
Property Management and Compliance Guide



Reading
Borough Council
Working better with you

Property Management and Compliance Guide

(Final Version)

STATEMENT:

Reading Borough Council (RBC) and schools as the 'Duty Holders' must comply with legislation and fulfil their statutory responsibilities and must ensure that:

- All Buildings/Premises/Properties, related assets and equipment under the authorities or schools control is serviced, maintained, statutory inspected and tested in accordance with legislation.
- All Buildings/Premises/Properties, related assets and equipment under the authorities' or school's control have a 'Responsible Person' appointed to ensure the servicing, maintenance; statutory inspections and testing are carried out.

SCOPE:

This Guide applies to:

- All Senior Managers, including Governing Bodies
- Head Teachers
- All persons appointed as the 'Building Manager' or Responsible Person
- All buildings/premises/properties – any structure, open space, grounds including temporary structures including related assets and equipment, leased or owned by RBC, Governing Bodies or Foundation Bodies; these will be referred to in this guide as "Property" or "Properties"

Index

- 1.0. [Introduction](#)
 - 2.0. [Roles & Responsibilities](#)
 - 3.0. [Process – Building Manager](#)
 - 4.0. [School Specific](#)
 - 5.0. [Corporate Codes of Practice](#)
 - 6.0. [Contact Address's and Guidance Links](#)
 - 7.0. [Statutory Compliance Guide](#)
 - 8.0. [Business Continuity / Rainbow Plans](#)
 - 9.0. [Radon](#)
-

1.0. Introduction

- 1.1. This guide has been developed to assist those with Building Management Responsibilities to ensure that their buildings remain compliant with Health and Safety Legislation and Best Practice
- 1.2. Health and Safety legislation requires employers to carry out servicing, maintenance, testing and statutory inspections, referred to as maintenance or statutory inspection herein on its properties to ensure the health, safety and welfare of its employees, councillors, visitors, contractors and members of the public including children in education.
- 1.3. RBC has the overall responsibility for Health and Safety for Corporate Buildings and in Community Schools. Where RBC are not the employers, then the responsibilities under Health and Safety Legislation fall to the respective employers.
- 1.4. Within this document reference is made to the 'Building Manager'. This person may be a team e.g. Corporate FM, or it may be an individual whose Manager has given them delegated responsibilities for the upkeep and maintenance of all building related issues. This will depend upon any contract or agreement that is in place and the use of the building in question.
- 1.5. Building Managers may have entered into an agreement or contract with other 3rd Party providers such as a telecoms company who may have installed aerial equipment. While it may not be the Building Manager's duty to maintain the equipment, it is their duty to ensure the 3rd party provider does.
- 1.6. Building Managers should ensure that it is clearly documented who is responsible for which tasks.

2.0. Roles & Responsibilities

Governing Bodies are responsible for ensuring compliance with this GUIDE:

- 2.1. Where you have not acquired the services provided by Corporate Property Services or Corporate Facilities Management, you will take on full accountability for the requirements set out in this guidance.
- 2.2. Where staff share occupancy within leased areas of leased properties, identify who has the responsibilities for undertaking the requirements set out in this guidance and ensure they have been discharged.
- 2.3. Monitor compliance against this guidance.

Heads of Service are responsible for ensuring compliance with this GUIDE:

- 2.4. Appoint a 'Building Manager' to act on behalf of RBC to ensure statutory requirements are met with regard to the safe management of its properties, associated assets and equipment.
- 2.5. Where there is shared occupancy, Service Managers are to agree on the appointment of a Building Manager.
- 2.6. Where you have opted out of the services provided by Corporate Property Services or Corporate Facilities Management, you will take on full accountability for the requirements set out in this guide.
- 2.7. Where staff share occupancy within leased areas of leased properties, identify who has the responsibilities for undertaking the requirements set out in this guide and ensure they have been assigned accordingly.
- 2.8. Monitor compliance against this guide.
- 2.9. Ensure Managers appointed as Building Managers are competent and have completed the relevant training modules.
- 2.10. Comply with Corporate Standards in particular Corporate Codes of Practice.

Head Teachers are responsible for ensuring compliance with this guide:

- 2.11. Appoint a 'Building Manager' to act on behalf of RBC to ensure statutory requirements are met with regard to the safe management of its properties, associated assets and equipment.
- 2.12. Where there is shared occupancy, Head Teachers are to agree on the appointment of a Building Manager.
- 2.13. Comply with RBC Codes of Practice in particular Corporate Property Standards, Contract Procedure Rules and the Scheme for Financing Schools.

