OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Estates Policy, Strategy, Structure, Procedures and Organisation

DOCUMENT CONTROL

~~Version 1.02~~

~~Version 1.04~~

~~Version 1.05~~

~~Version 1.06~~

Version 1.07 (September 2023)

Trust Mission Statement

We are a partnership of Catholic schools, and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic, and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith, and know that God loves us
- Being an example of healing, compassion, and support for the most vulnerable in our society

Matthew 7: 24-25 GNT v 24 24 "So then, anyone who hears these words of mine and obeys them is like a wise man who built his house on rock. 25 The rain poured down, the rivers flooded over, and the wind blew hard against that house. But it did not fall, because it was built on rock.

This Policy was approved and adopted by the Academy Trust Company on:	12/10/2023
Policy Review date:	September 2024
Reviewer:	Dave Burrough / OLOL Trust

Our Lady of Lourdes Catholic Multi-Academy Trust - Company Number: 7743523
Registered Office: 1st Floor, Loxley House, Riverside Business Park, Tottle Road, Nottingham NG2 1RT

Table of Contents (CTRL-Click to jump to each section)

Appendices

Introduction

The education sector faces funding challenges for the foreseeable future. To enable the Trust to maintain its estate and ensure that facilities remain suitable and sustainable we need to have effective arrangements in place to manage the condition of our buildings to ensure that they are safe, warm, and weatherproof and provide suitable teaching and learning environments within the finances available. This will be achieved by:

- understanding the condition of the estate
- planning how the estate will be maintained
- managing and procuring capital maintenance works ensuring value for money
- planning for, and managing, emergency situations promptly and effectively
- understanding the legal and regulatory requirements
- carrying out regular maintenance checks and testing
- accessing sustainability grants and loans where appropriate

Poorly planned or irregular maintenance of Academy buildings can result in:

- unexpected costs
- adverse effects on the provision of education
- increased risk to individuals
- closure of Academy buildings
- invalidation of risk protection arrangements
- poor value for money and unnecessary expenditure to rectify problems which could have been avoided
- shorter asset life

Risks can be reduced through appropriate and effective building maintenance. Buildings are long-term assets which are often open to the public as community facilities. All Academy buildings need an effective maintenance regime to ensure that they are maintained in good condition and provide a safe environment for teaching and learning. Regular surveys planned maintenance and advice from specialists where required all help to build a good understanding of buildings enabling successful asset management.

Understanding and managing assets

All Academies need to have effective arrangements in place to manage the condition of their facilities. Successful management requires the sharing of information and the collection of asset data, some of which may not be readily available. It is critical, therefore, that employees with responsibility for facilities within the Trust receive sufficient instruction, training, and monitoring to enable them to:

- understand their responsibilities for health and safety and how tasks are delegated by the board and within individual academies
- establish information to help them to understand and manage their buildings
- share information when appropriate
- plan regular maintenance to keep buildings, plant, equipment, and other assets in good working order
- maintain Academy buildings so that they are safe, warm, and weatherproof, and provide a suitable teaching and learning environment
- manage and procure maintenance works safely and efficiently
- establish and monitor management processes to enable safe building access and working conditions
- deal with emergencies promptly and effectively
- Identify catch-up costs
- Identify keep-up costs

- Identify get-ahead costs

Life cycle planning

Life cycle planning is critical to the success of managing the Trust estate effectively. To enable us to plan effectively we will adopt a strategy to ensure that finances are deployed effectively and with due regard to educational need and compliance. A flowchart is given in appendix A. To accomplish this, we will:

- commission condition surveys at 60-month intervals
- develop an asset management plan based on the afore mentioned condition surveys and any intermediate planned and reactive maintenance required to Academy buildings, services and infrastructures
- develop long-term plans to take account of deterioration
- ensure day-to-day preventive maintenance is well planned
- ensure day-to-day reactive maintenance is carried out in a professional manner taking into account planned maintenance and/or development plans
- seek professional service and take maintenance advice when needed

Managing RAAC

RAAC or 'Reinforced Aerated Autoclaved Concrete' is a lightweight form of concrete formed by injecting air into the mix at the time of production. It contains reinforcing bars or 'rebar' to add strength. As the product is aerated it is subject to moisture penetration which can rust and reduce the strength or the rebar which can cause product failure. Panels can also flex, causing them to slip off of their supports. This issue was first reported in the 1990's by SCOSS (Standing Committee on Structural Safety).

RAAC was used in public buildings from the 1950's until the mid-1990's as it was cheap and lightweight. It was commonly used during the 1970's. RAAC panels are most commonly found on flat roofs, though they are sometimes used in pitched roofs and may also be found in floors or walls.

