

SAFE WORKING PROCEDURE

Property Management and Compliance

CORPORATE HEALTH & SAFETY | VERSION 7.00 | June 2023

STATEMENT:

Southampton City Council (SCC) and its maintained 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 schools control have a 'Responsible Person' appointed to ensure the servicing, maintenance; statutory inspections and testing are carried out.

SCOPE:

This Safe Working Procedure (SWP) applies to:

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

Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	Nov 2010	
Version 2.00	Mar 2011	
Version 3.00	July 2011	
Version 4.00	April 2012	
Version 5.00	August 2012	
Version 6.00	Feb 2019	Updated text and links
Version 6.01	Apr 2020	Updated text and links to Keystone and Crimson databases.
Version 6.02	Sept 2021	Links to new Intranet pages updated
Version 6.03	July 2022	Links update to Forms A, B and C on section 13
Version 7.00	June 2023	Updated to include need to comply with SCC's Guide to Maintenance of AOV's (guidance included in document) and to reflect Property Services now known as Corporate Estates and Assets
Review Conducted		Next Review Date
Feb-July 2011		Sept 2011
April 2012		April 2013
August 2012		August 2013
Feb 2019		Sept 2019
April 2020		April 2022
September 2021		Sept 2023

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Where Corporate Estates and Assets are commissioned to provide a service in relation to this guidance, these services are identified in the service level agreements and will be carried out in accordance with those agreements. Under such agreed service provision the Responsible Person can assume Corporate Estates and Assets will ensure the service delivery will be compliant with the requirements of this SWP

1. Introduction

- 1.1. 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, visitors, contractors and members of the public including children in education.
- 1.2. Where SCC owns land and buildings, known as property, the Resources portfolio has an overall strategic responsibility for the asset. Property is allocated by the Resources Portfolio to Service Portfolios for specific purposes.
- 1.3. Maintenance and statutory inspections set out in this document must be carried out by competent people ([refer to section 2](#)).
- 1.4. The Council provides a number of services to the Responsible Persons such as the statutory inspection and maintenance of lifts, boilers, pressure plant and other such equipment, which are set out in this document. The services are provided by Corporate Estates and Assets, Risk and Insurance Services.
- 1.5. Responsible Persons 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 Responsible Person's duty to maintain the equipment, it is their duty to ensure the 3rd party provider does and where equipment is to be mounted externally seek the councils approval (Corporate Estates and Assets)
- 1.6. The Council has procured an electronic management system, 'Keystone', to act as a central monitoring and data management tool. See 5.1 for more details on Keystone.
- 1.7. A microsite has been developed to assist the Responsible Person to undertake their duties (see Microsite Responsible Person – Property Compliance).
- 1.8. **Schools only:**

- 1.8.1. Schools are allocated to, and managed by, the Children and Families portfolio. School premises are then allocated to the individual school to be managed on a day to day basis by the schools, in accordance with the requirements of SCC.
- 1.8.2. This document sets out the requirements for schools in managing and occupying property / properties.
- 1.8.3. It also sets out mandatory reporting requirements for other maintained schools (i.e. Foundation, Trust and Voluntary Aided) in order to meet the conditions attached to their receipt of delegated budgets as set out in the [Scheme for Financing Schools](#).
 - 1.8.3.1 SCC also has intervention powers to secure compliance with H&S legislation provided for within the [Scheme for Financing Schools](#). Where such intervention power is exercised, SCC has the power to recover the costs of doing so from schools delegated budgets
- 1.8.4. Schools that have become **Academies** fall outside the scope of this document.
 - 1.8.4.1 **Community (Maintained) schools**, Community Special schools, Voluntary Controlled Schools, Maintained Nursery Schools and PRU's – SCC will be the employer for the purposes of most H&S legislation. SCC is able to lawfully delegate specific tasks to ensure compliance with H&S in maintained schools to Governing Bodies and Head Teachers, who are then required by law to carry out or arrange for the carrying out of those delegations by appropriately qualified persons on its behalf. The Southampton City Council Scheme for Financing Schools Chapter 7. Repairs and Maintenance and 8. Health and Safety outlines the tasks the schools are responsible for to ensure compliance with H&S.
 - 1.8.4.2 **Foundation (Trust) and Voluntary Aided schools** – The employer will be the Governing Body of the school, who will be responsible for complying with all H&S legislation in this regard.
 - 1.8.4.3 **Academies** – The proprietor of the school will be the employer and responsible for complying with H&S requirements. The Secretary of State will have responsibility for ensuring compliance, through the provision of a Funding Agreement.
- 1.8.5. SCC has a duty under the Education Acts to ensure that all maintained schools (including Trust and VA schools) have arrangements in place to meet their respective H&S duties and to monitor compliance accordingly.
- 1.8.6. Tasks are delegated to schools in a number of ways but primarily through the provisions of the [Scheme for Financing Schools](#), SWP's such as this document and those SWP's listed within it. Schools must ensure that they are fully familiar with the provisions of the [Scheme for Financing Schools](#), any SLA (where taken up) arrangements or contracts they have in place (particularly for inspection, insurance and repairs and maintenance services with non SCC service providers) and their obligations under this SWP and the SWPs listed within it.
- 1.8.7. For further information relating to schools, refer to [section 6](#).

2. Competency

- 2.1. When selecting a provider, and where Corporate Estates and Assets are not commissioned, the Responsible Person must ensure their competency by checking the qualifications, knowledge and experience of that provider. Guidance can be sought by reviewing the relevant section in [section 11](#) and [12](#); contacting Corporate Estates and Assets; checking whether the provider is accredited by a pre-qualification scheme; that is a member of [Safety Schemes in Procurement](#) SSIP.

- 2.2. Further guidance on competency can also be found in SWP Control of Contractors and Service Providers.
- 2.3. Where the Responsible person has been identified within this guidance to carry out various inspections, these could be delegated to an appointed person to carry them out on their behalf.
- 2.4. Where inspections should be carried out by the Responsible Person – meaning: a sensible visual inspection by a lay person to ensure nothing untoward has happened. Where inspections have been carried out and concerns raised, the Responsible Person should ensure these items are made safe by means notifying the relevant SCC service i.e. Corporate Estates and Assets, Environmental Health, Corporate Health and Safety Service.
- 2.5. Where inspections must be carried out by a Competent Person – meaning: a person trained who has formal qualifications, experience, knowledge and skills to carry out a detailed inspection or examination and test.

3. Responsibilities

Governing Bodies are responsible for ensuring compliance with this SWP:

- 3.1. Where you have not acquired the services provided by the providers identified in [section 1.4](#), you will take on full accountability for the requirements set out in this guidance.
- 3.2. 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.
- 3.3. Monitor compliance against this guidance.

Service Directors are responsible for ensuring compliance with this SWP:

- 3.4. Appoint a 'Responsible Person' to act on behalf of SCC to ensure statutory requirements are met with regard to the safe management of its properties, associated assets and equipment. (Refer to **Appointing a Responsible Person Guide** available in the Responsible Person Microsite – [H&S intranet](#) and [School H&S website](#)).
- 3.5. Where there is shared occupancy, Service Directors are to agree on the appointment of a Responsible Person.
- 3.6. Where you have opted out of the services provided by the providers identified in [section 1.4](#), you will take on full accountability for the requirements set out in this SWP.
- 3.7. Where staff share occupancy within leased areas of leased properties, identify who has the responsibilities for undertaking the requirements set out in this SWP and ensure they have been assigned accordingly.
- 3.8. Monitor compliance against this SWP.
- 3.9. Ensure Managers appointed as Responsible Persons are competent and have completed the Responsible Person E-Learning modules.
- 3.10. Comply with [Corporate Standards](#) in particular Corporate Property Standards.
- 3.11. It is essential that the Council's compliance system 'Keystone' is kept up to date with the relevant statutory inspections to ensure compliance it is therefore the responsibility of directors to ensure the system is updated.

Head Teachers are responsible for ensuring compliance with this SWP:

- 3.12. Appoint a 'Responsible Person' to act on behalf of SCC to ensure statutory requirements are met with regard to the safe management of its properties, associated assets and equipment.
- 3.13. Where there is shared occupancy, Head Teachers are to agree on the appointment of a Responsible Person.
- 3.14. Comply with [Corporate Standards](#) in particular Corporate Property Standards, Contract Procedure Rules and the [Scheme for Financing Schools](#).
- 3.15. Ensure 'Keystone' is kept up to date with the relevant statutory inspections.

Responsible Persons must ensure compliance with this guidance and:

- 3.16. Ensure the statutory requirements set out in this guidance are carried out through regular monitoring and review.
- 3.17. Ensure local records i.e. log books are kept up to date and central records are kept on 'Keystone' as per the relevant frequencies set out in this guidance of the maintenance and statutory requirements having been carried out as evidence of compliance.
- 3.18. Bring to the attention of the Council or leaseholder any maintenance or statutory inspections that have not been carried out.
- 3.19. Procure competent service providers where Corporate Estates and Assets, its Statutory Inspection provider have not been commissioned through a contract or agreement (email to Council [Procurement](#)).
- 3.20. Notify Corporate Estates and Assets and Risk and Insurance Services of any changes to the property and equipment.
- 3.21. Responsible Persons may delegate some of the local inspections and monitoring requirements but cannot delegate accountability.
- 3.22. Where local inspection and monitoring have been delegated, they are to ensure the appointed persons are competent and have completed the relevant modules of the Responsible Persons e-learning training.
- 3.23. Have a contract or agreement with a competent provider for the purpose of servicing and maintaining catering equipment described in this SWP where they are the operator unless a separate agreement has been made.
- 3.24. Monitor the performance of the service provider and report to Corporate Estates and Assets shortfalls in safety performance. Note: this does not relate to reporting of poor service e.g. late delivery of supplies, etc.
- 3.25. Provide records to enforcing authorities or other service providers where requested to do so and only with authority from the Council.
- 3.26. Ensure compliance with the Council's Guidance on the maintenance of AOV's (see [Appendix 1](#))

Corporate Estates and Assets where there is an agreement or contract in place must:

- 3.27. Where commissioned, Corporate Estates and Assets 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.

- 3.28. Monitor the performance of service providers and report shortfalls in safety performance to Corporate Estates and Assets.
- 3.29. Provide Responsible Persons local access to all records or copies of records in their possession.
- 3.30. Provide records to enforcing authorities or other service providers where requested to do so and only with authority from the Council.
- 3.31. Keep central records of the checks they are responsible for on 'Keystone'.

Risk and Insurance Services must:

- 3.32. Have a contract or agreement with a competent Statutory Inspection provider for the purpose of carrying out the statutory inspections described in this SWP where there is an agreement or contract in place.
- 3.33. Monitor the performance of service providers and report shortfalls in safety performance to Corporate Estates and Assets.
- 3.34. Provide Responsible Persons local access to records or copies of records where requested to do so, only with authority from SCC.
- 3.35. Provide records to enforcing authorities or other service providers where requested to do so and only with authority from the Council.