Building Managers must ensure compliance with this guidance and:

- 2.14. Ensure the statutory requirements set out in this guidance are carried out through regular monitoring and review.
- 2.15. Ensure local records i.e. log books are kept up to date and where applicable central records are kept as per the relevant frequencies set out in this guidance of the maintenance and statutory requirements having been carried out as evidence of compliance. Eventually this will be maintained on Atrium.
- 2.16. Bring to the attention of the Council or leaseholder any maintenance or statutory inspections that have not been carried out.
- 2.17. Procure competent service providers where Property Services have not been commissioned through a contract or agreement. Guidance can be sought on competent providers by contacting Property Service; checking whether the provider is accredited by a pre-qualification scheme; or that is a member of Safety Schemes in Procurement SSIP. Further guidance on competency can also be found in Code of Practice 024 - Contractors.

- 2.18 Notify Property Services, Valuations and Education of any changes to the property or additions to the Asset list.
- 2.19. Building Managers may delegate some of the local inspections and monitoring requirements but cannot delegate accountability.
- 2.20. Where local inspection and monitoring have been delegated, they are to ensure the appointed persons are competent and have completed the relevant training modules for example Health and Safety Level 2, Legionella Awareness etc.

Corporate Property Services (CPS) where there is an agreement or contract in place must:

- 2.21. Where appointed, Property Services must have contracts in place for the provision of services to ensure the Council's properties, including leased properties where the Council is responsible, meet statutory requirements for safety.
- 2.22. Have a contract or agreement with a competent Statutory Inspection provider for the purpose of carrying out the statutory inspections described in this guide where there is an agreement or contract in place.
- 2.23. Monitor the performance of service providers and ensure all shortfalls in service are rectified as soon as possible.
- 2.24. Provide Building Managers local access to all records or copies of records in their possession.
- 2.25. Provide records to enforcing authorities or other service providers where requested to do so and only with authority from RBC.
- 2.26. In due course, Keep central records of the checks they are responsible for on Atrium.

Corporate Facilities Management (CFM) where there is an agreement or contract in place must:

- 2.27. Carry out regular checks and inventories for the Building occupiers according to corporate procedures to ensure the building remains compliant.
- 2.28. Ensure that the Facilities Management Officer (FMO) is fully trained and is competent to carry out the required tests and checks within the specific building.
- 2.29. To comply at all times with the requirements of the Service Level Agreement.

School Meals team must;

- 2.30. Have a contract or agreement with a competent provider for the purpose of servicing and maintaining catering equipment described in this guide where they are the operator unless a separate agreement has been made.
- 2.31. Monitor the performance of the service provider and report to the Council through the appropriate Contractual rectification Form, all shortfalls in service as per Safe Working Procedure Control of Contractors and Service Providers.
- 2.32. Have and retain electronic records centrally of statutory inspections which have been carried out, as evidence and ensure a copy of the statutory inspections are retained by the Building Manager of the respective property.
- 2.33. Provide Building Managers local access to records or copies of records where requested to do so, only with authority from RBC.
- 2.34. Provide records to enforcing authorities or other service providers where requested to do so and only with authority from the Council.
- 2.35. Eventually ensure the Council's compliance system 'Atrium' is kept up to date with the relevant statutory inspection certification to ensure compliance; it is therefore the responsibility of the school to ensure the system is updated.

3.0. Process to use this Guide – Building Manager

- 3.1. If you are the occupier of a property leased or held under a licence agreement, the terms of the lease / licence will identify who has the obligations for repairing and maintaining the property. Advice can be sought from Valuations on lease licence obligations.
- 3.2. It is vital that responsibilities for tasks are clearly defined between the building occupiers, CFM and CPS. Some of the inspections/maintenance that is required must be carried out locally; for example evacuation drills, emergency lighting checks, weekly fire alarm test, Legionella Tests. Records must be kept in the log books provided or in time on Atrium.
- 3.3. Where you have equipment that requires statutory inspection such as lifts, boilers, pressure vessels, ensure these are included on the Crimson database, through the Property Services team. If you do not notify them of new equipment and / or if you do not have an appropriate service level agreement in place with RBC for the provision of statutory inspections or maintenance, you will be responsible for having a provider in place to carry out the statutory inspections and equipment maintenance.
- 3.4. Where inspections should be carried out by the Building Manager this means a sensible visual inspection by a lay person to ensure nothing untoward has happened. Where inspections must be carried out by a Competent Person this means a person who has had appropriate training to undertake the inspection / task trained, experience, knowledge and skills.