RAAC panels are light-grey or white in appearance, the underside of the panels will appear smooth. The inside of the planks will appear bubbly, often described as looking like an Aero bar. Unlike traditional concrete, there will not be visible stones (aggregate) in the panels. They are typically 600mm (approximately 2 feet) wide although this has been known to vary. Their length will vary, typically up to 6 metres. RAAC panels typically have a chamfer along their edge meaning there is a distinctive V-shaped groove every 600mm in the surface of the roof, floor or wall.

The risk methodology used will be:

All risks: Buildings visually assessed
No risk: Buildings / blocks constructed prior to 1950 or after 1990*
Low risk: System-built schools (CLASP/Hallam)
Factor 1: Buildings / blocks constructed after 1950 and before 1990*
Factor 2: Buildings with steel frame construction constructed *
Factor 3: Siporex, Durox, Celcon, Hebel and Ytong references in O&M manuals*
Factor 4: Ponding to roofs*

*SCOSS (Standing Committee on Structural Safety) SCOSS Alert - Failure of RAAC Planks | May 2019

Identifying and mitigating RAAC in buildings will follow the principles below:

Stage 1: Desktop Study: Identify buildings/ blocks at risk.
Stage 2: Visual survey: Visual non-invasive survey of accessible parts of buildings/ blocks.
Stage 3: Invasive survey where visual survey is inconclusive.

Stage 4: Destructive survey.
Stage 5: Design and implementation of mitigations where RAAC is identified.

Commented [DB1]: New paragraph for version 1.07

Procuring and managing works

When procuring and managing works, some projects may require external support and specialist advice. The Trust has robust procurement policies in place to identify the supplier best able to deliver the quality of work required, within the scope of works, to any deadline and representing best value for money. To ensure that all potential contractors can tender on a like-for-like basis we will:

- produce a clear procurement strategy
- produce a clear specification for each project
- ensure that stakeholders understand and can describe the outcomes they want to achieve
- apply business, suitability, and sustainability criteria to any project
- consider the use of procurement frameworks to improve value for money
- enter contracts that do not disadvantage individual Academies or the Trust as a whole, taking procurement legal advice as required

Establishing information

The Trust academies occupy buildings of various ages and construction types presenting differing requirements and challenges when undertaking maintenance, repairs and capital development. The Trust will establish what information is held but will comprise a minimum of:

- layout plans of the buildings with useful information, e.g., fire safety measures
- layout of the site with utilities information such as mains drainage or cabling
- building and site area with breakdown of particular areas by use
- inventory of key assets and their life expectancy
- statutory compliance records
- maintenance contracts
- condition surveys
- asset management plans
- capital development plans

This information will reside on the Trust designated Trust compliance system in a digital format; however, hard copies of documentation may be required at local level in some instances. To ensure that all stakeholders and employees who need to interact with the documentation have access to it the Trust will provide access to documents and supporting data via a web portal thereby reducing reliance on an integrated network.

The documentation will be arranged into four libraries and will be accessed via the home page:

1. Property Management
2. Health and Safety
3. Compliance
4. Common Documents

Libraries 1-3 will contain a named folder with information and documentation specific to each academy. Library 4 will contain documents relevant to all academies.

Deferred Maintenance (DM)

Deferred maintenance is also referred to as "backlog maintenance" or "demand maintenance". DM is maintenance that has become overdue, on a planned or unplanned basis, pushed forward to a future budget cycle or just postponed until funds become available. It is an accumulation of projects that have been postponed because of perceived lower priority status than those completed with available funds.

The key attributes of deferred maintenance:

- a manifestation of the accumulated physical deterioration of an asset over time. The accumulation may have occurred gradually over many calendar years or more rapidly.
- a symptom of the degradation of an asset.
- a quantification of the level of catch-up costs associated with the stewardship of an asset.
- a leading indicator of potential failure or functional failure.
- an incomplete project that has previously been either carried forward or discarded.
- an overdue event (overdue maintenance).

The impacts of excessive levels of deferred maintenance are listed below:

- an increased probability of failure (PoF) of the asset;
- decreased reliability and performance of building systems;
- increased frequency and cost of breakdown repairs;
- building occupant nuisance and discomfort;
- potential for damage to finishes, furnishings and equipment or damage to substrates;
- A general degrading of the aesthetic appearance and condition of the assets;
- Diminished life of the assets through premature failure;
- Increased risk to the building users and stakeholders.

