

# Guidance to Legal Duties for Maintenance Regime (without prejudice) - December 2013

*These are recommendations that when applied, should ensure compliance with legal duties.*

Equipment	Detail	Frequency	Task	Details/Notes	Completed by	Records
<b>Roof Safety Equipment</b>						Updated: 2013
Any equipment that fails any lifting operations tests must be labelled as such and taken out of use. The equipment must not be put back into operation until it has been repaired and retested.						
<b>Roof safety equipment including fall arrest systems and harness anchor bolts.</b>	All roof safety equipment.	See manufacturer recommendations.	Routine maintenance.	To be carried out in accordance with specific manufacturer recommendations.	Suitable and competent specialist contractor. In some cases this will be your maintenance contractor.	File in premises logbook.
	Eye bolts used for supporting people.	6 months unless otherwise specified in the written scheme.	Thorough examination by competent person.	Independent of maintenance and in accordance with a Written Scheme of Examination.	Specialist Contractor.	File in premises logbook.
	Lifting Accessories (chains, slings ropes, lifting beams, etc).					
<b>Lifts and Lifting Equipment</b>						Updated: 2013
Any equipment that fails any lifting operations tests must be labelled as such and taken out of use. The equipment must not be put back into operation until it has been repaired and retested.						
<b>All lifts and lifting equipment.</b>	Including personnel lifts, good lifts, lifting equipment and lifting accessories.	Frequency of maintenance should be as recommended by the manufacturer and/or in accordance with written scheme of examination.	Carry out pre-planned maintenance in accordance with manufacturer recommendations and written scheme of examination.	Ensure competent persons are appointed to carry out regular maintenance on all lifts.	Specialist contractor.	Enter into lift logbook and file detailed maintenance sheets in premises logbook.
<b>Personnel lifts.</b>		6 monthly or as set out in a written scheme of examination.	Thorough examination by competent person. Separate to maintenance.	Sometimes carried out as part of insurance inspections. It is the responsibility of the school to make sure these are completed.	Specialist contractor. Independent of maintenance contractor.	File in premises logbook. Check issued document for completeness. A certificate of test and examination will be required.
<b>Goods only lifts, dumb waiters etc.</b>		Annually or as set out in a written scheme of examination.				
<b>Other lifting equipment</b>	Equipment for people e.g. hoists.	6 monthly or as set out in a written scheme of examination.	Thorough examination by competent person. Separate to maintenance.	Sometimes carried out as part of insurance inspections. It is the responsibility of the school to make sure these are completed.	Specialist contractor. Independent of maintenance contractor.	File in premises logbook. Check issued document for completeness. A certificate of test and examination will be required.
	Eye bolts used for supporting people e.g. anchor bolts.					
	Lifting accessories e.g. chains, slings ropes, lifting beams, etc.					
	Lifting equipment accessories NOT used for lifting people.	Annually or as set out in a written scheme of examination.				

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<b>PE, Playground Equipment &amp; External Areas</b>						Updated: 2013
Any equipment that fails any lifting operations tests must be labelled as such and taken out of use. The equipment must not be put back into operation until it has been repaired and retested.						
<b>Physical education equipment.</b>	Including ropes, climbing frames, trampolines etc.	Annually.	Safety inspection.	These are specialist contractor inspections and are separate to those the school carry out themselves.	Specialist contractor.	Premises logbook.
<b>Playground equipment.</b>	Including swings, slides, frames etc.					
<b>PE, playground, gym and external areas.</b>		Termly	Equipment and general inspection as outlined in the templates on EGFL.	To be carried out by the school each term. Sometimes completed by the governors once a year.	School representative(s).	Premises logbook.
<b>Fire Safety and Emergency Lighting</b>						Updated: 2013
Any failures must be attended to as soon as is reasonably possible.						
<b>Fire alarm system.</b>		Daily.	All fire detection and alarm systems should be inspected daily.	a) the control panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken; b) any fault recorded the previous day has received attention.	Trained school staff.	Fire logbook and/or premises logbook.
	Devices (sounders, call points, detectors).	Weekly.	Activate a device, on a rotational basis, to activate sounders for a minimum of one minute.	This task can be completed at the same time each week. Devices tested should be specified in test records. Battery condition should also be checked along with any printer supplies.	School staff or contractor.	
	Test under generator power.	Monthly (if applicable).	Check for normal operation of alarm system while under generator power.			
	Periodic System Testing.	6 monthly.	Inspection, testing and certification. To include additional functionality testing every 12 months.	Full system testing. Check contractor's paperwork for completeness and recommendations.	Specialist contractor.	
<b>Doors.</b>	Automatic opening doors.	Monthly.	Testing.	The operation of fail safe mechanisms should be tested once a month by simulating failure.	Can be undertaken by suitably trained school staff or specialist contractor.	Fire logbook and/or premises logbook.
	Emergency and panic escape doors		Operational check.	The operation of all emergency and panic escape devices especially on external doors not used for other purposes should be checked once a month for ease of operation and opening of the door.	School staff.	
	Doors on hold-open devices.	Daily.	Release doors.	All doors that are held open by automatic release mechanisms should be released daily.		
		Monthly.	Testing.	The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire alarm system.	Can be undertaken by suitably trained school staff or Specialist Contractor	