4.0. School Specific

4.1. The school should refer to and comply with all Council policies, procedures and guidance

4.2. Requirements

Schools have a duty to operate and maintain their property safely and are to comply with these specific issues in addition to the overarching requirements:

4.3. Repair and Maintenance of Premises

4.3.1. Schools are responsible for keeping their property in a good state of repair and for carrying out reactive repairs and Planned Preventative Maintenance (PPM). Generally the Council is responsible for capital works including whole scale replacement of building elements and systems (roofs, building structure, heating systems etc., described as Capital repairs) with the school being responsible for all other repairs, testing and maintenance (Revenue repairs). Section 8 of the Scheme for Financing Schools gives further guidance.

4.3.2. The school to ensure the premises including windows are cleaned as often as reasonably required.

4.3.3. Where appropriate the School must commission a condition survey of the existing building fabric and services prior to any transfer of the whole or part of the school premises to any third party.

4.4. Repair Works or Alterations to the Premises

4.4.1. All maintained schools excluding Foundation, Trust or Voluntary Aided schools need to make a formal request to Education (as the landlord), to request authorisation from the Council for any building works or alterations proposed to the school premises.

4.4.2. Although not mandatory it would be good practice for Trust / Foundation and Voluntary Aided schools to also ensure the Council are made aware of any building works or alterations.

4.4.3. See also section 4.10 of this document regarding Insurance.

4.4.4. All relevant legislative requirements and Health and Safety policies are to be adhered to for all building projects within schools. Where a school commissions a project, the School retains responsibility to ensure all requirements and policies are adhered to. Where these projects are commissioned by the Council these requirements and policies will be dealt with by the Council.

4.5. Statutory Compliance

4.5.1. Schools must comply with the provisions and requirements of all statutes, regulations, orders, byelaws, permissions, consents and licences (including all Health and Safety Regulations and The Regulatory Reform (Fire Safety) Order 2005, the Planning Acts and Education Acts.

4.5.2. Schools must ensure all statutory inspections and servicing requirements are undertaken as required and to provide a copy of the relevant certificates etc. if requested by the landlord.

4.5.3. Details of the Council's Code of Practice (COP) setting out the requirements for compliance are available on the Council's Intranet and external internet <http://SLA>

On-Line Portal/. Should a school have specific queries these should be addressed to Education or Health & Safety.

4.6. **Access to Property**

Maintained Schools must allow Education or its agent's access to inspect the property for any reason in relation to its role as maintaining Authority. All such inspections shall be with reasonable prior notice except in the case of emergency.

4.7. **Property Use – Vacant Property, Proposed Property (Transfer & Third Party Lettings)**

4.7.1. Schools must advise Education of all property surplus to operational requirements and to assist in the appropriate re-allocation of such property where the Council owns the school site.

4.7.2. The school to obtain Education consent in writing to any change of use of the premises in whole or part. The school must ensure all necessary consents are obtained to a change of use including planning permission and any consents required under the Education Acts. Legal advice in this respect will need to be obtained.

4.7.3. The school to obtain Education consent in writing to the terms of any proposed hiring or licence of part of the premises.

4.7.4. The school must properly control and oversee all such occupation of the premises by 3rd parties.

4.8. **Building and Contents Insurance**

Where the Council is responsible for arranging the building and/or contents insurance for the school, the school shall consult the Insurance Department on any proposed changes that may affect the insurance cover. Issues that may affect the cover include lettings, building works or vacant property.

4.9 **Legal Notices**

The school must ensure that copies of any Legal Notices served on the school are passed to both Corporate Health and Safety and the Councils Legal Services.

4.10 **Telecommunications/IT**

The school is to ensure compliance in relation to telecommunications and IT, including Display Screen Equipment compliance.

4.11 **Provision of Utility Services and Energy Management**

Schools are encouraged where possible to use the Councils preferred supplier for the supply of services although this is not compulsory. Schools will be required to provide the Councils Energy Manager with details of their suppliers and invoice data as and when requested to enable the Council to feedback energy data to the appropriate monitoring body.