The primary causes of deferred maintenance can be identified as follows:

- inadequate budget to fund the work - typically the most common cause of deferred maintenance;
- the asset may be inaccessible or difficult to access safely in order to complete the necessary maintenance;
- the asset may have been subject to misuse and abuse;
- perceived lower priority by managers relative to other business goals. The perceived, or actual, consequences of failure may be deemed to be tolerable;
- misunderstanding about necessary and sufficient maintenance requirements;
- a project may have been intentionally put on hold.

Management Process

Listed below are the action steps that we will take in relation to the process of managing the backlog of deferred maintenance:

- walkthrough the building to determine the level of deferred maintenance;
- liaise with existing contractors and service providers to provide an updated list of deferred maintenance;
- identify differed maintenance through the asset management plan;
- determine the costs to correct the deferred maintenance and seek to allocate sufficient resources to overcome the backlog within a defined timescale.

Condition-Age Correlation

In conjunction with identifying differed maintenance, we will develop an analysis plotting the relationship (correlation) between the condition and age of assets. Analysis on the condition of facilities in our asset management plan will be correlated at different age categories and at different stages in the facility lifecycle model.

The primary purpose of the condition-age correlation is:

- to make informed decisions regarding resource allocation and reinvestment or redevelopment;
- to determine if the condition is consistent (or inconsistent) with the age of the facility, typically with reference to theoretical lifecycle models;
- to assist with making decision on whether to continue with reinvestment in an existing facility or redevelopment of a new facility;
- to make resource allocation decisions to assets based on their relative criticality ranking, particularly considering budget constraints;
- to assist in prioritisation of individual facilities through a breakdown of the number of assets that have been identified as falling within each of the three primary condition categories.

Condition Drift

Assets may deteriorate at a faster rate than indicated in the theoretical life cycle model. To ensure that we are able to correct any condition slip we will continually update asset management plans with reports and issues identified during planned and reactive maintenance.

Procurement strategy

It is important to have a procurement strategy in place to enable us to ensure that best-value can be achieved across the Trust, and we will carry out a cost-benefit analysis of each purchase to identify the preferred procurement system.

Ensuring competency

To ensure that the contractors and service providers that we engage are competent we will utilise the United Kingdom Accreditation Service (UKAS) through third-party providers and specify product, service and management competency through International Standards (ISO).

Centralised procurement

As a large publically funded organisation, we are subject to several considerations, and these include the requirements of The Public Contracts Regulations 2015. Compliance with EU regulations is a consideration when the cumulative value of the purchases is likely to exceed a financial threshold set by the EU.

A public works contract means contracts for pecuniary interest concluded in writing between one or more economic operators and one or more contracting authorities and having as their object the execution of works, the supply of products or the provision of services.

A public supply contract means public contracts which have as their object the purchase, lease, rental or hire-purchase, with or without an option to buy, of products, whether or not the contract also includes, as an incidental matter, siting and install ation operations.

A public services contract means public contracts which have as their object the provision of services other than those referred to in the definition of 'public works contracts'.

Procurement systems

The Department for Education recommend that schools, academies, and multi-academy trusts utilise purchasing frameworks to achieve best value whilst minimising procurement and contract administration costs.

A purchasing framework is an 'umbrella agreement' that sets out the terms, particularly relating to price and quality, under which individual purchases known as call-offs can be made throughout the period of the agreement. Suppliers are selected at the commencement of the framework, which runs for a defined period.

A dynamic purchasing system (DPS) is like a framework agreement except that during its life other suppliers may, if they meet the published criteria, join the system.

Forward planning and condition surveys

The identification of future maintenance needs and capital works relies on the quality of information available. Undertaking condition surveys of the Trust estate allows us to prioritise work within available funds. This information helps us to prepare a maintenance programme, which considers potential future capital investment.

The frequency of periodic surveys is based on the age, condition and life expectancy of buildings and services plant. To ensu re that we have a good understanding of our Academies and that our condition data is up to date we will:

- commission a buildings condition survey at 36-month intervals to assess and document the current condition of the built environment and its suitability
- commission a mechanical condition survey at 36-month intervals to assess and document the current condition of building services plant and infrastructure
- commission an electrical condition survey at 60-month intervals as a minimum or more frequently if required

Having an intimate understanding of the condition of our buildings makes it easier to identify condition deterioration or when the nature of buildings change. If changes are unexpected and do not follow the forecast model of the asset management plan, then we will investigate them to prevent emergency situations arising.

To ensure that assets are surveyed consistently across the Trust we will adopt the CIPFA alphanumeric matrix.