4. Process – Responsible Person

- 4.1. Review the Compliance Checklist set out in [section 10](#); annotate the list with the maintenance and statutory inspections that are applicable to your property.
- 4.2. 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 Capital Assets on lease or licence obligations.
- 4.3. Some of the inspections/maintenance that is required must be carried out locally; for example fire risk assessments, evacuation drills, weekly fire alarm test. Records must be kept electronically and centrally on 'Keystone'.
Where property is shared with other occupants – SCC and / or non SCC occupants, it must be clearly established with such multiple occupancy property who is undertaking which checks. The Responsible Person within SCC for that property must ensure records of the checks undertaken by others, is obtained and lodged on Keystone.
- 4.4. Where you have equipment that requires statutory inspection such as lifts, boilers, pressure vessels, ensure these are registered with the Council's provider through Risk and Insurance Services and Corporate Estates and Assets. If you do not notify them of new equipment and / or if you do not have an appropriate service level agreement in place with SCC 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. Contact Risk and Insurance Services on 023 8083 2381 or e-mail them at insurance@southampton.gov.uk.
- 4.5. Ensure there are means in place towards compliance with the Council's Guidance on the maintenance of AOV's (as per [Appendix 1](#))

5. Keystone

- 5.1. Keystone is an electronic database for the storage of statutory compliance evidence and is used as a proactive monitoring tool to ensure statutory compliance across the Council Property Portfolio. The system is divided into two areas, those items Corporate Estates and Assets are responsible for and those items the Council are responsible for.
- 5.2. This SWP sets out the frequencies the various inspection / test reports must be uploaded onto Keystone.
For example, the weekly fire alarm activation points (see [section 12.19](#)) must be logged locally every week in the fire log book and evidence of the checks scanned and uploaded 3 monthly on to 'Keystone'.
- 5.3. It is the responsibility of the Responsible Person to submit evidence of statutory checks for upload onto Keystone as per the frequencies set out in [section 12 Property Compliance Check Guidance](#). Evidence may be a scan of a certificate/log book entry/top cover of a risk assessment or a photograph of the same.
- 5.4. To upload information on to Keystone, send the evidence to infoexchange.datacollection@southampton.gov.uk
- 5.5. For guidance on how to upload evidence onto Keystone refer to the Responsible Person - Property Compliance microsite.

6. School Specific

- 6.1. The school should refer to and comply with the [Scheme for Financing Schools](#), and the Council's latest version of Corporate Property Standards, as published on the Council's intranet [web pages](#). These requirements are not repeated here as they are subject to change and the latest version should be consulted when necessary.
- 6.2. The school should also refer to and comply with all other Council policies, procedures and guidance including Safe Working Procedures, particularly Property Management and all other related procedures and policies as set out in the "Responsible Person – Property Management" intranet site. These are also available on intranet [web site](#)
- 6.3. Requirements
 - 6.3.1. 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:
 - 6.3.1.1 **Repair and Maintenance of Premises**
 - 6.3.1.1.1 Schools are responsible for keeping their property in a good state of repair and for carrying out re-active repairs. 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.
 - 6.3.1.1.2 The School must retain a log of all repairs so that the Property Management Database (operated by Corporate Estates and Assets) can be updated to record the condition of building fabric and services. The log will be issued annually by Corporate Estates and Assets to Children & Families (C&F).

- 6.3.1.1.3 The school to ensure the premises including windows are cleaned as often as reasonably required.
 - 6.3.1.1.4 Where appropriate (as determined by Corporate Estates and Assets) 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.
- 6.3.1.2 Repair Works or Alterations to the Premises**
- 6.3.1.2.1 All maintained schools excluding Foundation, Trust or Voluntary Aided schools need to complete a 'Landlord's consent' form (Refer to [section 13](#)), to request authorisation from the Council Corporate Estates and Assets for any building works or alterations proposed to the school premises.
 - 6.3.1.2.2 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.
 - 6.3.1.2.3 See also [section 6.3.1.6](#) of this document regarding Insurance. 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 Corporate Estates and Assets.
- 6.3.1.3 Statutory Compliance**
- 6.3.1.3.1 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, Building Regulations and Education Acts
 - 6.3.1.3.2 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. Details of the Council's Safe Working Procedures (SWP) setting out the requirements for compliance are available on the Council's Intranet and Schools [web pages](#). Should a school have specific queries these should be addressed to C&F or Corporate Health & Safety Service.
- 6.3.1.4 Access to Property**
- Maintained Schools must allow the council 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.
- 6.3.1.5 Property Use – Vacant Property, Proposed Property (Transfer & Third Party Lettings)**
- 6.3.1.5.1 Schools must advise C&F of all property surplus to operational requirements and to assist in the appropriate re-allocation of such property where the Council is the freeholder of the school site.

- 6.3.1.5.2 The school to obtain the councils (Corporate Estates and Assets) 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.
- 6.3.1.5.3 The school to obtain the councils (Corporate Estates and Assets) consent in writing to the terms of any proposed hiring or licence of part of the premises.
- 6.3.1.5.4 The school must properly control and oversee all such occupation of the premises by 3rd parties.

6.3.1.6 Building and Contents Insurance

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

6.3.1.7 Legal Notices

The school must ensure that copies of any Legal Notices served on the school are passed to both the councils (Corporate Estates and Assets) and the Councils Legal Services.

6.3.1.8 Telecommunications/IT

The school is to ensure compliance with all Council policies in relation to telecommunications and IT, including Display Screen Equipment compliance. The consent of the Council – Corporate Estates and Assets will be required for any works which involves installing cable runs etc.

6.3.1.9 Provision of Utility Services and Energy Management

Schools are requested where possible to use the Councils preferred supplier for the supply of services (via Laser currently) 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.

6.3.1.10 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.

6.3.1.11 Environmental Management

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

- 6.3.2. Where the approval of or comment by the councils (Corporate Estates and Assets) 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. In giving consent the councils (Corporate Estates and Assets) 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

7. Safe Working Procedures Relevant to This Document

- 7.1. Arrangements for Managing Health and Safety
- 7.2. Control of contractors and service suppliers
- 7.3. Asbestos
- 7.4. Workplace Health, Safety and Welfare
- 7.5. Control of Substances Hazardous to Health
- 7.6. Control of Legionella
- 7.7. Electricity
- 7.8. Work Equipment
- 7.9. Lifting Equipment
- 7.10. GAS
- 7.11. LPG
- 7.12. Managing Health and Safety in Swimming Pools
- 7.13. Play Equipment
- 7.14. Lift trappings
- 7.15. Fire Safety

Note: Other Safe Working Procedures may apply and the assessor should consult the SWPs. SWPs are available on the Council's [Health and Safety Intranet](#). For schools these have been published on the [School Health and Safety](#) website.

8. Main Legislation Relevant to This Document

- 8.1. [Health and Safety at Work etc Act](#)
- 8.2. [The Management of Health and Safety at Work Regulations](#)
- 8.3. [Control of Asbestos Regulations](#)
- 8.4. [Control of Substances Hazardous to Health Regulations](#)
- 8.5. [Electricity at Work Regulations](#)
- 8.6. [Workplace \(Health, Safety and Welfare\) Regulations](#)
- 8.7. [Provision and Use of Work Equipment Regulations](#)
- 8.8. [The Lifting Equipment and Lifting Operations Regulations](#)
- 8.9. [The Lift Regulations](#)
- 8.10. [The Supply of Machinery \(Safety\) Regulations](#)
- 8.11. [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- 8.12. [The Construction \(Design and Management\) Regulations 2015](#)

9. Contact Address' and Guidance Links

- 9.1. [Corporate Estates and Assets](#)
Tel: Helpdesk on 023 8083 3211
Email: property.helpdesk@southampton.gov.uk
- 9.2. Corporate Health and Safety Service
[Health and Safety Intranet](#)
[School Health and Safety](#)
- 9.3. Risk and Insurance Services [Risk and Insurance Services Intranet](#)
Email: insurance@southampton.gov.uk
- 9.4. Corporate Estates and Assets [Corporate Estates and Assets Intranet](#)
- 9.5. Health and Safety Executive www.hse.gov.uk

10. Property Compliance Item Checklist

Identify the equipment / processes / procedures that are applicable to your property by adding a Y = applicable N = not applicable in the App. column - If Y, further guidance is provided in the pages following. The Responsible Person assumes the accountability and responsibility in full for ensuring statutory inspections / maintenance is determined, recorded and monitored.

Should equipment be present at a property which does not show on this list, further advice must be sought from H & S Services and Corporate Estates and Assets.

Ref	Topic	App. Y / N	Ref	Topic	App. Y / N
12.1	Aerials / satellite dishes, mast, microwave, 3 rd party equipment		12.31	Generator (standard / emergency)	
12.2	Air conditioning / comfort cooling		12.32	Glazing Survey	
12.3	Aircraft warning lights		12.33	Heating - other	
12.4	Asbestos survey and management inspection		12.34	Intruder Alarm	
12.5	Asset register		12.35	Kitchen	
12.6	Auto Door / Gates		12.36	Ladders	
12.7	Boiler Plant		12.37	Laundry Equipment	
12.8	Call System Warden / Nurse		12.38	Legionella	
12.9	Carbon Monoxide Alarm		12.39	Lifting Equipment – Overhead Cranes	
12.10	CCTV		12.40	Lifting Equipment – Window Cleaning	
12.11	Chimney Inspections		12.41	Lifts	
12.12	Communal Alarms		12.42	Lifts – Alarm	
12.13	Building Management Systems		12.43	Lightning Conductors	
12.14	Drama and Stage Lighting		12.44	Local Exhaust Ventilation	
12.15	Electrical Safety		12.45	Log Book Check	
12.16	Emergency Lighting		12.46	LPG	
12.17	Emission Testing Crematorium		12.47	Oil Storage Tanks	
12.18	Eye Bolts		12.48	PE Equipment / Playground Equipment	
12.19	Fire - Alarm		12.49	Pottery Kilns	
12.20	Fire - Extinguishers		12.50	Pressure vessels above 250 bar / litres	
12.21	Fire - Hose Reels		12.51	Refrigerant Systems	
12.22	Fire - Doors		12.52	Roller Shutters	

12.23	Fire - Risk Assessment		12.53	Sewage Plant and Pumps	
12.24	Fire - Detectors		12.54	Slip Risk Assessment	
12.25	Fire - Sprinklers		12.55	Storage Heating Servicing	
12.26	Fire - Risers		12.56	Swimming Pools	
12.27	Fire - Shutters		12.57	Ventilation	
12.28	Fixed Fall Arrest System		12.58	Work Equipment	
12.29	Fume Cupboard		12.59	Automatic Opening Vent (AOV's)	
12.30	Gas – Appliances, Gas Tightness				

11. Property Compliance Frequency Guide

The Responsible Person must ensure the checks, inspection and test are undertaken by a suitably competent persons for the nature of the inspection. Test etc.
 CP = Competent Person. RP = Responsible Person. U = User. PD = Corporate Estates and Assets

Ref	Description	Precheck	Daily	Report these items on Information Exchange 3 Monthly		Reporting these items on Information Exchange as per the frequencies specified in the detailed guidance									
				Weekly	Fortnightly	Monthly	3 Monthly	4 Monthly	6 Monthly	Annual	2 years	5 years	10 years	Other	
12.1	Radio transmitting & receiving equipment														RP / CP as risk assessment
12.2	Air conditioning / comfort cooling								CP						
12.3	Aircraft Warning Lights		RP							CP					
12.4	Asbestos														RP/CP As per asbestos survey management plan
12.5	Asset Register									RP					
12.6	Auto Doors / Gates					RP				CP					CP as per manufacture specifications
12.7	Boiler Plant									CP	CP	CP			
12.8	Call System Warden / Nurse					RP			CP						
12.9	Carbon Monoxide Detector			RP											
12.10	CCTV								CP						
12.11	Chimney Inspections					RP									3 12 Monthly by CP
12.12	Communal Alarms					RP			CP						
12.13	Building Management Systems									CP					
12.14	Drama and Stage Lighting	U								CP					
12.15	Electrical Safety – PAT, RCD and Fixed Wire	U					RP / CP				CP	CP			CP change of occupancy (domestic) PAT as per local policy
12.16	Emergency lighting		RP			RP				CP					
12.17	Emission Testing Crematorium									CP					
12.18	Eye bolts	U							CP	CP					Dependent on use
12.19	Fire – Alarm			RP						CP					RP 100% alarm activation points over 12 months
12.20	Fire – Extinguishers					RP				CP		CP			
12.21	Fire – Hose Reels					RP				CP					

