

OVERVIEW OF PLANNED TASKS AND DOCUMENTATION (without prejudice)**ROOF SAFETY EQUIPMENT**

Lifting equipment including roof safety equipment and the maintenance and safety thereof is covered by The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

HSE INDG290 'Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998:

Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person.*

| Equipment | Task | Frequency | Records |
|---|---|--|---------------------------|
| Roof safety equipment including fall arrest systems and harness anchor bolts. | Routine maintenance. | See manufacturer recommendations. | File in premises logbook. |
| | Thorough examination by competent person. | 6 months unless otherwise specified in a written scheme. | |

Any equipment that fails a test or inspection must not be used. It should be withdrawn from service and clearly labelled 'DO NOT USE' until it has been repaired or replaced.

*Lifting equipment as defined in the HSE's 'Thorough Examinations of Lifting Equipment' (INDG422):

The scope of the Regulations is very wide and includes a range of equipment. There are two important definitions you need to know:

- 'lifting equipment' means work equipment for lifting and lowering loads. The definition includes attachments used to anchor, fix or support the equipment (e.g. the runway of an overhead crane);
- 'accessory for lifting' means lifting equipment for attaching loads to machinery for lifting.

Further information can be found at the HSE internet site:

<http://www.hse.gov.uk/work-equipment-machinery/loler.htm>

Sometimes these thorough inspections are carried out by the insurance team at Ealing. If you have any questions about this please contact the department through the telephone switchboard or at insurance@ealing.gov.uk.

LIFTS and LIFTING EQUIPMENT

Lifting equipment including roof safety equipment and the maintenance and safety thereof is covered by The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Lifts and lifting equipment in this section are treated in a similar way to roof safety equipment as mentioned in the previous section. As well as pre-planned maintenance to be carried out in accordance with manufacturer recommendations, separate thorough examinations should be completed by a competent person. There should also be a written scheme of examination.

| EQUIPMENT | TASK | FREQUENCY | RECORDS |
|--|--|---|---|
| All lifts and lifting equipment. | Carry out pre-planned maintenance in accordance with manufacturer recommendations and written scheme of examination. | Frequency of maintenance should be as recommended by the manufacturer and in accordance with written scheme of examination. | Enter into lift logbook and file detailed maintenance sheets in premises logbook. |
| Personnel lifts. | Thorough examination by competent person. Separate to maintenance. | 6 monthly or as set out in a written scheme of examination. | File in premises logbook. Check issued document for completeness. |
| Goods only lifts, dumb waiters etc. | | Annually or as set out in a written scheme of examination. | |
| Other lifting equipment including hoists for lifting people. | Thorough examination by competent person. Separate to maintenance. | 6 monthly or as set out in a written scheme of examination. | |

Any equipment that fails a test or inspection must not be used.

Further information can be found at the HSE internet site:

<http://www.hse.gov.uk/work-equipment-machinery/lole.htm>

Sometimes these thorough inspections are carried out by the insurance team at Ealing. If you have any questions about this please contact the department through the telephone switchboard or at

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PE, PLAYGROUND EQUIPMENT & EXTERNAL AREAS**Playground Equipment**

Under health & safety legislation a risk assessment of playground equipment should be completed annually. Any tasks undertaken by school staff should be recorded and filed appropriately.

Gymnasium Equipment

In order to comply with good health and safety practice, specialist maintenance engineers will need to undertake detailed and systematic inspection of large apparatus, resulting in a written report. This is usually scheduled on an annual basis.

| Equipment | Task | Frequency | Records |
|---|--|-----------|-------------------|
| Physical education equipment. | Safety inspection by specialist contractor. | Annually. | Premises logbook. |
| Playground equipment. | | | |
| PE, playground, gym and external areas. | Equipment and general Inspection by the school as outlined in the templates on EGFL. | Termly | Premises logbook. |

FIRE SAFETY

The tasks included in this section are recommendations from **BS9999:2008 Code of practice for fire safety in the design, management and use of buildings**.