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<b>Doors.</b>	Fire Doors	6 Monthly	All fire doors should be inspected every six months.	Check: a) Heat-activators are not damaged; b) Smoke seals are not damaged; c) Doors operate efftely and the gap between the door leafs are not too wide making the smoke seals ineffective.	Can be undertaken by suitably trained school staff or Specialist Contractor	Fire logbook and/or premises logbook.
<b>Smoke control systems/ventilation.</b>	Testing.	Weekly.	Carry out simulated actuation of system.	Actuation of the system should be simulated once a week. It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), natural exhaust ventilators open, automatic smoke curtains move into position, etc.	Can be undertaken by suitably trained school staff or specialist contractor.	Fire logbook and/or premises logbook.
		3 monthly.	Carry out simulated actuation of system.	All zones should be separately tested and it should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), etc.		
	Maintenance and testing.	Annually.	Inspection, testing and certification.	Arrangements should be made for annual inspection and testing and for any defects to be logged by the competent person. A certificate of completion should be obtained.	Specialist contractor	
<b>Emergency and escape lighting systems.</b>	Emergency lighting testing.	Monthly.	a) Ensure that the emergency lighting system (including any emergency exit signs) are activated, by switching off the internal lights at the circuit breaker or test key switch. b) If the emergency system is operated by a central battery system. Ensure that this system is also working as required.	If automatic testing devices are used, the results of the short duration tests shall be recorded.	Can be undertaken by suitably trained school staff or specialist contractor.	Emergency lighting logbook.
	Emergency lighting periodic testing.	6 monthly.	Inspection, testing and certification.	Inspections and tests by a competent person, for any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Specialist contractor.	
	Emergency lighting. Specific test.	Annually.	Self-contained luminaires with sealed batteries, if more than 3 years old.	Inspections and tests by a competent person, for any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Specialist contractor.	
	Emergency lighting.		Each luminaire and internally illuminated sign shall be tested as per the monthly test but for its full rated duration in accordance with the manufacturer's information.	If automatic testing devices are used, the results of the full rated duration test shall be recorded.	Specialist contractor.	
<b>Fire Fighting Equipment.</b>	Portable fire fighting appliances.	Daily.	All points should be inspected daily at which portable fire extinguishers or hose reels are usually located.	Missing extinguishers or hose reels should be replaced. Any extinguisher used or discharged should be recharged. Damaged extinguishers or hose reels should be repaired/replaced.	Can be undertaken by suitably trained school staff.	Fire logbook and/or premises logbook.