Ref	Description	Precheck	Daily	Report these items on Information Exchange 3 Monthly		Reporting these items on Information Exchange as per the frequencies specified in the detailed guidance								
				Weekly	Fortnightly	Monthly	3 Monthly	4 Monthly	6 Monthly	Annual	2 years	5 years	10 years	Other
12.22	Fire – Doors			RP					CP					RP auto doors after each alarm activation
12.23	Fire – Risk Assessment									RP/CP				
12.24	Fire – Detectors									RP/CP				
12.25	Fire – Sprinklers			RP			CP			RP/CP			CP	3 12 Monthly by a CP
12.26	Fire – Risers								CP	CP				
12.27	Fire – Shutters								CP					
12.28	Fixed Fall Arrest System	U								CP				
12.29	Fume Cupboard								CP					14 monthly by a CP
12.30	Gas									CP		CP		
12.31	Generator							CP						
12.32	Glazing Survey													CP where necessary
12.33	Heating - Other									CP				
12.34	Intruder Alarm									CP				
12.35	Kitchen	U							CP	CP				
12.36	Ladders	U					RP			CP				
12.37	Laundry Equipment													CP as per manufacturer's directions
12.38	Legionella - Risk Assessment, Site Action Plan, Activities					RP					CP			RP / CP as per Site Action Plan
12.39	Lifting Equipment – overhead cranes	U								CP				CP as per written examination scheme
12.40	Lifting Equipment – Window Cleaning	U								CP				CP as per written examination scheme
12.41	Lifts						CP	CP	CP	CP				CP as per written examination scheme
12.42	Lifts – Alarm			RP*		RP								* Only if no auto dialler.
12.43	Lightning Conductors													11 Monthly by CP
12.44	Local Exhaust Ventilation	U					RP							CP 14 Monthly or as per risk assessment
12.45	Log Book Check									RP/ PD				
12.46	LPG					RP								RP / CP determined by risk assessment

Ref	Description	Precheck	Daily	Report these items on Information Exchange 3 Monthly		Reporting these items on Information Exchange as per the frequencies specified in the detailed guidance								
				Weekly	Fortnightly	Monthly	3 Monthly	4 Monthly	6 Monthly	Annual	2 years	5 years	10 years	Other
12.47	Oil Storage Tanks												CP	
12.48	PE Equipment / Play	U					RP			CP				
12.49	Pottery Kilns									CP	CP			CP 3 years if rarely used
12.50	Pressure Vessels above 250 bar / litres									CP				CP as determined by the written scheme of examination
12.51	Refrigerant Systems									CP				CP as determined by the manufacturer
12.52	Roller Shutters					RP			CP					
12.53	Sewage Plant and Pumps					CP								
12.54	Slip Risk Assessment									RP				
12.55	Storage Heating Servicing									CP				
12.56	Swimming Pools		RP			CP			CP					
12.57	Ventilation - Risk Assessment / Activities									CP				RP as per risk assessment CP as per manufacturers specification
12.58	Work Equipment	U					RP							CP as per risk assessment or manufacturers guidance
12.59	Automatic Opening Vent (AOV's)								RP	CP				As per Guidance in Appendix 1

12. Property Compliance Guidance

12.1. Radio Transmitting & Receiving Equipment (non-portable) – aerials / satellite dishes, masts, microwave and third party equipment

SWP:	Work Equipment
Competency Requirement:	Responsible Person
Qualification Requirement:	Layperson
Inspection Requirement:	Carry out Risk Assessment
Frequency:	Determined by Risk Assessment & Manufacturers Guidance and after adverse weather
Best Practice:	6 Monthly
Information Exchange Upload Frequency:	12 Monthly
Further Info:	Where risk assessment has identified inspections should be carried out by a Competent Person, this would normally be a building surveyor with an engineering background. Where the equipment is provided by a 3rd party e.g. a phone mast on top of a building, the Responsible Person must ensure the 3rd party (Competent Person) maintains and inspects their equipment.



12.2. Air Conditioning (comfort cooling)

SWP:	Work Equipment
Competency Requirement:	Competent Person
Qualification Requirement:	City and Guilds: 2078, 2079, 6017, 6087, 6187, 6127, F-Gas or equivalent
Frequency:	6 Monthly
Best Practice:	6 Monthly
Information Exchange:	6 Monthly

Further Info: Inspections should be carried out by a Competent Person.
 Examples systems: Central Air Conditioning System, Packaged Air Conditioner, Split Air Conditioner, Window Air Conditioner.



12.3. Aircraft Warning Lights

SWP:	Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Qualification Requirement:	RP – Layperson CP – Electrician with City and Guilds: 2391 or equivalent and working at height
Frequency:	RP – Daily CP - 12 Monthly
Best Practice:	RP – Daily CP - 12 Monthly
Information Exchange Upload Frequency: Further Info:	12 Monthly
	<p>Daily inspections should be carried out by the Responsible Person. 12 inspections by Competent Person.</p>

12.4. Asbestos

SWP:	Asbestos
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	Survey, management plan and condition inspection
Qualification Requirement:	RP – Layperson CP – P400 series
Frequency:	RP – As per asbestos survey management plan
Best Practice:	CP – As per asbestos survey management plan
Information Exchange Upload Frequency:	RP – As per asbestos survey management plan CP – As per asbestos survey management plan
	12 Monthly
Further Info:	<p>Obtain an updated survey 12 Monthly, where the survey has determined a low risk ACMs, visual condition inspections should be carried out by the Responsible Person.</p> <p>Competent Person tests and inspections will be outlined as per the management plan. Asbestos Survey will specify the frequency of tests and inspections.</p>



12.4.1. You need to be aware of the information about your building that is maintained on the Council's asbestos management database. The following link will take you to the [Asbestos Microsite](#), where you will find further information on this subject and links to the database.

12.4.2. You must ensure that:

- 12.4.2.1. The property is acknowledged on the Corporate Asbestos Management Database and the entry is correct with regard to the property name, address, layout and the use of the building and / or its areas;
- 12.4.2.2. You notify Scientific Services – Regulatory Services (AsbestosServiceRequests@southampton.gov.uk) when there are any changes to the property name, address, layout and use / uses;
- 12.4.2.3. All staff and visitors are aware of any asbestos hazards that might be present and how they can avoid creating a risk;
- 12.4.2.4. All staff and visitors are aware of the emergency procedure in the event that an Asbestos Containing Material (ACM) is accidentally disturbed;
- 12.4.2.5. All management actions identified on the Corporate Asbestos Management Database and appropriate to the property are being implemented within the assigned timeframe. These might include removing, encapsulating (sealing) or monitoring the materials.

- 12.4.3. If any asbestos containing materials have been identified in any of your buildings a routine inspection must be undertaken to ensure these materials are not posing a risk.
- 12.4.4. Some ACMs require a comprehensive assessment. If your building includes any materials of this type and any ACMs which require inspection on a more frequent basis (less than 12 month intervals), the Council's Scientific Services – Regulatory Services will visit to undertake the inspection.
- 12.4.5. Otherwise you are expected to undertake the visual condition inspections at the required intervals (12 Months). Instructions on how to do this can be found on the Corporate Asbestos Management Database.


12.4.6. **Asbestos Management Information**

- 12.4.6.1. Scientific Services – Regulatory Services are responsible for identifying the presence of asbestos containing materials in Council buildings and providing a management plan. The survey and management plan for your building should be published on the Council's [asbestos management database](#), accessible on the intranet.
- 12.4.6.2. The link above will bring you to the "Asbestos Management" screen. Instructions on using this facility are available as a PDF from this page:
 - 12.4.6.2.1. Section 2 describes how to search for information relevant to your property
 - 12.4.6.2.2. Section 3 describes how to select an appropriate report
 - 12.4.6.2.3. Section 4 indicates how to print a report
 - 12.4.6.2.4. Section 5 tells you how access plans
 - 12.4.6.2.5. Section 8 describes how to check for outstanding management actions i.e. incidents of asbestos that require specific attention
 - 12.4.6.2.6. Section 9 describes how to check for routine inspections assigned to the property manager and how to report these inspections
- 12.4.6.3. Further details regarding your responsibilities concerning asbestos management can be found in the Council's Asbestos Policy and Arrangements


12.5. **Assets (Register)** – a detailed record of equipment that requires maintenance and servicing.

SWP:	Arrangements for Managing Health & Safety
Competency Requirement:	Responsible Person
Inspection Requirement:	Create an asset / equipment register
Qualification Requirement:	Layperson
Frequency:	12 Monthly
Best Practice:	6 Monthly
Information Exchange Upload Frequency:	12 Monthly
Further Info:	Asset registers should be drafted and maintained by the Responsible Person, these help to record what equipment (particularly portable) you have and when it requires maintenance.

12.6. Auto Door / Gates – auto opening / closing

SWP:	Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Visual & Functional CP – Servicing / maintenance
Qualification Requirement:	RP – Layperson CP – Mechanical / electrical engineer
Frequency:	RP – Monthly CP – 12 Monthly
Best Practice:	RP – Monthly
Information Exchange Upload Frequency:	CP – 12 Monthly
Further Info:	Quarterly
	Visual / functional (safety trip switches) inspections / tests should be carried out by the Responsible Person. Manufacturer’s guidance should also be followed. Where manufacturer’s guidance specifies more frequent inspections, must be followed.
	

12.7. Boiler Plant

SWP:	Work Equipment and Gas
Competency Requirement:	Competent Person
Inspection Requirement:	Servicing / maintenance (Inspection, pasteurise, disinfect, de-scale)
Qualification Requirement:	Gas engineer (Gas Safe registered)
Frequency:	12 Monthly
Best Practice:	12 Monthly
Information Exchange Upload Frequency:	12 Monthly
Further Info:	Boiler plant i.e. heating, hot water systems, gas, oil and fan convectors etc.
	

12.8. Call System Warden / Nurse – medical aid


SWP:	Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Function test CP – Servicing / maintenance
Qualification Requirement:	RP – Layperson CP – Electrician with City and Guilds: 2391 or equivalent
Frequency:	RP – Monthly CP – 6 Monthly
Best Practice:	RP – Monthly CP – 6 Monthly
Information Exchange Upload Frequency:	Quarterly

Further Info: Nurse call system provide valuable assistance in responding to patient needs, raising emergency alarms in hospitals, nursing homes and residential care facilities and will include accessible toilets alarms.


The warden call system is linked via alarm pull cords located within the property or worn by the residents and can either be connected to a warden control officer or directly to alarm receiving centre.