4.12 **Pest control**

The School shall contact Environmental Health Officers immediately in the event of any infestation, pest issues or any other notifiable issues and make appropriate arrangements for treatment of affected area.

4.13 **Environmental Management**

4.13.1 Schools are to ensure that they conduct their daily activities in an environmentally responsible and safe manner.

4.13.2 Where the approval of or comment by CS&L is required, it may be necessary to refer the request to specialists for consideration. Any costs incurred in obtaining this advice may be passed on to the school by CS&L. In giving consent CS&L may impose any reasonable conditions so as to protect the Councils position as owner of the building or to ensure compliance with Statutory or Council Policy.

5.0 Corporate Codes of Practice

All the Corporate Codes of practice are available on [IRIS in the Health and Safety Pod](#).
School Codes of Practice are available on the School Portal.

6.0 Contact Address' and Guidance Links

6.1 Property Services

Tel: Helpdesk on 73938 (0118 9373938)

Email: Facilities.supportteam@reading.gov.uk

6.2 Corporate Health and Safety

Tel: 72485 (0118 9372485)

Email: Corporate.Health&Safety@reading.gov.uk

Health and Safety Pod on IRIS

6.3 Health and Safety Executive

www.hse.gov.uk

7.0

Statutory Compliance Guidance

Notes for following tables:

The majority of the required actions will be carried out by either an Approved Contractor (AC) or a Competent Person (CP) with some others carried out by our insurer or specific qualified assessors.

Approved Contractor (AC) – A contractor with all the necessary professional qualifications to undertake the works to the latest and appropriate legislation.

For corporate buildings and those schools within the PROPERTY SERVICES SLA these contractors shall be procured and the contracts managed by Property Services.

Competent Person (CP) – A person who has had appropriate training to undertake the inspection / task, this may be an RBC member of staff at the building concerned or a member of the Facilities Management team appointed to undertake this particular task.

The Building Manager MUST establish who is carrying out these inspections/tasks and that they are being carried out in accordance with the frequencies specified.

Should the Building Manager have any queries or issues they should be raised with Property Services and or the Corporate Health & Safety Team.

Frequency and Type of Inspection:-

The frequency of an inspection and or the type of inspection undertaken will either be in accordance with laid down regulations / guidance or may be the result of a specific risk assessment for that area of work / system or piece of plant and equipment.

The TYPE OF INSPECTION is listed as either STATUTORY (S) or OPERATIONAL (O) or BEST PRACTICE (BP).

Area / System or Plant Type	Action Required	Frequency	Inspection By	Type of Inspection	Notes
Accident Reporting					
Reporting of all accidents	Report all accidents, Incidents and Near Misses via the online page or via the paper book	As and when		S	All accidents are required to be recorded and records held for three years (until the age of 21 for children). RIDDOR
Fire Safety					
Fire Detection & Alarm Systems	Function Check Alarm Check Inspection Inspect & test	Daily Weekly Quarterly Annual	CP CP AC AC	BP BP BP S	RBC Inspect and Test 25% quarterly, therefore 100% annually.
Fire Extinguishers	Charge Check Inspection Discharge (not CO2)	Monthly Annual 5 Yearly	CP AC AC	BP S S	
Fire Hose Reels	Visual Inspection Function Test	Monthly Annual	CP AC	S S	
Automatic Sprinkler Systems	Function Check Service	Weekly Annual	CP AC	S S	
Fire Protection Systems for Communications Rooms and Server Rooms CO2 & Inert Gases	Visual Panel Test Inspection & Test Enclosure Integrity	Weekly Quarterly 6 Monthly Annual	CP CP AC AC	O O O O	Not statutory but down to business risk
Dry/Wet Risers & Hydrants	Visual Inspection Hydraulic Test	Weekly 6 Monthly Annual	CP AC AC	BP S S	

Asset Type / Work Type	Action Required	Frequency	Inspection By	Type of Inspection	Notes
Fire Safety (Cont)					
Smoke Extraction Systems, Exhaust Ventilators, Smoke Vents	Simulated Test Inspection	Weekly By Risk Assessment	CP AC	O S	
Emergency Lighting	Visual check green / red LED on Operational Check 1Hr Simulation Test 3Hr Simulation Test	Daily Monthly 6 Monthly Annual	CP CP AC AC	S S S S	
Fire Doors (auto)	Condition & Function Test Service & Inspection	Quarterly 6 Monthly	CP AC	S S	
Fire Dampers / Sensors	Test & Inspect	Annual	AC	S	
Fire Shutters	Test & Inspect	Annual	AC	S	
Escape Routes & Fire Doors	Visual Inspection Auto Doors Inspection Auto Doors Inspection	Weekly Monthly 6 Monthly	CP CP AC	O O S	
Fire Drills – Corporate Buildings	Building Evacuation	6 Monthly	CP	S	
Fire Drills – Schools	Building Evacuation	Once Per Term	CP	S	
Fire Drills - Sleeping Accommodation	Building Evacuation	At least Annually	CP	S	