Reports and/or certificates issued by the contractor should be filed in the appropriate section of this logbook. Any tasks completed by school staff must be recorded. Any remedial works (faults found during the service) MUST be addressed.

| Equipment | Task | Frequency | Records |
|--|---|--------------------------|---|
| Fire alarm system. | All fire detection and alarm systems should be inspected daily. | Daily. | Fire logbook and/or premises logbook. |
| | Activate a device, on a rotational basis, to activate sounders for a minimum of one minute. | Weekly. | |
| | Check for normal operation of alarm system while under generator power. | Monthly (if applicable). | |
| | Inspection, testing and certification. | 6 monthly. | |
| Doors. | Automatic opening doors –testing. | Monthly. | Fire logbook and/or premises logbook. |
| | Emergency and panic escape doors - Operational check. | | |
| | Release doors on hold open devices. | Daily. | |
| | Doors on hold open devices - testing. | Monthly. | |
| | All fire doors should be inspected every six months. | 6 Monthly | |
| Smoke control systems. | Carry out simulated actuation of system. | Weekly. | |
| | Carry out simulated actuation of system. Zones tested separately. | 3 monthly. | |
| | Inspection, testing and certification. | Annually. | |
| Emergency and escape lighting systems. | a) Ensure that the emergency lighting systems (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. | Monthly. | Emergency lighting logbook and/or premises logbook. |
| | Inspection, testing and certification. | 6 monthly. | |
| | Self-contained luminaires with sealed batteries, if more than 3 years old. | Annually. | |
| | Each luminaire and internally illuminated sign shall be tested as per the monthly test but for a 3 hour duration in accordance with the manufacturer's information. | | |

FIRE SAFETY (continued)

| Equipment | Task | Frequency | Records |
|---------------------------------|---|------------|---------------------------------------|
| Fire Fighting Equipment. | All points should be inspected daily at which portable fire extinguishers or hose reels are usually located. | Daily. | Fire logbook and/or premises logbook. |
| | All gaseous, foam and powder extinguishing systems should be inspected weekly. | Weekly. | Fire logbook and/or premises logbook. |
| | Gaseous, foam and powder extinguishing systems. Training checks. | Monthly. | Fire logbook and/or premises logbook. |
| | Inspection, testing and certification. | Annually. | Fire logbook. |
| Sprinkler and Drencher Systems. | All sprinkler systems should be inspected daily. | Daily. | Fire logbook and/or premises logbook. |
| | Inspection and testing in accordance with manufacturer recommendations. Including but not limited to water motor alarm. | Weekly. | |
| | Inspection, testing and certification. | 6 monthly. | |

Manufacturers' and/or installers' recommendations should be checked and adhered to with regards to maintenance, in-house testing and actions taken upon control panel signals.

All control panels should be checked daily for error messages.

There is up to date guidance for '*Fire safety risk assessment: educational premises*' at the government information portal here:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

General fire safety information can also be found at the HSE internet site here:

<http://www.hse.gov.uk/construction/safetytopics/generalfire.htm>

SECURITY SYSTEMS

The tasks included in this section are statutory/mandatory or good practice requirements. Reports and/or certificates issued by a contractor should be filed in the appropriate sections of this logbook. Any tasks undertaken by school staff must be recorded and also filed in the appropriate section of this logbook.

| Equipment | Task | Frequency | Records |
|------------------|--------------------------------|------------|-------------------|
| Intruder Alarms. | Full operational system check. | 6 Monthly. | Premises logbook. |
| Access Control. | Full operational system check. | Annually. | |
| CCTV. | Full operational system check. | Annually. | |
| Panic Alarms. | In-house check. | Weekly. | Premises logbook. |
| | Full operational system check. | Annually. | |

Manufacturers' and/or installers' recommendations should be checked and adhered to with regards to maintenance, in-house testing and actions taken upon control panel signals.

All control panels should be checked daily for error messages.

HEATING and GAS INSTALLATIONS

The tasks included in this section are statutory/mandatory requirements or good practice. Reports and/or certificates issued by the contractor should be filed in the appropriate section of this logbook. Any remedial works (faults found during the service) should be addressed.

Only a competent engineer registered on the **GAS SAFE** register can carry out works on gas installations or appliances. Registration can be checked at <http://www.gassaferegister.co.uk/>