12.9. Carbon Monoxide Alarm

SWP:	Work Equipment and Gas
Competency Requirement:	Responsible Person
Inspection Requirement:	Function test
Qualification Requirement:	Layperson
Frequency:	Weekly
Best Practice:	Weekly
Information Exchange Upload Frequency:	Log book submission Quarterly
Further Info:	<p>Carbon monoxide detectors or CO detectors are devices that detect the presence of the carbon monoxide (CO) gas in order to prevent carbon monoxide poisoning.</p> 

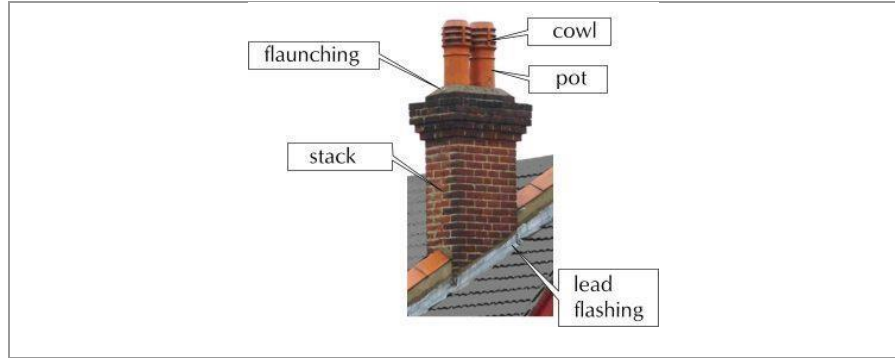
12.10. Closed Circuit Television

SWP:	Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service / Maintenance)
Qualification Requirement:	Electrician with City and Guilds: 2391 or equivalent
Frequency:	
Best Practice:	6 Monthly
Information Exchange Upload Frequency:	6 Monthly
Further Info:	6 Monthly
	 <p>The diagram illustrates a CCTV system with various camera types and their connections. On the left, there are several camera models: a Wall Mount Dome Camera, an Integrated Dome Camera, another Wall Mount Dome Camera, a Fixed Camera in Outdoor Housing, and a Fixed Camera Shown with Lens. On the right, there are more camera types: an Integrated Dome Camera on Pole Mount, another Wall Mount Dome Camera, a Fixed Camera in Outdoor Housing, a Wall or Ceiling Mount camera, and a 4 Camera Transceiver for Video over Twisted Pair Wire. Below these are a Passive Twisted Pair Transceiver, a PTZ - Tilt-Zoom Controller, and a 4 Channel Digital Recorder / Multiplexer. A Spot Monitor is also shown connected to the recorder. Lines indicate the connections between the cameras and the central recording unit.</p>


12.11. Chimney

SWP:	Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Visual condition CP – Structural
Qualification Requirement:	RP – Layperson CP – Building Surveyor
Frequency:	RP – Monthly and After adverse weather CP – 36 Monthly
Best Practice:	RP – Monthly
Information Exchange Upload Frequency:	CP – 18 monthly
	Quarterly

Further Info:



12.12. Communal Alarm – security related / concierge

SWP:	Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Function test CP – Testing and inspection (Service / Maintenance)
Qualification Requirement:	RP – Layperson CP – Electrician with City and Guilds: 2391 or equivalent
Frequency:	RP – Monthly CP – 6 Monthly
Best Practice:	RP – Monthly CP – 6 Monthly
Information Exchange	
Upload Frequency:	RP – Quarterly
Further Info:	CP – 6 Monthly
	<p>The communal alarm systems are alarms normally located within the property or worn by the persons and can either be connected to a officer e.g. receiving centre.</p>  <p>control reception or</p>


12.13. Control Panel – heating and building management Systems

SWP:	Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service / Maintenance)
Qualification Requirement:	Electrician with City and Guilds: 2391 or equivalent
Frequency:	12 Monthly
Best Practice:	12 Monthly
Information Exchange Upload Frequency:	12 Monthly

Further Info: A Control panel is the control point of a building management system; a computer-based control system installed in buildings that controls and monitors the building’s mechanical and electrical equipment such as ventilation, lighting, power systems, fire systems, and security systems. A BMS consists of software and hardware; the software program, usually configured in a hierarchical manner, can be proprietary, using such protocols as C-bus, Profibus, and so on.
 NB: this is not intended for small thermostat, boiler controls




12.14. Drama / Stage Lighting

SWP:	Work Equipment and Electrical Safety
Competency Requirement:	User / Responsible Person and Competent Person
Inspection Requirement:	RP – Function test CP – Testing and inspection (Service / Maintenance) and Portable Appliance Test
Qualification Requirement:	RP – Layperson CP – Electrician with City and Guilds: 2391 or equivalent
Frequency:	RP – Pre Use (3 Monthly declaration) RP - Monthly CP – 12 Monthly PAT
Best Practice:	RP – Pre Use RP - Monthly CP - 12 Monthly PAT
Information Exchange Upload Frequency:	RP – Quarterly CP – 12 Monthly
Further Info:	<p>Applies to the production of theatre, dance, opera and other performance arts. Several different types of stage lighting may be used. In addition to basic lighting, modern stage lighting can also include special effects, such as lasers.</p> 

12.15. Electricity – Fixed Wiring, Portable Appliance Testing, Residual Current Device (RCD) Testing

SWP:	Work Equipment and Electrical Safety
Competency Requirement:	User / Responsible Person and Competent Person
Inspection Requirement:	RP – Function test CP – Testing and inspection (Service / Maintenance) and Portable Appliance Test
Qualification Requirement:	RP – Layperson CP – Electrician with City and Guilds: 2391 or equivalent
Frequency:	RP – Pre Use (3 Monthly declaration) (Portable Electrical Equipment) RP – Pre Use (3 Monthly declaration) (RCD) RP – 3 Monthly (RCD Portable) CP – 12 Monthly (PAT) CP – 3 Monthly (RCD Consumer Unit) CP – 5 Yearly (Workplace Fixed Wiring) CP – 5 Yearly (Domestic Fixed Wiring and on change of occupancy)
Best Practice:	RP – Pre Use (3 Monthly declaration) (Portable Electrical Equipment) RP – Pre Use (3 Monthly declaration) (RCD) RP – Monthly (RCD Portable) CP – 12 Monthly (PAT) CP – 3 Monthly (RCD Consumer Unit) CP – 5 Yearly (Workplace Fixed Wiring) CP – 5 yearly (Domestic Fixed Wiring and on change of occupancy)
Information Exchange Upload Frequency:	RP – Quarterly (RCD Portable) CP – 12 Monthly (PAT) CP – Quarterly (RCD Consumer Unit) CP – 5 Yearly (Workplace Fixed Wiring)
Further Info:	<p>Inspection interval is: 12 Monthly for the fixed electrical installation in the following premises:</p> <ul style="list-style-type: none"> • Place of public entertainment; • Premises for storing of dangerous goods; • High voltage fixed electrical installation; <p>Built-in fans – maintenance every 12 months</p> <p>The fixed wiring installation of commercial or educational premises should be inspected and tested at 5 Yearly intervals unless it is suspected that there is a problem that needs immediate attention.</p> <p>Details of your electrical safety inspections including lightning conductor inspection should be recorded and copies of certificates retained and uploaded to Information Exchange.</p> <p>Private electrical equipment may only be utilised at work if it has been tested.</p> <p>Low voltage equipment – battery driven, such as cordless tools must be inspected.</p> <p>Hired electrical equipment must be tested and maintained by the provider.</p>


12.16. Emergency Lighting

SWP:	Work Equipment and Fire Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Function test CP – Testing and inspection (Service / Maintenance) and Portable Appliance Test
Qualification Requirement:	RP – Layperson CP – Electrician - British Standard 5266–1 (2016)
Frequency:	RP – Weekly Visual (3 Monthly declaration) (LED Indication) RP – Monthly (Lamp Operation) CP – 12 Monthly (3 hour simulation)
Best Practice:	RP – Weekly Visual (3 Monthly declaration) (LED Indication) RP – Monthly (Lamp Operation)
Information Exchange Upload Frequency:	CP – 12 Monthly (3 hour simulation)
Further Info:	RP – Quarterly CP – 6 Monthly
	<p>A daily visual inspection is to ensure the functional indication LED light is working and a monthly on – off test is to ensure lamp is working. In exception to small buildings, where torches are utilised to aid escape these must be checked.</p> 


12.17. Emission Testing – Crematorium (Guidance from Environmental Health)

SWP:	Environmental Protection Act 1990, Part 1 Secretary of State's Guidance – Crematoria
Competency Requirement:	Competent Person
Inspection Requirement:	Environmental legislation
Qualification Requirement:	
Frequency:	12 Monthly
Best Practice:	12 Monthly
Information Exchange Upload Frequency:	12 Monthly


12.18. Eye Bolts

SWP:	Lifting equipment and Working at heights
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service / Maintenance)
Qualification Requirement:	Structural Engineer - British Standard 7883:2005 and 8437:2005
Frequency:	6 Monthly (Rope Access) 12 Monthly (Fall Arrest)
Best Practice:	6 Monthly (Rope Access) 12 Monthly (Fall Arrest)
Information Exchange	12 Monthly (Fall Arrest)
Upload Frequency: Further Info:	6 Monthly (Rope Access) 12 Monthly (Fall Arrest)
	<p>Eye bolts are normally used to secure high level access equipment and are normally found next to windows in buildings. The eyebolt must conform to BS EN 795 and be CE marked.</p> 


12.19. Fire Alarm

SWP:	Work Equipment and Fire Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Function test CP – Testing and inspection (Service / Maintenance)
Qualification Requirement:	RP – Layperson CP – Member of Institute of fire engineers or an electrician specialised in fire systems with British Standard 54
Frequency:	RP – Weekly (Different activation point) CP - 12 Monthly
Best Practice:	RP – Weekly (Different activation point) CP - 12 Monthly
Information Exchange Upload Frequency: Further Info:	RP – Quarterly CP - 12 Monthly
	<p>Fire Alarm test and activation of call point(s) (red break glass box, to ensure a 100% check is carried out of all activation call points over a 12 month period.</p> 

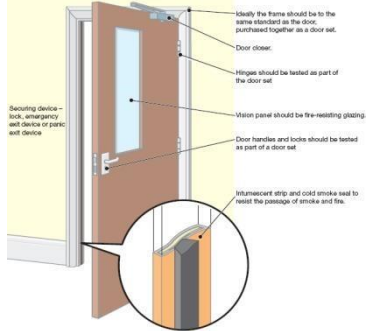
12.20. Fire Extinguishers

SWP:	Work Equipment and Fire Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Charge check CP – Testing and inspection (Service / Maintenance)
Qualification Requirement:	RP – Layperson CP – Certification to Part 1 BAFE scheme SP101 / ST104 and FETA certification
Frequency:	RP – Monthly CP – 12 Monthly CP – 5 12 Monthly (Discharge)
Best Practice:	RP – Monthly CP – 12 Monthly CP – 5 12 Monthly (Discharge)
Information Exchange Upload Frequency:	RP – Quarterly CP – 12 Monthly CP – 5 yearly Monthly (Discharge)
Further Info:	<p>Check it has not been discharged or the tag tampered with.</p> 

12.21. Fire Hose Reels

SWP:	Work Equipment and Fire Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP – Testing and inspection (Service / Maintenance)
Qualification Requirement:	RP – Layperson CP – Member of Institute of fire engineers with British Standard 5306
Frequency:	RP – Monthly CP – 12 Monthly
Best Practice:	RP – Monthly CP – 12 Monthly
Information Exchange Upload Frequency:	RP – Monthly CP – 12 Monthly
Further Info:	RP – Quarterly CP – 12 Monthly
	<p>A fire hose is a high-pressure hose used to carry water or other fire retardant (such as foam) to a fire to extinguish it.</p> 


12.22. Fire Doors – including automatic hold openers

SWP:	Work Equipment, Fire Safety and Fire door guidance
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP – Testing and inspection (Service / Maintenance)
Qualification Requirement:	RP – Layperson CP – Member of Institute of fire engineers
Frequency:	RP – Weekly (If not included in Fire Risk Assessment) CP – 6 Monthly
Best Practice:	RP – Weekly CP – 6 Monthly
Information Exchange Upload Frequency:	RP – Quarterly
Further Info:	CP – 6 Monthly
	<p>The weekly visual inspection should be carried out by the RP, only where the Fire Risk Assessment has identified scheduled inspections of fire doors at periodic intervals and is included in the action plan may the weekly RP inspection be not applicable. The condition check should include; door operation, seals, 3mm gap between frame and door, function test of automatic held open door devices.</p> 


12.23. Fire Risk Assessment

SWP:	Fire Safety and Health & Safety Training
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Review CP – Baseline
Qualification Requirement:	RP – Fire risk assessment trained CP – Members of the Institution of Fire Engineers.
Frequency:	RP – 12 Monthly or after significant change or occurrence CP – 12 Monthly (or as per SWP Fire Safety)
Best Practice:	RP – 12 Monthly or after significant change or occurrence CP – 12 Monthly
Information Exchange Upload Frequency:	RP – 12 Monthly CP – 12 Monthly
Further Info:	A fire risk assessment assists you to identify all the fire hazards and risks in your premises.