Asset Type / Work Type	Action Required	Frequency	Inspection By	Type of Inspection	Notes
Fire Risk Assessment	Risk Assessment	As Per Risk Assessment/building changes	AC	S	
Lifts & Lifting Equipment					
Passenger Lifts (all lifts used to lift or lower passengers)	Service/Inspection	Risk Assessment	AC	BP	Most RBC passenger lifts are inspected monthly
	Engineering Inspections (LOLER)	6 Monthly	AC (Insurer)	S	
	Emergency Alarm Test	Weekly (no auto dialler)	CP	BP	
		Quarterly (With auto dialler)	CP	S	
Check Motor Room Locked & Secure	Daily	CP	BP		
Lifts & Hoists (for lifting goods & equipment)	Service	Risk Assessment / Manufacturer's Instructions	AC	O	Due to the ever changing number and location of hoists, servicing is arranged by the Building Manager.
	Engineering Inspections (LOLER)	Annual	AC (Insurer)	S	
Stair lifts	Service	6 Monthly	AC	S	

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Fall Arrest Systems & Eye Bolts					
Abseil / roped access points (inc eye bolts)	Inspection & Test	6 Monthly	AC	S	
Fall Arrest Cable System	Inspection & Test	Annual	AC	S	
Ladder Restraint Anchor Points	Inspection & Test	2 Yearly	AC	S	
Water Hygiene & Legionella					
Hot & Cold Water Systems	Risk Assessment	2 Yearly or water system changes	AC	S	Building Managers MUST inform Property Services of any changes made to building water systems
Legionella - Written Scheme of Control	Flushing	Weekly or as per written scheme	CP	S	Little Used Outlets
	Temperature Tests	Monthly	CP	S	Sentinels, calorifier & representative outlets Showers de-scaled by AC in Sheltered Units
	De-Scale showers	Quarterly	AC	S	
	CWT Inspections	Annual	AC	S	
	Calorifier Inspection	Annual	AC	S	
	CW Mains & CWS	Annual	AC	S	
Tank Temps Sampling	By Risk Assessment	AC	S		
Thermostatic Mixer Valves	Temp testing for scalding	By Risk Assessment	CP	S	Building Managers to risk assess frequency
	Service	6 Monthly	AC	S	
Reduced Pressure Zone (RPZ) Valves	Service and Function Test	Annual	AC	S	

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Water Hygiene (Cont)					
Swimming Pools	Water Quality Treatment Test	Daily	CP	S	
	Biological Test/Inspect	Monthly	CP	S	
	Plant & Equipment Check	6 Monthly	AC	S	
Electrical Testing					
Fixed Wiring Tests					The Contractor carrying out the test & inspection can recommend a different future interval for testing, which maybe increased or decreased as a result of the findings.
Domestic rented	Test & Inspection (T&I)	5 yearly or change of occupancy	AC	BP	
Offices / Commercial	T&I	5 Yearly	AC	BP	
	Routine Check	Annual	CP	BP	
	RCD Test	Quarterly	CP	BP	
Education Buildings	T&I	5 Yearly	AC	BP	
	Routine Check	6 Monthly	CP	BP	
	RCD Test	Quarterly	CP	BP	
Leisure Complexes	T&I	3 Yearly	AC	BP	
	Routine Check	Annual	CP	BP	
	RCD Test	Quarterly	CP	BP	
Swimming Pools	T&I	Annual	AC	BP	
	Routine Check	4 Monthly	CP	BP	
	RCD Test	Quarterly	CP	BP	