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<b>Fire Fighting Equipment.</b>	Portable fire fighting appliances.	Weekly.	All gaseous, foam and powder extinguishing systems should be inspected weekly.	a) pressure gauges are functioning correctly; b) all operating controls are both properly set and accessible; c) all indicators are functioning correctly; d) the equipment, particularly pipework and nozzles, is free from dust and dirt, is not physically damaged nor leaking, and remains in its designed position; e) the fire risk and its enclosure have not changed; f) the quantity of extinguishing medium is correct and, for foam systems, the water supply is available and at the correct pressure.	Can be undertaken by suitably trained school staff.	Fire logbook and/or premises logbook.
		Monthly.	Gaseous, foam and powder extinguishing systems. Training checks.	A monthly check should be carried out to ensure that all personnel who might have to operate the equipment or system(s) are properly trained and authorised to do so, and in particular that new employees have been instructed in their use.	Can be undertaken by suitably trained school staff or specialist contractor.	Fire logbook and/or premises logbook. Appliance labelled.
		Annually.	Inspection, testing and certification.	Annual inspections and tests by a competent person, for any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Specialist contractor.	
<b>Fire Fighting Equipment.</b>	Hose reels.	Daily.	See daily 'portable appliances' above.		Trained school staff.	Fire logbook and/or premises logbook. Appliance labelled.
		Monthly.	Inspections.	Hose reels should be visually inspected once a month. In particular, it should be ensured that there are no leaks and that drum assemblies are free to rotate on their spindles.	Trained school staff.	
		Annually	Inspection, testing and certification.	Annual inspections and tests by a competent person, for any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Specialist contractor.	
<b>Sprinkler Systems.</b>	NB: Frequencies vary. Please refer to BS EN 12845 or speak to your contractor to ensure compliance.	Daily.	All sprinkler systems should be inspected daily.	Ensure that: a) there is continuity of connections between the alarm switch and the control unit and between the control unit and the fire and rescue service; b) unless automatically controlled, the water level and air pressure are correct in any pressure tank that provides a duplicate supply; c) any necessary corrective action(s) are taken.	Can be undertaken by suitably trained school staff or specialist contractor.	Fire logbook and/or premises logbook
		Weekly.	Inspection and testing.	Multiple checks are recommended on a weekly basis. This includes but is not limited to water motor alarm testing. It is essential to check the manufacturer and/or installer recommendations for maintenance and testing regimes.	Can be undertaken by suitably trained school staff or specialist contractor.	
		6 monthly.	Inspection, testing and certification.	Inspections and tests by a competent person, for any defects to be logged and the necessary action taken, and for certificates of testing to be obtained.	Specialist contractor.	

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<b>Security Systems</b>						Updated: 2013
<b>Intruder Alarms.</b>	Entire system.	6 Monthly.	Full operational system check.	Opportunity to refresh training or train other staff. Check service sheet for completeness and file a copy.	Specialist contractor.	Premises logbook.
<b>Access Control.</b>		Annually.	Full operational system check.	Check service sheet for completeness and file.		
<b>CCTV.</b>		Annually.	Full operational system check.	Check service sheet for completeness and file.		
<b>Panic Alarms.</b>	Single item test.	Weekly.	In-house check.	Operate one panic button (on each system, if applicable) a week on a rotational basis.	Can be undertaken by suitably trained school staff or specialist contractor.	Premises logbook.
	Entire system.	Annually.	Full operational system check.	Check service sheet for completeness and file.	Specialist contractor.	