| Equipment | Task | Frequency | Records |
|--------------------------------|---|--|--|
| Heating system(s). | 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. | Annually. | Premises logbook. Including itemised service records. |
| Other gas appliances. | Check equipment for correct operation including any safety devices and ventilation systems. Examination as defined in the gas safety regulations by competent person. | | Premises logbook. Including itemised service records. |
| Caretaker's dwelling. | Check equipment for correct operation including any safety devices and ventilation systems. Examination as defined in the gas safety regulations by competent person. | | Premises logbook. The occupier must be given copies of all the test certificates. |
| Catering equipment. | Check equipment for correct operation including any safety devices and ventilation systems. Examination as defined in the gas safety regulations by competent person. | Annually. | Premises logbook. May be held by the catering contractor. School to obtain copies. |
| Design & technology equipment. | Check equipment for correct operation including any safety devices and ventilation systems. Examination as defined in the gas safety regulations by competent person. | | Premises logbook. Including itemised service records. |
| Pressure systems. | To carry out thorough and/or working examinations of pressure systems. | Annually or in accordance with written scheme. | Premises logbook. Including copy of the written scheme. |
| Pressure systems. | 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. | Annually or in accordance with written scheme. | Premises logbook. |

Written Schemes of Examination:

Certain pressurised systems require a 'written scheme of examination'. Schools should have their systems assessed to see if such scheme(s) are required.

More information on 'written schemes' can be found at the HSE website.

<http://www.hse.gov.uk/pressure-systems/>

AIR CONDITIONING, VENTILATION & EXTRACTION

The tasks included in this section are statutory/mandatory requirements or good practice. Reports and/or certificates issued by the contractor should be filed in the appropriate sections of this logbook.

Any tasks undertaken by school staff must be recorded and filed in the appropriate section of this logbook.

| Equipment | Task | Frequency | Records |
|----------------------------|---|--|---|
| Air conditioning systems. | Servicing and inspection. | Annually or in accordance with manufacturer recommendations. | Premises logbook. |
| | **Required for systems with an output greater than 12 kW. | 5 yearly. | |
| | *Legionella precautions (if applicable). | As required/recommended. | Legionella logbook. |
| Kitchen extractor systems. | Servicing and testing. | Annually. | Premises logbook. Obtain a copy from caterers if applicable. |
| Fume cupboards | To carry out ongoing visual checks and test as recommended for general use and specific tasks. | As required/recommended. | Premises logbook and/or fume cupboard logbook. |
| | The equipment must be tested as defined in the Code of Practice (COP) accompanying the COSHH Regulations. | Annually. | |

* Only air conditioning systems over a certain size require Legionella precautions. Consult your water safety expert or refer to the HSE internet site here:

<http://www.hse.gov.uk/legionnaires/>

**More information on air conditioning inspections can be found at the government internet site here:

<https://www.gov.uk/get-your-air-conditioning-system-inspected>

ELECTRICAL SAFETY

The tasks included in this section are statutory/mandatory requirements or good practice. Reports and/or certificates issued by the contractor should be filed in the appropriate sections of the logbook.

Any faults found should be prioritised and addressed in timescales recommended by contractors.

Any electrical equipment that fails tests must be taken out of use.

| Equipment | Task | Frequency | Records |
|---------------------------------------|--|--|-------------------|
| Electrical system testing | Electrical Installation Condition Report. | 5 yearly or in stages that ensure full system is tested within a single 5 year period. | Premises logbook. |
| | Fixed Appliances - Visual and operational testing. | Risk assessed frequency dependent on location, position, usage. | Premises logbook. |
| | Portable Appliances (PAT) - 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. | Annually or in accordance with regularly reviewed risk assessment. See notes. | Premises logbook. |
| Lightning Protection | Inspection and testing of lightning protection systems. Certification of systems after testing. | Annually | Premises logbook. |
| Catering Equipment | Check each appliance for correct operation, test safety devices and ventilation air provisions. | Annually | Premises logbook. |
| Design & Technology Equipment | Check each appliance for correct operation, test safety devices and ventilation air provisions. | Annually | Premises logbook. |
| Residual Current Devices (RCDs/RCBOs) | Device should be tested frequently by operation of the device test button. | Frequently | Premises logbook. |

Schools should ask their contractors to clarify what type of circuit breakers, RCDs or RCBOs are present and the method and frequency of testing. These tests should be recorded.

Contractors should also be able to advise schools on fixed and portable appliance testing and risk assessment.