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Electrical testing (Cont)					
Theatres	T&I Routine Check RCD Test	3 Yearly Annual Quarterly	AC CP CP	BP BP BP	
Community Centres	T&I Routine Check RCD Test	5 Yearly Annual Quarterly	AC CP CP	BP BP BP	
Portable Appliance Testing (PAT)	PAT Test	Annual	AC	S	RBC has a policy of carrying out PAT testing annually. The contract is set up by Property Services but due to the nature of the work – each BUILDING MANAGER is responsible for arranging their PAT testing via the Facilities Helpdesk.
Portable RCD's	Test Operation	Before each use	CP	BP	
Lightning Conductors	Continuity Test & Inspection Report	11 Monthly	AC	S	
Stage Lighting	Function Test Test & Inspect	Pre-Use Annual	CP AC	O S	Specialist testing to be arranged by the Building Manager with an appropriate contractor.
Electric Generators	Service	As per manufacturer's instructions	AC	S	

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Kilns					
Electric Pottery Kilns	Part of Electrical fixed Wiring Test	5 Yearly	AC	BP	HSE Guidance is that Kilns should be “regularly” tested and maintained. No specific statutory requirement –PUWER which requires equipment to be kept in a safe condition.
	Service	Annual	AC	S	
Heating & Hot Water Plant					
Gas Boilers Water Heaters & other gas fired plant LPG or Natural Gas	Service & Inspection	Annual or manufacturer’s instructions	AC	S	Gas Regulations require gas appliances to be maintained in a safe condition.
Gas Supply (outlet) Pipe Work	Tightness Test & Visual Inspection	5 yearly and by risk assessment	AC	S	Programme to be put into place.
Landlord’s gas appliances	Safety Check and issue a Landlords gas safety record	Annual (within 12 months of last check)	AC	S	LGSR MUST be on public display in buildings with a communal gas heating system.
Oil fired plant	Service & Inspection	6 Monthly	AC	BP	
Fuel Oil & Biomass Fuel Storage Vessels	Bund & Storage Condition Report	Annual	CP	BP	Control of Pollution Regs
Oil Storage & Pipeline	Inspection & Test	5 Yearly	CP	BP	
LPG Storage Vessels	Visual Inspection	Monthly	CP	BP	
	Test & Inspection	Manufacturer’s instructions	AC	S	

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Heating & hot Water Plant (Cont)					
Biomass Plant	Service & Inspection	6 Monthly	AC	BP	
Ground & Air Source Heat Pumps	Inspection	Manufacturer's Instructions	AC	O	
Carbon Monoxide	Functionality Test	Weekly Monthly 6 Monthly	CP CP CP	BP BP BP	
Air Conditioning					
Split Air Con Units	Service & Inspection	Annual	AC	BP	
Chiller Units	Service & Inspection	Manufacturer's Instructions	AC	BP	
All air conditioning systems or multiple number of systems on one site which add up to 12Kw cooling capacity or more.	TM44 Inspection	5 Yearly	Accredited Assessor	S	
Exhaust Ventilation inc Fume Cupboards	Operational Check Condition & Performance Report	Monthly 14 Monthly	CP AC	O S	
Pressurised Systems & Vessels					
Hot Water Boilers (>100 ⁰ C)	Written Scheme of Inspection Service	14 Monthly Annual	Insurance Engineer AC	S BP	
Steam Ovens & any other pressure steam generating catering equipment	Written Scheme of Inspection	14 Monthly	Insurance Engineer	S	

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Pressurised Systems & Vessels (Cont)					
Other pressure vessels – all non-steam vessels containing gasses or fluids at high pressure >250 bar ltrs	Written Scheme of Inspection	14 Monthly	Insurance Engineer	S	
Refrigerant Plant (>25Kw) Where gas, liquid and mechanical pressure is used to move heat in order to refrigerate	Written Scheme of Inspection Service	14 Monthly Annual	Insurance Engineer AC	S O	
Compressed air equipment	Written Scheme of Inspection	14 Monthly	Insurance Engineer	S	
Personal Alarm Systems					
Personal alarm systems such as Tunstall, Warden Call and other communal personal alarms	Operational Check Service & Inspection	Monthly 6 Monthly	CP AC	BP S	
Mechanical/Electrical Auto Doors, Gates, Barriers & Shutters					
Roller Shutters	Operation Check Test & Inspection	Monthly Annual	CP AC	BP S	
Electric Gates, Doors & Barriers	Operational Check Service & Force Test	Weekly 6 Monthly	CP AC	BP S	Function check, safety switches etc.
Catering & Laundry Equipment					
Kitchen & Laundry Gas Appliances	Test & Inspect	Annual	AC	S	Gas regs state that appliances must be regularly maintained and kept in a safe condition.

