering.	Ceramic tiles may sound hollow or be arched or uneven caused by initial expansion or shrinkage of the floor screed.	Relaying generally required incorporating a movement joint.
	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.	If in isolated areas, renew, however, in larger areas seek specialist advice (be aware of possible asbestos in flooring material or adhesives).
	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).	Heating and ventilating the area will reduce the humidity and the blocks can be relayed.
	The result of excess moisture (before or during installation) results in gaps, curling and the consequent lifting of any covering on the boards.	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.

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)	
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Section 5: 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 periodic thorough examination 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.

Head Teachers should contact their Technical service provider 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.

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..

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.

Radon

Any place of work which is under ground and classed as occupied must have a Radon survey and risk assessment https://www.hse.gov.uk/radiation/ionising/radon.htm#legalrequirements.

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. Contact your Technical service provider where you are regularly working in a basement or below ground level to ensure there is adequate ventilation.

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.

Restricting use of part of the Estate

This is also known as “mothballing”

Schools are being affected by falling rolls in terms of pupil numbers. This can be attributed to a number of reasons such as social mobility/ covid-19 leading to families relocating to rural areas outside of London, changing local demographics, decreasing birth rates etc.

These and other factors will have a significant effect on pupil numbers, accommodation needs and most significantly school budgets.

If mothballing elements of the estate is a consideration then schools will need to manage this effectively and consideration would need to be given to areas, groupings etc.

Below is a suggestion of what areas could be grouped

- Water systems: These would likely need to be kept operating to prevent later significant costs. Flushing requirements will likely increase with reduced occupancy.
- Insurance: For longer durations, you should notify your insurance company as they will require the maintenance of fire alarms, for example, especially if the building is left empty for periods, and would also recommend keeping the Intruder Alarms active to provide some deterrence to vandals and warning if there is a break-in.
- Life safety: If buildings are occupied by security or skeleton workforces, emergency lighting and fire alarm systems, etc remain critical. Fire suppression systems still need to be checked if they are being left active while the building is shut down. Assets such as fire-fighting equipment need to be considered.
- Lifts: Where buildings are occupied, lifts need to continue operating as normal,
- Heating systems: These could potentially be winterised as we move into summer months, not necessarily drained down

It is recommended that schools create a checklist of some of the most common requirements to be maintained in underutilised buildings such as:

- water system hygiene requirements under the HSE’s L8 guidance
- cooling tower compliance under the HSE’s L8 and local authority compliance
- fire detection system testing and maintenance
- passive fire protection testing and maintenance including fire doors, fire stopping, fire dampers, etc

- inspection and maintenance of active fire protection such as sprinkler and fire suppression systems, fire extinguishers, etc
- electrical safety checks under the Electricity at Work Regulations 1989 and IET Wiring Regulations (BS7671)
- gas safety inspections and maintenance
- F-gas compliance as a legal requirement for air conditioning and refrigeration systems
- pressure system safety regulations for example relating to compressed air and pressurised steam systems
- security systems monitoring and maintenance
- compliance under the Lifting Operations and Lifting Equipment Regulations 1998 for passenger lifts and lifting equipment if they are still to be in service.

Mothballing isn't just locking doors, the duty of care still remains and schools will need to consider the effects this has on the school estate in terms of time and cost.

School will need to make some difficult decisions for example heating these areas during the winter, if the building is un-used, there would be financial pressures to switch the heating off but then there is the risk of pipes freezing and wooden floors swelling / fibre ceiling tiles falling out if the buildings are cold and damp for any extended period. If the heating is set to maintain a lower room temperature say 12-15 Deg.C. (frost protection) the boilers would need to be maintained and check periodically.

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Section 6: 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.

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

- School staff
- Governors
- Authorities
- People who have no access to 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.

Examples of what needs to be in the Statutory Compliance Folder this is list is an indication if items and the school can add or amend as they require

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

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Section 7: 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 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.

Notification

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 contract. 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 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.

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 ensure that their principal designs starts a health and safety manual

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 L153 that supports CDM 2015 and explains it in more detail. There is also a short guide for clients on the Construction (Design and Management) Regulations 2015 INDG411 that is a useful document.:

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.

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 Principal Designer appointed by the school 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 continued 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 to put in the Health and Safety File.
- 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 is covered by the 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)	
Education Capital & Planning Schools Asset Manager	Direct Line: 020 8496 8081 Mobile:07740 900 541 Email: angela.ferdinand-sergeant@walthamforest.gov.uk
Health and Safety Team	Direct Line: 020 8496 4444 option 3 Email: healthandsafety@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6373 Mobile: 07774 115969 Email david.corben@nps.co.uk

Section 8: 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 water:	Monitor and benchmark the energy consumption of your building 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. DECs 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 DECs

An energy assessor, accredited to produce DECs, 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.ndepcregister.com or alternatively NPS can be commissioned to undertake this role on behalf of the school.

Contact(s)	
Energy Management Team	Direct Line: 020 8496 6798 E-mail: Energyteam@walthamforest.gov.uk
Norfolk Property Services	Direct Line: 020 8523 6237 Mobile: 07825 173088 Email: mathieu.ducry@nps.co.uk

Section 9: 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.

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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 adequately risk assessed and properly executed in relation to security aspects.

Security Systems and Incident Response

Security Systems are maintained by schools. 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.
- Be familiar with the LCoP9 on improving security in schools
- 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.

Contact(s)	
Health and Safety Team	Direct Line: 020 8496 4444 option 3 Mobile: Email: healthandsafety@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