More information is available at the HSE internet site here:
<http://www.hse.gov.uk/electricity/maintenance/safety.htm>

ANCILLARY SYSTEMS and EQUIPMENT

The tasks included in this section are statutory/mandatory or good practice requirements. Any tasks undertaken by school staff must be recorded and filed in the appropriate section of this logbook.

| Equipment | Task | Frequency | Records |
|-------------------------------|---|-----------------|--------------------|
| *Steps and ladders. | Pre-use check. | As required. | Premises logbook. |
| | Inspection of steps & ladders by competent person. | Annually. | Premises logbook. |
| Pull cord alarms. | In rotation, regularly check that visual and audible alarms are operating correctly. All accessible toilets or changing areas require alarm system. | Regular checks. | Premises logbook. |
| Ionising radiation equipment. | Regular monitoring by Radiation Protection Supervisor. | Termly. | Radiation logbook. |
| | List of substances recorded by Radiation Protection Supervisor. | Annually. | Radiation logbook. |

*All tasks that require steps or ladders require a risk assessment and alternative methods of access should always be considered.

HSE advice on working at height, use of and checking of steps and ladders can be found here:

<http://www.hse.gov.uk/falls/ladders.htm>

'Safe use of ladders and stepladders; An employers' guide' can be downloaded in PDF format.

Advice on working with Ionising Radiation can be found on the HSE internet site including links to the current *Approved Code of Practice; L121*:

<http://www.hse.gov.uk/radiation/ionising/>

WATER SAFETY

To ensure water safety in schools there are a number of precautions, measurements and other tasks that should be considered. Those below are best practice and should ensure compliance with Health and Safety at Work Regulations.

The document; *Legionnaires' disease: The control of legionella bacteria in water systems (L8)* provides good advice in this area of building management. Key members of staff should be appropriately trained.

| Equipment | Task | Frequency | Records |
|--|---|---|-----------------------------------|
| Water Safety / Legionella Risk Assessment. | Water risk assessment to include assessment for Legionella. | Reviewed every two years or sooner if any system is removed, added or modified. | Management of Legionella logbook. |
| Incoming cold water inlet. | 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. | Six monthly. | Management of Legionella logbook. |
| Thermostatic Mixing Valves (TMVs). | The water supply to the TMV temperature should be at least 50°C within a minute of running the water. | Monthly. | Management of Legionella logbook. |
| Water softening plant. | Clean and disinfect resin and brine tank - check with manufacturer which chemicals can be used to disinfect resin bed. | As recommended by manufacturer but at least annually. | Management of Legionella logbook. |
| Little-used outlets | Seldom used hot and cold water outlets, including showers should be flushed for at least 5 minutes. | Weekly | Management of Legionella logbook. |
| Calorifiers | Visual check on internal surfaces of calorifiers for scale and sludge. | Annually. | Management of Legionella logbook. |
| Calorifiers | Arrange for samples to be taken from hot water calorifiers, in order to note condition of drain water. | Annually. | Management of Legionella logbook. |
| Hot water system | Check temperatures in flow and return at calorifiers. | Monthly. | Management of Legionella logbook. |
| Hot and cold outlets. | Visual check on internal surfaces of calorifiers for scale and sludge. | Annually. | Management of Legionella logbook. |
| Cold water storage tanks. | Take temperature measurements of water. If water temperature is above 20° C, ensure that tank is adequately insulated. | Monthly | Management of Legionella logbook. |
| Sentinel outlets (nearest and furthest outlets). | Take temperature measurements at all sentinel outlets. Must be between 40 C and 45 C. | Monthly and after holiday periods before school re-opens. | Management of Legionella logbook. |
| | Take temperature measurements at sentinel outlets for each system/run. Temperature must be 20° C or below. | Monthly and after holiday periods before school re-opens. | Management of Legionella logbook. |

WATER SAFETY (continued)

| Equipment | Task | Frequency | Records |
|-----------------------------|--|----------------------|-----------------------------------|
| Showers. | Inspect, clean and disinfect shower hoses and heads. | 3 Monthly. | Management of Legionella logbook. |
| Drinking water. | 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. | Weekly. | Management of Legionella logbook. |
| | 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. | Every two years. | Management of Legionella logbook. |
| Point of use water heaters. | Clean outlets of any lime scale build-up. Full operational check. | 3 Monthly. | Management of Legionella logbook. |
| Water filters. | Clean or change filters as recommended by manufacturers. | 6 monthly (minimum). | Management of Legionella logbook. |

The Management of Legionella Logbook is all-important in this process; it may be worth employing a specialist to create your first logbook as part of a Legionella Risk Assessment.

When procuring Legionella Risk Assessments schools should ask if their air conditioning system(s) require any special precautions.

The *approved code of practice (L8)* can be found on the HSE internet site here:
<http://www.hse.gov.uk/pubns/books/l8.htm>