12.24. Fire Detectors – heat and smoke

SWP:	Fire Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Function (Cleaning and battery change) CP – Testing and inspection (Service / Maintenance) (Hard wired systems)
Qualification Requirement:	RP – Layperson CP – Member of Institute of fire engineers – electrician
Frequency:	RP – 12 Monthly CP – 12 Monthly
Best Practice:	RP – 12 Monthly CP – 12 Monthly
Information Exchange Upload Frequency:	RP – 12 Monthly CP – 12 Monthly
Further Info:	


12.25. Fire – sprinklers

SWP:	Fire Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Visual Condition CP – Testing and inspection (Service / Maintenance)
Qualification Requirement:	RP – Layperson CP – Member of Institute of fire engineers with British Standard 5306, 12845 and LPC technical bulletins. Company - LPCB listed or / and ISO9001
Frequency:	RP – Weekly CP – 12 Monthly (Pump Test) CP – 3 Monthly (Hazard review / sprinkler heads) CP – 3 Yearly (Tank) CP – 10 Yearly (Tank cleaning / examination)
Best Practice:	RP – Weekly CP – 12 Monthly (Pump Test) CP – 3 Monthly (Hazard review / sprinkler heads) CP – 3 Yearly (Tank) CP – 10 Yearly (Tank cleaning / examination)
Information Exchange Upload Frequency:	RP – Quarterly CP – 12 Monthly (Pump Test)
Further Info:	CP – Quarterly (Hazard review / sprinkler heads) CP – 3 Yearly (Tank) CP – 10 Yearly (Tank cleaning / examination)
	


12.26. Fire – risers (dry / wet)

SWP:	Fire Safety
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service / Maintenance)
Qualification Requirement:	Fire Engineer - Member of Institute of fire engineers with British Standard 9999
Frequency:	6 Monthly 12 Monthly
Best Practice:	6 Monthly 12 Monthly
Information Exchange	12 Monthly
Upload Frequency: Further Info:	6 Monthly 12 Monthly
	<p>6 monthly inspection of valves, locking arrangements, spindles glands etc. are satisfactory and wet mains that Booster pumps and associated mechanical and electrical apparatus are functioning correctly and storage tanks are full of clean water. Annual certificate of full wet test, witnessed by a member of the Institute of Fire Engineers</p> 


12.27. Fire – shutters

SWP:	Fire Safety
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service / Maintenance) - Operation
Qualification Requirement:	Mechanical Engineer with British Standard 1634
Frequency:	6 Monthly
Best Practice:	6 Monthly
Information Exchange Upload Frequency: Further Info:	6 Monthly
	<p>Fire Shutters provide compartmentalisation and are primarily used to protect people in the event of a fire and additionally to allow them to escape safely. Fire and smoke are contained and prevented from spreading. A traditional single skin fire resisting rolling shutter looks and operates in a similar way to a standard steel rolling shutter. The physical differences are that materials used are heavier and there are more fixings required.</p>
	


12.28. Fixed Fall Arrest Systems – used for height access to prevent falls from height

SWP:	Work Equipment and Lifting Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service / Maintenance)
Qualification Requirement:	RP – Layperson CP - Mechanical Engineer with British Standard 795 and 364
Frequency:	RP – Pre Use (3 Monthly declaration) CP - 12 Monthly
Best Practice:	RP – Pre Use CP - 12 Monthly
Information Exchange	CP - 12 Monthly
Upload Frequency:	RP – Quarterly
Further Info:	CP - 12 Monthly
	<p>Fall arrest is the form of fall protection which involves the safe stopping of a person already falling. It is one of several forms of fall protection, which also includes fall guarding (general protection that prevents persons from entering a fall hazard area e.g., guard rails) and fall restraint (personal protection which prevents persons who are in a fall hazard area from falling, e.g., fall restraint lines).</p> 


12.29. Fume Cupboards – including mobile fume cupboards

SWP:	Work Equipment, Control of Substances Hazardous to Health and for schools CLEAPSS G9 Fume Cupboards in Schools Revision of DfEE Building Bulletin 88.
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service / Maintenance)
Qualification Requirement:	Mechanical Engineer with BOHS qualification P601 or equivalent
Frequency:	6 Monthly 14 Monthly
Best Practice:	6 Monthly 14 Monthly
Information Exchange Upload Frequency:	6 Monthly 14 Monthly
Further Info:	<p>6 Monthly visual inspection of sash mechanism for corrosion and damage, condition of controls, services to fume cupboard, alarms for sash position or airflow. 14 monthly, air test, unless other requirements are identified by risk assessment.</p> <p>A fume hood or fume cupboard is a type of local ventilation device that is designed to limit exposure to hazardous or noxious fumes, vapours or dusts. A fume hood is typically a large piece of equipment enclosing five sides of a work area, the bottom of which is most commonly located at a standing work height.</p>
	

12.30. Gas – appliances, gas tightness, gas taps in science labs, radiant heating

SWP:	Work Equipment and Gas Safety
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service / Maintenance)
Qualification Requirement:	Gas Engineer registered with Gas Safe
Frequency:	12 Monthly – Appliances, Flues and Gas Taps 5 Yearly – Gas installation (Tightness)
Best Practice:	12 Monthly 5 Yearly
Information Exchange Upload Frequency:	12 Monthly
Further Info:	5 Yearly
<p>Gas Appliance Flue</p> 	

12.31. Generator – standard / emergency

SWP:	Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service / Maintenance) - Operation
Qualification Requirement:	Electrician with City and Guilds 2391, diesel mechanic or equivalent
Frequency:	4 Monthly
Best Practice:	4 Monthly
Information Exchange Upload Frequency:	4 Monthly
Further Info:	<p>A diesel generator is the combination of a diesel engine with an electrical generator (often called an alternator) to generate electrical energy.</p> 

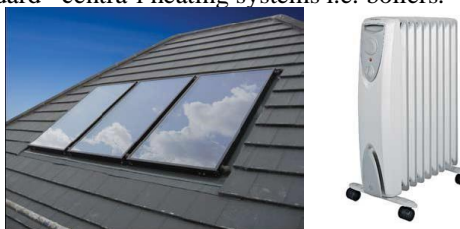
12.32. Glazing

SWP:	Workplace Health, Safety and Welfare
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Survey)
Qualification Requirement:	RP – Layperson CP – Surveyor with BS 6262:2005 and approved document N
Frequency:	RP – 3 Monthly CP – When Required
Best Practice:	RP – Monthly CP – 5 Yearly (Sooner building works)
Information Exchange Upload Frequency:	Quarterly
Further Info:	Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety - be of safety material or be protected against breakage of the transparent or translucent material; and be appropriately marked or incorporate features so as, in either case, to make it apparent.


12.33. Heating – other i.e. under floor, air (dimplex) electric

SWP:	Work Equipment and Electric Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Layperson CP – Electrician with City and Guilds 2391 or equivalent
Frequency:	CP – 12 Monthly
Best Practice:	RP – Monthly CP – 12 Monthly and / or Manufacturers guidance
Information Exchange Upload Frequency:	CP – 12 Monthly


Further Info: E.g. Solar thermal; air curtains; electric fires; portable heaters, towel rails. Non-standard central heating systems i.e. boilers.





12.34. Intruder Alarm Systems

SWP:	Work Equipment and Electric Safety
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service and Maintenance)
Qualification Requirement:	Electrician with City and Guilds 2391 or equivalent
Frequency:	12 Monthly and / or Manufacturers guidance
Best Practice:	6 Monthly
Information Exchange Upload Frequency:	12 Monthly
Further Info:	<p>Are systems designed to detect unauthorised entry into a building or area. They consist of an array of sensors, a control panel and alerting system, and interconnections.</p> 

12.35. Kitchen

SWP:	Work Equipment, Electric Safety and Gas Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service, Maintenance and deep clean)
Qualification Requirement:	RP – Layperson CP – Gas engineer gas safe registered, Electrical engineer with City and Guilds 2391, Mechanical engineer or equivalent
Frequency: Best	RP – Pre Use (3 Monthly declaration) RP – Manufacturers guidance CP – 12 Monthly
Practice:	RP – Pre Use RP – Manufacturers guidance CP – 12 Monthly
Information Exchange Upload Frequency:	RP – Quarterly CP – 12 Monthly
Further Info:	<p>Responsible Person pre-use visual condition inspection should entail the kitchen canopy ventilation system and kitchen equipment (apparatus). Competent Person should entail canopy ventilation systems, equipment, gas and deep clean. Manufacturer’s guidance should be consulted.</p> 

12.36. Ladders/Step ladders – fixed access and portable (portable includes loft ladders fixed or not)

SWP:	Work Equipment and Working at Height
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Layperson CP – Building surveyor with mechanical or equivalent
Frequency:	RP – Pre Use (3 Monthly declaration) CP – 12 Monthly
Best Practice:	RP – Pre Use RP – Manufacturers guidance
Information Exchange	CP – 12 Monthly
Upload Frequency:	RP – Quarterly
Further Info:	CP – 12 Monthly
	<p>A ladder/step ladder is a vertical or inclined set of rungs or steps. Ladders /Stepladders must be EN 131 Professional. No EN131 Non Professional ladders allowed.</p> <div style="display: flex; align-items: center;">   </div>

12.37. Laundry Equipment – industrial / commercial grade


SWP:	Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service and Maintenance)
Qualification Requirement:	Mechanical engineer or Electrical engineer
Frequency:	As per manufacturers guidance
Best Practice:	As per manufacturers guidance
Information Exchange Upload Frequency:	As per manufacturers guidance
Further Info:	Commercial laundry equipment or systems are included and not standard domestic equipment.