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Catering & Laundry Equipment (Cont)					
All Other Catering & Laundry Equipment	Test & Inspect (In addition to Electrical Fixed Wiring Test)	Annual	CP	S	PUWER regs require work equipment to be maintained in a safe condition.
Extract Canopy & Connecting Ductwork	TR19 Inspection	Annual	AC	S	
Fire Dampers & Sensors	Test & Inspect	Annual	AC	S	
Asbestos					
Management Survey	Condition Inspection & Report	As per Management Plan	AC	S	RBC re-inspect annually
Demolition / Refurbishment Survey	Full Intrusive Survey	Prior to any intrusive works	AC	S	
Training		Annual	CP	S	
Ladders					
Ladder Condition	Visual Condition Check Test & Inspection	Before Use Quarterly Annual	CP CP CP	S S S	A Ladder Register should contain the detail of all ladders on site. Ladders should be secured in order to prevent unauthorised use.
First Aid					
Supplied First Aid Equipment	Check contents complete and not beyond expiry date	Regular & before use	CP	S	

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
PE / Playground Equipment					
All PE & Playground Equipment	Inspection & Test	Annual	AC	BP	
Glazing					
Windows or other transparent or translucent surface in a door, wall or partition	Safety Inspection Site Risk Assessment	Quarterly Rolling Programme	CP AC	BP S	
Display Energy Certificate (DEC)					
Energy Performance	Display Energy Certificate Assessment	Building of >1000m ² Annual Building of <1000m ² 10 Yearly	Trained Assessor Trained Assessor	S	
Asset Lists					
Ensuring Building Asset List is up to date	Alterations identified and Property Services Informed	Annual Or as assets are known to have been added too or changed	CP	BP	Building managers to annually check that their asset lists are current.
Asset List updates on Asset Management Software	Update AMS Accordingly	Annual Or as assets are known to have been added too or changed	Facilities Team	BP	Property Services to update current AMS

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Chimney	Visual condition	Monthly or after strong winds	CP	BP	
	Structural Integrity	18 Monthly	CP	BP	
COSHH	COSHH Risk Assessment	When necessary	CP	S	All substances should have an up to date Safety Data Sheet and a Sypol COSHH Assessment. Managers are responsible for ensuring that they are kept up to date and that all staff have been adequately trained in the Control Measures
DSE	DSE Risk Assessment	New User or change in workstation	CP	S	These Requirements apply not only to desktop workstations, but also Laptops, Tablet computers, Workbooks and PDAs. There is a section in the CoP for Hot desking. Instructions in how to adjust the chairs in the Civic is on IRIS.
First Aid	Number of first aiders depends upon environment	3 Yearly refresher	CP	S	Selection of equipment and number of First Aiders should be decided following a first aid risk assessment in line with the Health and Safety (First Aid) Regulations 1981.
Pedestrian & Vehicle Segregation	Risk Assessment	Annually	CP	S	

Asset Type / Work Type	Action Required	Frequency	Inspected By	Type of Inspection	Notes
Slip Risk Assessment	Risk Assessment	Annually	CP	S	The HSE Slip Assessment Tool (SAT) can help with this.
Tree Safety	Visual Inspection	Monthly	CP	BP	
		3-5 yearly dependent on risk	AC	S	

8.0 Business Continuity / Rainbow Plans

A business continuity plan (or Rainbow Plan in Schools) is a plan to continue operations if a place of business is affected by different levels of disaster which can be localised short term disasters, to days long building wide problems, to a permanent loss of a building. Such a plan typically explains how the business would recover its operations or move operations to another location after damage by events like natural disasters, theft, or flooding. For example, if a fire destroys an office building, if 50% of the staff fall ill, or are unable to get to work due to bad weather.

It is the responsibility of the manager to ensure that their section has an up to date plan to ensure business continues as normal as much as possible. Please contact the Emergency Planning team if you require any assistance.

9.0 Radon

Radon is a colourless, odourless radioactive gas. It is formed by the radioactive decay of the small amounts of uranium that occur naturally in all rocks and soils. Radon is everywhere; formed from the uranium in all rocks and soils. Outdoors everywhere and indoors in many areas the radon levels are low and the risk to health is small. The darker the colour on the radon maps, the greater the chance of a high radon level in a building. However not all buildings, even in the darkest areas, have high levels. For more information and the Radon Maps see www.ukradon.org.