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Equipment	Detail	Frequency	Task	Details/Notes	Completed by	Records
<b>Heating and Gas Installations</b>						Updated: 2013
<u>Any equipment failing the required tests must be taken out of use, marked as faulty and not brought back into use until the equipment has been repaired and retested.</u>						
<b>Heating system(s).</b>	Inspection, testing and certification.	Annually.	Check school's main heating system(s) for correct operation, test safety devices and ventilation air provisions. Examination and pressure test, as defined in the gas safety regulations by competent person.	Any gas shut-off valves MUST be included. Pressure vessels should be included and service details recorded. Services sheets should be checked for completeness and filed. The school should expect the service sheets to include itemised details including model names and numbers of serviced equipment.	Specialist contractor.	Premises logbook. Including itemised service records.
<b>Other gas appliances.</b>			Check equipment for correct operation including any safety devices and ventilation systems. Examination as defined in the gas safety regulations by competent person.	Service sheets should be checked for completeness and filed. The school should expect the service sheets to include itemised details of work completed.		Premises logbook. Including itemised service records.
<b>Caretaker's dwelling.</b>			Check equipment for correct operation including any safety devices and ventilation systems. Examination as defined in the gas safety regulations by competent person.	The testing of all gas equipment in the house is the responsibility of the school. In some cases a Gas Safe certificate should be issued.		Premises logbook. The occupier must be given copies of all the test certificates.
<b>Catering equipment.</b>	Inspection, testing and certification.	Annually.	Check equipment for correct operation including any safety devices and ventilation systems. Examination as defined in the gas safety regulations by competent person.	This may be carried out by the catering contractor but a copy of service records should be held by the school.	Specialist contractor.	Premises logbook. Including itemised service records.
<b>Design &amp; technology equipment.</b>			Check equipment for correct operation including any safety devices and ventilation systems. Examination as defined in the gas safety regulations by competent person.	The contractor employed must also be competent to ensure that the equipment being tested has no other faults. Itemised service records to be kept.		Premises logbook. Including itemised service records.
<b>Pressure systems.</b>	Thorough and working inspections.	Annually or in accordance with written scheme.	To carry out thorough and/or working examinations of pressure systems.	Where applicable a Written Scheme of Examination should be drawn up by a competent person and b) a copy kept on site.	Specialist contractor.	Premises logbook. Including copy of the written scheme.
	Maintenance and testing.	Annually or in accordance with written scheme.	A programme of maintenance must be in place to ensure that the system is kept in a state of good repair, so as to prevent danger.	Maintenance must be carried out by a competent person as set out in the written scheme		Premises logbook.

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<b>Air Conditioning and Ventilation</b>						Updated: 2013
<u>Any equipment failing the required tests must be taken out of use, marked as faulty and not brought back into use until the equipment has been repaired and retested.</u>						
<b>Air conditioning systems.</b>	Periodic maintenance.	Annually or in accordance with manufacturer recommendations.	Servicing and inspection.	Must comply with currently regulation including F - Gas regulations.	Specialist contractor.	Premises logbook.
	Energy assessor inspection (ACEA).	5 yearly.	Required for systems with an output greater than 12 kW.	Some exemptions apply. Search gov.uk for more information or check with your maintenance provider.	Accredited energy assessor.	
	Legionella / water safety risk controls.	As required/ recommended.	Legionella precautions (if applicable).	The school's Legionella Risk Assessment and system of control measures should identify any required precautions for air conditioning at your school.	Varies depending on task.	Legionella logbook.
<b>Kitchen extractor systems.</b>	Filters checked/changed.	6 monthly or in accordance with manufacturer recommendations.	Check and change filters and clean/maintain as recommended.	This may be carried out by a catering contractor but copies of paperwork should be kept at the school.	Specialist Contractor.	Premises logbook.
	Periodic maintenance.	Annually.	Servicing and testing.	This may be carried out by the catering contractor but a copy of service records should be held by the school. The school has responsibility for this maintenance.	Specialist contractor.	Premises logbook.
<b>Fume cupboards</b>	Day to day working checks and tests.	As required/ recommended.	To carry out ongoing visual checks and test as recommended for general use and specific tasks.	These checks should be recorded.	Lab technician.	Premises logbook and/or fume cupboard logbook.
	Thorough examination and testing.	Annually.	The equipment must be tested as defined in the Code of Practice (COP) accompanying the COSHH Regulations.	Any remedial work or recommendations must be carried out in the stated timescale.	Specialist contractor.	