12.38. Water Supplies – water pipes and tanks within the building

SWP:	Legionella
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Actions as identified in the Management Plan CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Layperson CP – Water Quality and Systems Engineer trained to the HSE guidance L8 Legionella.
Frequency:	RP – Monthly (and as detailed in Management Plan) CP – As detailed in Management Plan
Best Practice:	CP – 24 Monthly
Information Exchange Upload Frequency:	RP – Determined by Risk Assessment / Management Plan CP – 24 Monthly
Further Info:	RP – Monthly (and as detailed in Management Plan) CP – As detailed in Management Plan CP – 2 Yearly
	Each building must have a Legionella Risk Assessment. A Site Action Plan will be developed from the risk assessment, which will identify a regime of inspections and tests in order to control the risks of legionella bacteria and of scalding hot water temperatures. The site action plan details actions, which must be carried out by the Competent Person and those actions that must be carried out by the Responsible Person.

12.39. Lifting Equipment – overhead travelling cranes

SWP:	Lifting Equipment and Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service and Maintenance)
Qualification Requirement:	Lift Engineer with a mechanical background working for a UKAS accredited company (should be the Council's Statutory Inspection Provider).
Frequency:	12 Monthly or as per written scheme of examination
Best Practice:	12 Monthly or as per written scheme of examination
Information Exchange Upload Frequency:	12 Monthly
Further Info:	<p>An overhead crane, commonly called a bridge crane, is a type of crane found in industrial environments. An overhead crane consists of parallel runways with a travelling bridge spanning the gap. A hoist, the lifting component of a crane, travels along the bridge.</p> 


12.40. Lifting Equipment – window cleaning systems

SWP:	Lifting Equipment and Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Layperson CP – Mechanical Engineer / Electrical Engineer working for a UKAS accredited company (should be the Council’s Statutory Inspection Provider).
Frequency:	RP – Pre Use CP – 6 Monthly or as per written scheme of examination
Best Practice:	RP – Pre Use CP – 6 Monthly or as per written scheme of examination
Information Exchange Upload Frequency:	RP – Quarterly CP – 6 Monthly

Further Info:



12.41. Lifts – passenger and goods

SWP:	Lifting Equipment and Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Testing, statutory inspection and examination (Service and Maintenance)
Qualification Requirement:	Lift Engineer / Mechanical Engineer working for a UKAS accredited company (should be the Council's Statutory Inspection Provider).
Frequency:	6 Monthly examination or as per written scheme of examination
Best Practice:	3/4/6 or 12 Monthly Service
Information Exchange Upload Frequency:	6 Monthly examination or as per written scheme of examination
Further Info:	3/4/6 or 12 Monthly Service
	A lift is a type of vertical transport equipment that efficiently moves people or goods between floors (levels, decks) of a building, vessel or other structures. Lifts are generally powered by electric motors that either drive traction cables or counterweight systems like a hoist, or pump hydraulic fluid to raise a cylindrical piston like a jack.
	

12.42. Lift Emergency Alarms

SWP:	Lifting Equipment and Work Equipment
Competency Requirement:	Responsible Person
Inspection Requirement:	Functional / operation test
Qualification Requirement:	Layperson
Frequency:	RP Weekly (Lifts without automatic dialler) RP Monthly (Lifts with automatic dialler and low risk - determined by risk assessment)
Best Practice:	Weekly
Information Exchange Upload Frequency:	Quarterly

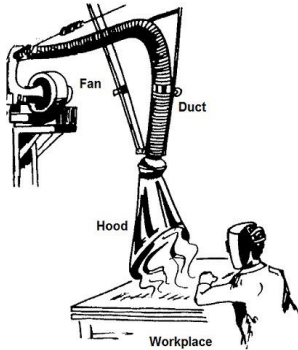
Further Info: An alarm button or switch, which passengers can use to signal that they have been trapped in the elevator.



12.43. Lightning Conductors / Protection

SWP:	Electrical Safety
Competency Requirement:	Competent Person
Inspection Requirement:	Continuity Test
Qualification Requirement:	Electrical engineer with City and Guilds 2391 with British Standard 62305 Part 3
Frequency:	11 Monthly
Best Practice:	11 Monthly
Information Exchange Upload Frequency:	11 Monthly
Further Info:	<p>A metal rod or metallic object mounted on top of a building, electrically bonded using a wire or electrical conductor to interface with ground or "earth" through an electrode, engineered the building event of strike.</p> <p>to protect in the lightning</p>


12.44. Local Exhaust Ventilation (LEV)

SWP:	Work Equipment and Control of Substances Hazardous to Health
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Layperson CP – LEV Specialist with BOHS P601 qualification or equivalent
Frequency:	RP – Pre Use (3 Monthly declaration) CP – 14 Monthly or as soon as per Risk Assessment or as per manufacturers guidance
Best Practice:	RP – Pre Use (3 Monthly declaration)
Information Exchange:	CP – 14 Monthly or as soon as per Risk Assessment or as per manufacturers guidance
Upload Frequency:	RP – Quarterly CP – 14 Monthly or as soon as per Risk Assessment or as per manufacturers guidance
Further Info	<p>LEV addresses the issue of avoiding the contamination of indoor air by specific high-emission sources by capturing airborne contaminants before they are spread into the environment. This can include water vapour control, lavatory bio effluent control, solvent vapours from industrial processes, and dust from wood and metal-working machinery. Air can be exhausted through pressurised hoods or through the use of fans and pressurising a specific area.</p> 

12.45. Log Book

SWP:	Managing Health and Safety
Competency Requirement:	Responsible Person
Inspection Requirement:	
Qualification Requirement:	
Frequency:	12 Monthly
Best Practice:	6 Monthly
Information Exchange Upload Frequency:	12 Monthly
Further Info:	

12.46. Liquefied Petroleum Gas (LPG)


SWP:	LPG
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Layperson CP – Gas Engineer gas safe registered with pressure vessels.
Frequency:	RP – Monthly CP – As per Risk Assessment or as per manufacturers guidance
Best Practice:	RP – Monthly CP – As per Risk Assessment or as per manufacturers guidance
Information Exchange Upload Frequency:	RP – Quarterly CP – As per Risk Assessment or as per manufacturers guidance
Further Info:	Flammable mixture of hydrocarbon gases used as a fuel in heating appliances and vehicles. 

12.47. Oil Storage Tanks – basement, ground and above ground tanks


SWP:	DSEAR
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service and Maintenance)
Qualification Requirement:	Inspector trained to API 653 and EEMUA 159
Frequency:	5 Yearly
Best Practice:	5 Yearly
Information Exchange Upload Frequency:	5 Yearly
Further Info:	

12.48. PE Equipment / Playground Equipment


SWP:	Play Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Layperson CP – Inspector trained to British Standard 913 and 1176

Frequency:	RP – Pre Use (3 Monthly declaration) CP – 12 Monthly
Best Practice:	RP – Pre Use (3 Monthly declaration) CP – 12 Monthly
Information Exchange Upload Frequency:	RP – Quarterly CP – 12 Monthly
Further Info:	<p>Modern playgrounds often have recreational equipment such as the seesaw, merry-go-round, swing set, slide, jungle gym, chin-up bars, sandbox, spring rider, monkey bars, overhead ladder, trapeze rings, playhouses, and mazes, many of which help children develop physical coordination, strength, and flexibility, as well as providing recreation and enjoyment. Common in modern playgrounds are that link many equipment.</p>  <p>play structures different pieces of</p>


12.49. Pottery Kilns

SWP:	Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Trained in Safe Operation of Electric Pottery Kilns CP – Electrical engineer with City and Guilds 2391
Frequency:	RP – Pre Use (3 Monthly declaration) CP – 12 Monthly – Used once a week or more frequent
Best Practice:	CP - 24 Monthly – Used once fortnightly CP – 36 Monthly – Used Less frequent i.e. termly, 12 Monthly
Information Exchange Upload Frequency:	RP – Pre Use (3 Monthly declaration) CP – 12 Monthly
Further Info:	RP – Quarterly or determined by Risk Assessment CP – Determined by Risk Assessment
	<p>A thermally insulated chamber, or oven, in which a controlled temperature regime is produced. Uses include the hardening, burning or drying of materials. Kilns are also used for the firing of materials, such as clay and other raw materials, to form ceramics (including pottery, bricks etc.)</p> 


12.50. Pressure Vessels – above 250 bar / litres

SWP:	Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service and Maintenance)
Qualification Requirement:	Mechanical Engineer with pressure vessels working for a UKAS accredited company (should be the Council's Statutory Inspection Provider).
Frequency:	12 Monthly Declaration - As per written scheme of examination and manufactures guidance
Best Practice:	12 Monthly Declaration - As per written scheme of examination and manufactures guidance
Information Exchange	12 Monthly Declaration - As per written scheme of examination and manufactures guidance
Upload Frequency:	12 Monthly
Further Info:	<p>A closed container designed to hold gases or liquids at a pressure substantially different from the ambient pressure.</p> 


12.51. Refrigerant Systems – commercial grade (including water coolers)

SWP:	Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Leakage testing and inspection (Service and Maintenance)
Qualification Requirement:	Refrigerant Engineer with City and Guilds 2078 / 2079 / 6017 / 6087 / 6127 / 6187 and 1788
Frequency:	12 Monthly and / or as per manufactures guidance
Best Practice:	6 Monthly and / or as per manufactures guidance
Information Exchange Upload Frequency:	12 Monthly
Further Info:	<p>A industrial / commercial appliance that consists of a thermally insulated compartment/s and a heat pump (mechanical, electronic, or chemical) that transfers heat from the inside of the fridge to its external environment so that the inside of the fridge is cooled to a temperature below the ambient temperature of the room. This does not include domestic fridges.</p> 

12.52. Roller Shutters – electric and manual

SWP:	Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP - Testing and inspection (Service and Maintenance)
Qualification Requirement:	RP – Layperson CP – Electrical engineer / Mechanical engineer
Frequency:	RP – Monthly CP – 6 Monthly –as per risk assessment and manufacturers guidance
Best Practice:	
Information Exchange Upload Frequency:	RP – Monthly CP – 6 Monthly –as per risk assessment and manufacturers guidance
	RP – Monthly CP – 6 Monthly –as per risk assessment and manufacturers guidance
	<p>A roller shutter, roller door or sectional overhead door is a type of door or window shutter consisting of many horizontal slats (or sometimes bars or web systems) hinged together. The door is raised to open it and lowered to close it. On large doors, the action may be motorized.</p> <p>The level of risk and therefore effort required to maintain them, will depend on the type of roller shutter. For example; a roller shutter over a kitchen servery hatch or window for security could be considered lower risk i.e. injuring a finger, compared to a higher risk of one over a doorway that has the potential to land on an individual’s head.</p> <p>Manufacturers and installers of roller shutter doors may need to be consulted to consider if design modifications are required to prevent movement between the support plates and barrel shaft.</p> <p>Where existing doors are considered to have insufficient restraint, recommendations to fit devices to prevent movement between the end plates and barrel shaft should be considered and implemented.</p>
Further Info:	

12.53. Sewage Plant and Pumps

SWP:	Work Equipment
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service and Maintenance)
Qualification Requirement:	Mechanical Engineer specialising in confined space entry qualifications in emergency procedures and equipment.
Frequency:	Monthly
Best Practice:	Monthly
Information Exchange Upload Frequency:	Quarterly
Further Info:	

12.54. Slip Risk Assessment – all floor surfaces must be the subject of a risk assessment

SWP:	Risk Assessment and Workplace
Competency Requirement:	Responsible Person
Inspection Requirement:	Risk Assessment
Qualification Requirement:	Risk Assessment training
Frequency:	12 Monthly
Best Practice:	12 Monthly
Information Exchange Upload Frequency:	12 Monthly
Further Info:	<p>Carry out a risk assessment, identify the hazard areas and who can be harmed using the HSE 5 steps to risk assessment approach (See SWP Risk Assessment).</p> <p>Identify existing controls and assess their suitability, for example; non-slip floor surfaces or non-slip coatings have been applied, or are carpeted, are recorded and documented.</p> <p>Where a risk has been identified, carry out a slip test and use the HSE Slip Assessment Tool (SAT) to help review the findings.</p>

12.55. Storage Heating

SWP:	Electrical Safety
Competency Requirement:	Competent Person
Inspection Requirement:	Testing and inspection (Service and Maintenance)
Qualification Requirement:	Electrical engineer with City and Guilds 2391
Frequency:	12 Monthly
Best Practice:	12 Monthly
Information Exchange Upload Frequency:	12 Monthly
	12 Monthly


Further Info: A storage heater is an electrical heater which stores thermal energy during the evening, or at night when electricity is available at lower cost, and releases the heat during the day as required.



12.56. Swimming Pools – biological, water quality and treatment

SWP:	Arrangement for Managing Health and Safety
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Water quality, treatment CP – Biological Testing, inspection, treatment and plant equipment
Qualification Requirement:	RP – Layperson (trained in water quality checking) CP – Certified inspector trained to IMSPA and British Standard PAS 39 and PAS 65
Frequency:	RP – Daily water quality CP – Monthly Biological testing and treatment
Best Practice:	CP – 6 Monthly plant equipment
Information Exchange Upload Frequency:	RP – Daily water quality CP – Monthly Biological testing and treatment
	CP – 6 Monthly plant equipment
Further Info:	RP – Quarterly CP – Monthly Biological testing and treatment CP – 6 Monthly plant equipment
	<p>© 2002 HowStuffWorks</p>

12.57. Ventilation Systems

SWP:	Work Equipment and COSHH
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Water quality, treatment CP – 12 Monthly Risk Assessment RP or CP – Filter change CP – Fanes cleaned / serviced CP- Ductwork inspection, cleaning and lubrication
Qualification Requirement:	RP – Layperson (Can be trained to change filters) CP – Ventilation specialist with City and Guilds 6017, 6087, 6187 or 6127 or equivalent
Frequency:	RP / CP – Filter Change as per manufacturers guidance CP – 12 Monthly Risk Assessment CP – 12 Monthly Fan Clean and service CP – 12 Monthly Ductwork inspection, clean and lubrication for high risk areas, if low risk 36 Monthly
Best Practice:	RP / CP – Filter Change as per manufacturers guidance CP – 12 Monthly Risk Assessment CP – 12 Monthly Fan Clean and service CP – 12 Monthly Ductwork inspection, clean and lubrication for high risk areas, if low risk 36 Monthly
Information Exchange Upload Frequency:	12 Monthly
Further Info:	Manufacturer's guidance must be consulted. 

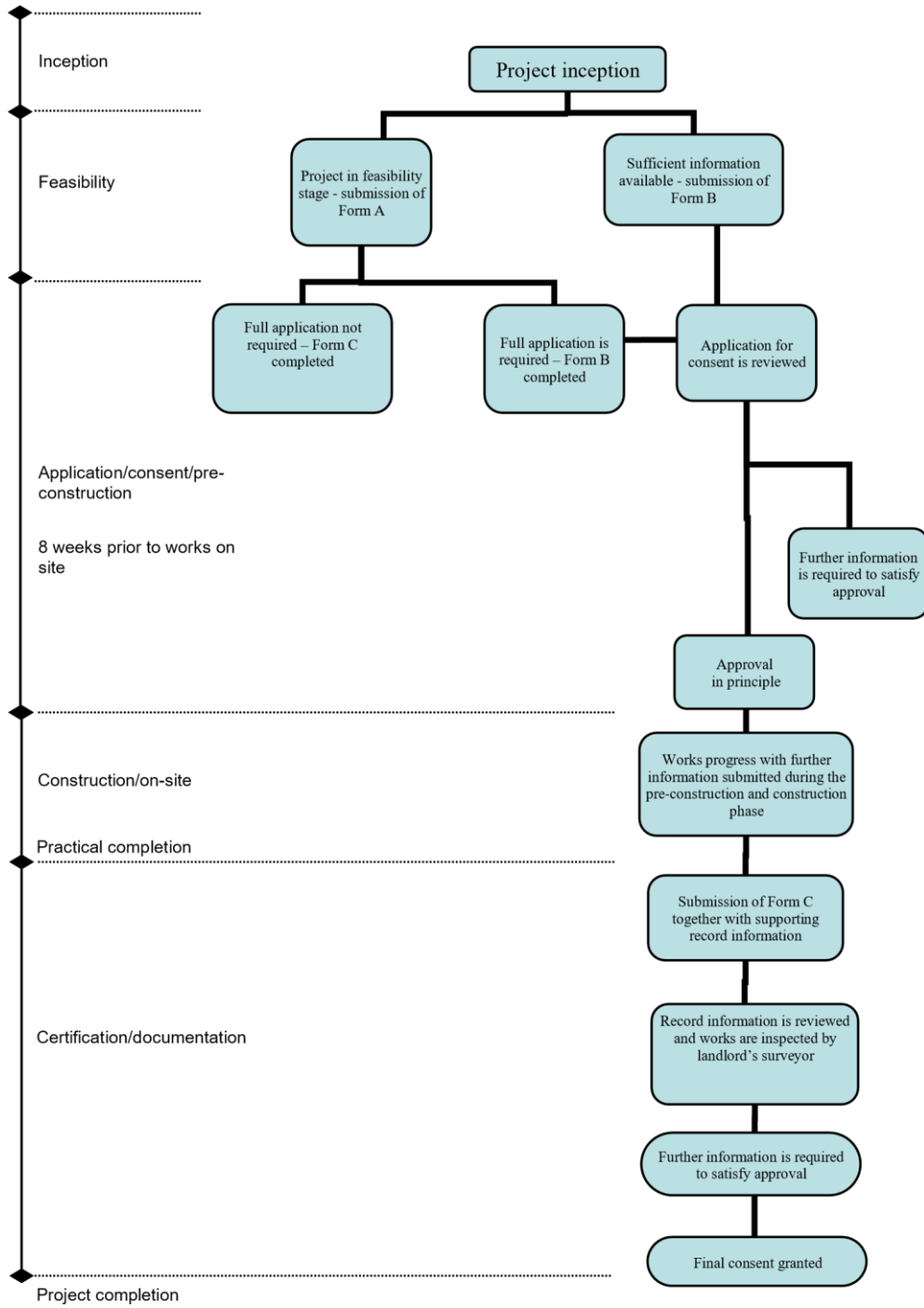
12.58. Work Equipment

SWP:	Work Equipment
Competency Requirement:	Responsible Person and Competent Person
Inspection Requirement:	RP – Condition CP – As per manufacturers guidance or written scheme of examination
Qualification Requirement:	RP – Layperson CP – As per manufacturers guidance
Frequency:	Depending on the type of equipment, specific training may be required for the servicing and maintenance of that equipment.
Best Practice:	RP – Pre Use (3 Monthly declaration) CP – As per manufacturers guidance
Information Exchange Upload Frequency: Further Info:	RP – Pre Use (Quarterly declaration) CP – As per manufacturers guidance
	RP – Pre Use (3 Monthly declaration) CP – As per manufacturers guidance
	As a Responsible Person, you may have Work Equipment that is subject to maintenance, test and inspection regimes, these could be items such as furniture in communal areas, kettles, microwaves, gates, cleaning machines etc. However, the Responsible Person is not responsible for Work Equipment used by and under the control of 'other' managers in the building. SWP Work Equipment will provide you with guidance. Items of Work Equipment should be added to your asset register see item 5.

12.59. Guidance to Maintenance of AOV's (automatic opening vents) – refer to [Appendix 1](#)

13. Schools Managed Projects – Landlord’s Consent Form Guidance

- 13.1. The Schools Managed Project (SMP) application procedure ensures that work undertaken by schools is carried out in line with statutory and legislative compliance, as well as the policies, procedures, Standing Orders and strategic direction of the Local Authority (SCC). It also enables Corporate Estates and Assets to both review the proposals and provide feedback to you or your appointed professional consultant(s).
- 13.2. Regardless of subscription to the ‘Service Level Agreement’, every maintained nursery, community, community special and voluntary controlled school must obtain SCC landlord permission for any building, engineering or alteration works to the property (buildings and grounds). Trust schools are also requested to participate in the process so all records can be kept up-to-date and school statutory compliance checked. All construction works must be approved by Corporate Estates and Assets.
- 13.3. All schools are entitled to the advice and assistance of either Children & Families (C&F) Infrastructure & Strategy Division (C&F) or Corporate Estates and Assets in the preparation of the SMP forms. C&F will provide funding advice. Technical advice will be provided by Corporate Estates and Assets. Where Corporate Estates and Assets are involved with the preparation of the specifications and drawings this service will be chargeable.
- 13.4. While C&F may be aware that schools are considering carrying out works, [Form A](#) should still be completed. This provides C&F with initial details of any proposed project/works.
- 13.5. Assistance may have been given in preparing schemes and providing advice. This does not constitute giving full approval which can only be obtained by going through the correct and formal SMP procedure by completing [Form B](#).
- 13.6. A completed [Form B](#), together with a full set of current proposals and information, is required to be submitted no later than 8 weeks prior to the intended work’s start date. Failure to provide these details will delay the application and possibly restart the process of approval. If works have not commenced within a 6 months after consent, the process must be repeated.
- 13.7. Consultation with C&F will take place during the application process and enables relevant actions, such as ensuring that a new building or extension is added to the insurance register. Also, many engineering works, such as lift or hoist installations, require notification to SCC’s Insurers. [Form C](#) will be completed at Completion Stage to ensure that all ‘as-built’ information is provided to update the necessary registers, as this may affect Asset Management plans going forward.
- 13.8. SMP information enables Capital and Asset Records to maintain an up-to-date Asbestos Register. The register exists for all SCC buildings, including schools. The SMP procedure helps to ensure that testing is undertaken when there is a risk of asbestos fibres being released as a result of building maintenance or alteration works.
- 13.9. Other information gained from SMP applications enables the schools Computer Aided Design (CAD) plans, Asset Management Plan data, Building Manuals, Engineering Asset Register and other Health & Safety files, to be maintained with up-to-date ‘as-built’ information, and thus provide accurate information when a school requires this at a later date.
- 13.10. Please use the Flow Chart below to guide you through the SMP process. Complete the SMP form(s) online or return via the contacts at the top of the form(s).



13.11. An explanation of when and where Landlord's Consent applies.

Landlord's Consent will not be required where there is a 'like for like' repair, i.e. day-to-day repair and maintenance. However, if as part of the repair there is an enhancement or upgrade of the building element Landlord's Consent will be required. Please see specific examples below. These are not exhaustive, so please contact Corporate Estates and Assets for further advice if you are unsure.