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Equipment	Detail	Frequency	Task	Details/Notes	Completed by	Records
<b>Electrical Safety</b>						Updated: 2013
Any electrical equipment that fails the electrical test must be taken out of use, labelled as such. Faulty equipment must not be brought back into use until it has been repaired and re-tested or it should be replaced.						
<b>Electrical Installations</b>	Electrical Installation Condition Report.	5 Yearly.	Full test and inspection of entire electrical system, report and recommendations.	This can be done in stages if the whole system is tested within 5 years of previous test(s). For example if the last full test was August 2010, 'Block A' could be tested in August 2013 and 'Block B' in August 2015 (within 5 years). If the staged approach is taken, detailed records must be kept and the 'rolling' testing must be continued. This means in the example above, 'Block A' must be done by August 2018.	Specialist contractor.	Premises logbook.
<b>Appliance Testing</b>	Fixed Appliances and Equipment.	Risk assessed frequency dependent on location, position, usage.	Visual and operational testing.	Examples are air handling units, hand dryers, electric water heaters, catering equipment. Science, technology, craft and art equipment should be included in the risk assessments. Anything with a 'fixed spur' connection. These items should also be on the appliance register/inventory.	Specialist contractor.	Premises logbook.
	Portable Appliances (Any electrical equipment that is fitted with a plug and can be disconnected from the electrical socket outlet by pulling the plug out).	Annually or in accordance with regularly reviewed risk assessment. See notes.	Test and inspection of portable appliances as specified in findings of risk assessment. Detailed records should be kept and checked against the school's appliance register.	Recommended frequency varies from 3 monthly upwards and is dependent on the type of equipment and environment and nature of work. A risk assessment can be done, perhaps with the help of your maintenance contractor.	Can be undertaken by suitably trained school staff or specialist contractor.	Premises logbook.
<b>Lightning Protection</b>	Periodic maintenance and testing.	Annually	Inspection and testing of lightning protection systems. Certification of systems after testing.	Certificates and/or service sheets to be issued by contractor including any faults found and next test date.	Specialist Contractor	Premises logbook.
<b>Catering Equipment</b>	Periodic maintenance and testing.	As recommended by manufacturer but at least annually.	Check each appliance for correct operation, test safety devices and ventilation air provisions.	This may be carried out by the catering contractor but a copy of service records should be held by the school. The school has responsibility for this maintenance.	Specialist Contractor	Premises logbook.
<b>Residual Current Devices (RCDs and RCBOs)</b>	Safety devices.	Quarterly	Device should be tested frequently by operation of the device test button.	Protection against the risk of electrocution or fire. Check with your contractor for testing advice.	School representative	Premises logbook.



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<b>Ancillary or Other Equipment / Systems</b>						Updated: 2013
Any equipment that fails any inspection must be taken out of use labelled as such. Faulty equipment must not be brought back into use until it has been repaired and re-inspected.						
<b>Steps and ladders.</b>	n/a	As required	Pre-use check	Inspection for visual defects to be undertaken before use.	Can be undertaken by suitably trained school staff or specialist contractor.	Premises logbook.
		Annually	Inspection of steps & ladders by competent person.	These checks can be recorded in the school's own template or download one from EGFL.	Can be undertaken by suitably trained school staff or specialist contractor.	Premises logbook.
<b>Pull cord alarms.</b>	e.g. in accessible toilets, wet areas.	Weekly.	In rotation, regularly check that visual and audible alarms are operating correctly.	Tests to be noted, remedial work arranged following failures.	School staff.	Premises logbook.
<b>Ionising radiation equipment.</b>	Low level radioactive sources	Termly	Regular monitoring by Radiation Protection Supervisor		School representative	Radiation Logbook
		Annually	List of substances recorded by Radiation Protection Supervisor		School representative	Radiation Logbook

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<b>Water Safety</b>						Updated: 2013
People who carry out the assessment and who draw up and implement precautionary measures should have such ability, experience, instruction, information, training and resources to enable them to carry out their tasks competently and safely.						
<b>Water Safety / Legionella Risk Assessment.</b>	L8 recommendation.	Reviewed every two years or sooner if any system is removed, added or modified.	Water risk assessment to include assessment for Legionella.	When specifying/procuring this assessment, the school can ask the contractor to provide a scheme of controlling the risk that would ensure compliance with 'L8'. This scheme should be detailed and specific to the school and their systems and identify where and when temperature testing and/or sampling should be carried out. <b>IMPORTANT:</b> Air conditioning systems should be assessed to identify any precautions are required for that specific system.	Can be undertaken by suitably trained and competent school staff or a specialist contractor. Schools should check the competence of their contractors.	Management of Legionella logbook.
<b>Incoming cold water inlet.</b>	Temperature monitoring.	Six monthly.	Incoming cold water inlet, temperature measurements to be taken at first outlet, (at least once in the winter and once in the summer). The water should be below 20°C at all times. If it is above this then the water supplier should be notified.	The most convenient place to measure is usually at the ball valve outlet to the cold water storage tank. Occasionally in hot summers, the temperature can rise towards 25° C.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
<b>Thermostatic Mixing Valves (TMVs).</b>	Temperature monitoring.	Monthly.	The water supply to the TMV temperature should be at least 50°C within a minute of running the water.	Manufacturer's / installer's recommendations should also be adhered to.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
<b>Water softening plant.</b>	Maintenance.	As recommended by manufacturer but at least annually.	Clean and disinfect resin and brine tank - check with manufacturer which chemicals can be used to disinfect resin bed.	Frequency of inspection and maintenance will depend on the system and the risks it represents. All the inspections and measurements should be recorded.	Specialist contractor.	Management of Legionella logbook.
<b>Little-used outlets</b>	n/a	Weekly	Seldom used hot and cold water outlets, including showers should be flushed for at least 5 minutes.	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
<b>Calorifiers</b>	L8 recommendation.	Annually.	Visual check on internal surfaces of calorifiers for scale and sludge.	Recommended in ACOP L8.	Specialist contractor.	Management of Legionella logbook.
<b>Calorifiers</b>	Sampling.	Annually.	Arrange for samples to be taken from hot water calorifiers, in order to note condition of drain water.	Recommended in ACOP L8.	Specialist contractor.	Management of Legionella logbook.
<b>Hot water system</b>	Temperature monitoring.	Monthly.	Check temperatures in flow and return at calorifiers.	Recommended in ACOP L8.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
<b>Hot and cold outlets.</b>	Representative number of outlets on a rotational basis.	Annually.	Visual check on internal surfaces of calorifiers for scale and sludge.	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
<b>Cold water storage tanks.</b>	Temperature monitoring.	Monthly	Take temperature measurements of water. If water temperature is above 20° C, ensure that tank is adequately insulated.	Recommended for systems with safe and easy access to tanks.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.

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<b>Sentinel outlets (nearest and furthest outlets).</b>	Hot Water	Monthly and after holiday periods before school re-opens.	Take temperature measurements at all sentinel outlets. Must be between 40 C and 45 C.	Where a significant scalding risk has been identified, the use of TMVs on baths and showers should be considered to reduce temperature. These need to be placed as close to the point of use as possible.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
	Cold Water	Monthly and after holiday periods before school re-opens.	Take temperature measurements at sentinel outlets for each system/run. Temperature must be 20° C or below.		Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
<b>Showers.</b>	Maintenance.	3 Monthly.	Inspect, clean and disinfect shower hoses and heads.	All frequency of inspection and maintenance will depend on the system and the risks it represents. All the inspections and measurements should be recorded.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
<b>Drinking water.</b>	Recommended actions.	Weekly.	Check temperature of water at each drinking water outlet, including water fountains. After running water for 2 minutes the temperature must be below 20° C. If above 22° C check that supply pipework is adequately insulated.	Occasionally in hot summers, the temperature can rise towards 25° C.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
		Every two years.	Representative samples (Staff Room, Kitchen and 1 water fountain) of water to be taken, to be cultured and analysed for quality and levels of micro-organisms in water.	Organised and managed by Council H & S department.	Specialist contractor.	Management of Legionella logbook.
<b>Point of use water heaters.</b>	Maintenance and testing.	3 Monthly.	Clean outlets of any lime scale build-up. Full operational check.	Examples are standalone water heaters for drinks etc or electrically heated water at basins.	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.
<b>Water filters.</b>	Maintenance.	6 monthly (minimum).	Clean or change filters as recommended by manufacturers.	In accordance with manufacturers recommendations	Can be undertaken by suitably trained and competent school staff or a specialist contractor.	Management of Legionella logbook.

### ASBESTOS MANAGEMENT

[All works and maintenance in relation to asbestos must be undertaken in accordance with the Councils Asbestos Code of Practice - The Management of Asbestos at Work - August 2008. \(available on the Councils Intranet & EGfL\)](#)