13.11.1. No consent needed

- 13.11.1.1. **Example 1:** Repainting a classroom, corridor etc. will not require Landlord's Consent.
- 13.11.1.2. **Example 2:** Replacing floor coverings to a classroom will not require Landlord's Consent.
- 13.11.1.3. **Example 3:** Repairing and redecorating single glazed timber casement windows will not require Landlord's Consent. However, see Example 8.
- 13.11.1.4. **Example 4:** Changing a tap washer or the type of tap will not require Landlord's Consent.
- 13.11.1.5. **Example 5:** Repairing a broken window will not require Landlord's Consent.
- 13.11.1.6. **Example 6:** Roofing repairs will not require Landlord's Consent. However, see Example 11.

13.11.2. Consent needed (including any works which affect the electrical or mechanical infrastructure i.e. installation of a socket)

- 13.11.2.1. **Example 8:** If windows are upgraded to UPVC double glazed windows, Landlord's Consent will be required. These changes are likely to have an impact on such items as Planning, Building Control, Carbon Reduction Commitment and Asbestos.
- 13.11.2.2. **Example 9:** Installing additional Air Conditioning will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Building Control, Carbon Reduction Commitment, Structural implications and Asbestos.
- 13.11.2.3. **Example 10:** Altering the internal configuration of two classrooms to form one will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Building Control, Structural implications, Asbestos, Electrical and Mechanical systems, Fire Risk Assessment, Accessibility Plan and School Places.
- 13.11.2.4. **Example 11:** roof covering replacement will require Landlord's Consent. These additions are likely to have an impact on such items as Building Control, Structural Implications, Asbestos and Carbon Reduction Commitment.
- 13.11.2.5. **Example 12:** Installation of perimeter fencing to the boundary of a school site will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Accessibility Plan and Emergency Access.
- 13.11.2.6. **Example 13:** Replacement of classroom lighting will require Landlord's Consent. These additions are likely to have an impact on such items as Building Control and Carbon Reduction Commitment.
- 13.11.2.7. **Example 14:** Installation of a mezzanine floor to create additional floor space will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Building Control, Structural Implications, Asbestos, Electrical and Mechanical systems, Fire Risk Assessment, Accessibility Plan and School Places.
- 13.11.2.8. **Example 15:** Installation of an external canopy will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Building Control, Structural implications, Asbestos, Electrical and Mechanical systems and Drainage.

13.11.2.9. **Example 16:** Alterations to hard landscaping will require Landlord's Consent. These additions are likely to have an impact on such items as Building Control, Drainage, Emergency Access and Accessibility Plan.

13.11.3. Where all works are prohibited

13.11.3.1. Please note that it is strictly prohibited to undertake any works to a building where it is within the Rectification Period, i.e. within 1 year of Practical Completion of a building project.

13.12. Guidance on the application of the Construction (Design and Management) Regulations 2015 and for assessing competence of a Principal Designer.

CDM 2015 places legal duties on 'duty holders' including Clients, Principal Designers, Designers, principal Contractors, Contractors and workers involved in construction work.

13.12.1. Clients – a 'client' is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.

13.12.1.1. On all projects, clients must:

- Check competence and resources of all appointees.
- Ensure there are suitable management arrangements for the project welfare facilities.
- Allow sufficient time and resources for all stages of the project.
- Provide pre-construction information to designers and contractors.

13.12.1.2. Where projects are notifiable under CDM 2015, clients must also:

- Ensure that the Health and Safety Executive is notified of the project by completing and sending (online) an F10.
- Appoint a principal designer in writing.
- Appoint a principal contractor in writing.
- Make sure that construction work does not start unless a construction phase plan is in place and there are adequate welfare facilities on site.
- Provide information relating to the health and safety file to the principal designer.
- Retain and provide access to the health and safety file.

13.12.1.3. A consultant can be employed by the Client to administer the Client's duties on their behalf, although it is the Client's duty to ensure that the consultant is properly qualified to do so.

13.12.2. Principal Designer – a principal designer must be appointed to advise the Client on projects that last more than 30 days or involve 500 person days of construction work. Although it is not a legal requirement, to safeguard the Client's interests, it is recommended that a principal designer is also be appointed to assist with non-notifiable projects where these involve complex or high risk design and/or construction.

13.12.2.1. The principal designer's role is to advise the Client on health and safety issues during the design and planning phases of construction work.

13.12.2.2. The principal designer should be appointed as soon as possible, but no later than the initial design/preparation stage (RIBA Stage C). The role of the principal designer is to advise and assist the Client with their CDM duties.

13.12.2.3. This principal designer will:

- Advise on the selection of competent designers and contractors.
- Help identify what information will be needed by designers and contractors.
- Co-ordinate the arrangements for health and safety during the planning phase.
- Advise if the initial construction phase plan is suitable.

- Prepare a health and safety file (this contains useful information to enable future cleaning, maintenance and alterations to be carried out safely).

Please note, the CDM Regulations do not require the principal designer to supervise or monitor work on site; this is the duty of the principal contractor.

13.13. Guidance for assessing the competence of a principal designer

- 13.13.1.** Under CDM 2015, duty-holders were obliged to make appointments to key roles on construction projects according to certain competence criteria. Following adverse comments during the consultation on CDM 2015, these criteria were dropped in CDM 2015 in favour of a requirement for sufficient 'skills, knowledge and experience' on the part of those carrying out the role of principal designers and contractors. Paragraph 13.13.2 provides guidance on the competence criteria required by a principal designer.
- 13.13.2.** Principal designers should have knowledge of the construction process, health and safety in construction, and the experience and ability to be able to recognise personal limitations, task related faults and errors and to identify appropriate actions relative to the task. Examples of information which should indicate competence:
- Professional qualification to Chartered level.
 - Membership of a construction institution such as CIBSE, ICE, IET, ImechE, IstructE, RIBA, CIAT and CIOB.
 - Validated CPD (continuous professional development) in the health and safety field, such as NEBOSH Construction Certificate, member of health and safety register administered by the ICE, Membership of Association for Project Safety, Membership of Institution of Construction Safety (formerly the Institute of Planning Supervisors).
 - Evidence of significant work on similar projects with comparable hazards, complexity and procurement route.
- 13.13.3.** Construction Phase Plans are required for all construction, maintenance and demolition work.
- 13.13.4.** Construction Phase Plans and risk assessment should be focused on the requirements of the project and should be proportionate to the risks arising from the work. Client's should use their judgement to assess the company on the evidence provided, and will not be criticised if their judgement is reasonable and the company appointed subsequently proves to be not competent to carry out the work.

13.14. Links to Consent Forms

- [Form A: Initial Enquiry](#)
- [Form B: Application](#)
- [Form C: Completion](#)

13.15. Further information is available on the HSE Website <http://www.hse.gov.uk/construction/cdm.htm>. The Corporate Health and Safety Service internet site has a microsite on Control of Contractors.

APPENDIX 1 – GUIDE TO AOV MAINTENANCE

“AOV” or “Automatic Opening Vent” is a smoke or fire vent that will open and close automatically when triggered by a control system to help vent smoke or heat out of a building in the event of a fire.

As such, they are considered life safety systems and form an extremely important part of a building's fire safety strategy.

They are predominantly installed on the roof or side of the building to clear smoke from corridors or common areas such as lobbies and are also used to protect escape routes (such as stairwells) in residential or commercial buildings.

They may also be required in buildings that feature open-plan interiors (such as atria) or in large single-storey buildings such as warehouses or factories where smoke would otherwise just build up indefinitely.

They not only help people escape from a building safely, but also help to improve the conditions in the building for firefighters who are entering it - with better visibility and improved air quality they can reach the fire quickly and safely to get the situation under control.

AOVs are typically activated by a smoke or heat detector, either directly or from a smoke detection system or possibly a fire alarm system.

Who is in charge of maintaining AOVs in a building?

Under the RRO (The Regulatory Reform (Fire Safety) Order 2005) it is the role of the "Responsible Person" to ensure that all fire safety systems in the building are maintained properly and in good working order.

Most commonly, the "Responsible Person" will be either an employer, the owner or landlord of the building or anyone else who holds a level of control of the management and/or upkeep of the building. These titles could include a facility manager or building manager.

Typically, there will be more than one "Responsible Person." If this is the case, they must all work together to fulfil their duties.

How often should AOVs be serviced and tested?

In order to meet the requirements of the RRO and BS: 7346-8, AOVs need to be serviced by a competent person at least once a year.

Additionally, they should be tested on a weekly, monthly and 6-monthly basis. The weekly and monthly checks can be done by a person who is familiar with the system (such as the Responsible Person), but the 6-monthly tests need to be carried out by a third-party certified smoke control specialist to ensure compliance.

When carrying out a preventative maintenance visit, the contractor shall establish with the contract administrator whether there have been any problems with the Smoke vents last preceding preventative maintenance visit.

The system documentation or that kept by the contract administrator / end user shall be made accessible to the contractor to review any service calls or alarm incidents since the last preceding routine visit.

If any of the vents are found to be non-functioning during routine testing, or has become damaged, immediate action needs to be taken to remedy the faults and/or failures.

If it is not possible to repair or replace the faulty components immediately, the "Responsible Person" should carry out a risk assessment to determine if any additional measures should be put in place until full performance is restored - these might include putting in place a waking watch or relocating the building occupants or employees until repairs can be carried out.

How do you maintain AOV systems?

At weekly checks and tests, it should be determined that all vents are opening and closing correctly when activated and that any fans in the system are running at the required speeds. Any back-up generators also need to be checked and tested accordingly. Any faults on the control panel should be investigated and cleared or reported. Likewise, anything unusual in the system operation should also be reported and dealt with, for example, very slow damper operation or an unusual fan/motor noise.

For monthly maintenance checks, it should be checked whether the back-up power supply automatically kicks in if the system's primary power supply is cut off. Depending on a number of factors, the back up power supply may be required for anything between 4 hours and 72 hours. The back up time depends on:

- the type of power source
- the type of system
- the building use
- the presence of on-site maintenance or emergency call out contract.

More detail is available from EN 12101-10.

At the 6-monthly checks, your smoke control maintenance provider should be doing a full functionality check which takes into consideration cause and effect, checking the correct airflows, opening and closing times, battery charge rates, motor resistance levels, water tightness and more.

The smoke vent system should be inspected and serviced, checking the following items but is not limited to:-

- All smoke vents are installed correctly as per BS7346: Part 1, 1990, BS9999:2008 BS5588 and (RRO) The Regulatory Reform (Fire Safety) request 2005.
- Check all smoke vent components are securely in place with no vandalism present.
- Check all detection points
- Loose or broken controls/indicators
- Ensure physical fixings of all equipment are satisfactory. Items requiring attention shall be rectified or reported as necessary, recording all such work on the maintenance log book.

The annual maintenance will include all the above as well as additional performance tests. To verify that the system is still performing at the level required, a certificate should be issued at this time by the person carrying out this annual maintenance.

Reactive Maintenance

- For emergency repairs the contractor shall liaise accordingly with the contract administrator and/or the site manager and agree a suitable time frame for the works to be corrected. Once the works have been corrected the contractor is to inform the contract administrator and/or the site user and fill out the relevant information within the maintenance log book.
- The contractor shall determine the cause of any indicators or fault and then carry out one or more of the following:
 - Repair and leave the smoke vent system fully operational for the event of an emergency.
 - Removal of the smoke vent with a new replacement installed.
 - Recording of the broken smoke vent and lead time of a new replacement.
 - Any parts of the system disconnected or temporarily repaired must be recorded, obtaining the contract administrator's authority, and be reported for further action. The company must ensure that action is taken as soon as possible and, in any case, in accordance with the contract for maintenance.