Condition will be assessed against four facets:

1. Physical condition
2. Functional suitability
3. Quality
4. Fire, Health and Safety requirements

The asset management plan

The asset management plan comprises a list of identified works based on the current condition of buildings and critical assets. The plan identifies the maintenance work which will be required over the following 60 months to maintain functional operability, statutory compliance, and suitability. Works are identified against facets 1-4 identified above.

The main priorities for each the Academy are identified based on legislative considerations, suitability, risk assessment and the resources available. This enables us to produce a documented planned maintenance programme for the year. The maintenance programme includes regular planned preventative maintenance, building element renewal projects, capital maintenance and capital development. The annual plan will spread spend over the financial year and will be prioritised using a risk-based approach. If the needs identified exceed the resources available, then choices need to be made to prioritise works. As well as budget availability, the factors that determine these decisions include:

- the level of urgency based on the health and safety issues that are identified
- legal requirements including health and safety considerations
- the consequences of not undertaking the works (in terms of both the provision of education facilities and the projected escalation in deferred costs)
- the impact on the provision of education

Suitable and sustainable Catholic education provision

As discussed above, accurate data regarding the condition of the Trusts estate is the starting point for long-term planning, however, plans should be developed alongside other objectives in the following three to five years. The plan should be fluid and should be regularly reviewed as building conditions deteriorate and the nature of buildings change. Additionally, changes to curriculum, capacity and use of spaces may necessitate capital works. In developing long-term plans, and anticipating these events, estates and facilities management is closely linked to the Trust financial plan. Considering the suitability and efficiency of buildings will require additional surveys from time to time which may also identify future investment requirements along with opportunities to become more efficient.

Appraising all options is critical in gaining a good understanding of affordability. Changes to buildings should be appraised in conjunction with projected operating costs, sustainability, educational, technical and other financial considerations and this will be achieved through a risk and consequence analysis.

Regular maintenance and asset management

Regular maintenance is important when consideration longer-term works. Regular maintenance can identify potential issues in the period between condition surveys and maintenance reports will also be incorporated into the asset management plan. This will reinforce good practice, improve planning and budgeting and minimise the risk of failure of key assets.

Consideration should be given to the timing for implementation of proposed projects. The potential premium payable to contractors during busy periods may lead to some projects being undertaken during term time when contractors may be less busy. Other projects, for reasons of health and safety, may only be reasonably implemented when sites are not in full use.

Day-to-day management and planned preventive maintenance

Maintenance includes performing routine actions known as Planned Preventive Maintenance (PPM), which aims to prevent issues from arising. PPM can be defined as works of a routine nature where annual costs can realistically be estimated and forecasted. Both building equipment and fabric can be maintained to a planned regime without waiting for failure or damage to

occur. Regular PPM should be performed to keep the building and its equipment in good working order and to avoid equipment or technical system failures and potential violations of health and safety and other legislation. There are many maintenance activities that happen in parallel with the ongoing operation of the Academy. Effective day-to-day management requires clearly defined processes to control when and how works take place. These processes help us to manage the work, minimise risk and disruption and secure value for money.

Management of contractors

When we engage a contractor, we have health and safety responsibilities both for the contractor and anyone else that could be affected by their work. Contractors themselves also have legal health and safety responsibilities and everyone needs to understand their role in managing health and safety. Failing to adequately manage contractors can lead to injuries, ill health, additional costs and delays. Working closely with contractors reduces the risks to Academy employees and to the contractors themselves. Contractors may be at particular risk; they are generally strangers in our buildings and therefore may be unfamiliar with local procedures, rules, hazards, and risks. Even regular contractors may need reminding. The level of control needed will, of course, be proportionate to the complexity of the task.

To ensure that we engage professional contractors we need to have suitable and sufficient procedures in place. We verify a contractor's suitability through qualifications and trade body memberships and take up appropriate references. To ensure that the Trust meets minimum management standards we will adopt the United Kingdom Accreditation Services (UKAS) systems to verify contractor competence https://www.ukas.com/

Contractor insurance

We verify that contractors have the correct product and public liability insurances in place. Contractors should be able to provide evidence of public liability to a minimum value of £5M. Product liability insurance protects against personal injury or property damage caused by products sold or supplied. Where appropriate, product liability to the value of £10M should be evidenced.

We need to bear in mind that insurances may expire during any works so continuity of cover should be monitored.

Local contractor management systems

We ensure that contractors work safely by ensuring that they have assessed the risks involved in their work. We do this by checking their risk assessments and method statements (RAMS) for the task that they are carrying out. Any contractor who cannot provide these will not be engaged. The contractor should explain how their work activities will be effectively supervised. The contractor should meet with the RPO on a regular basis to discuss progress and any issues that may arise.

We ensure that contractors are made aware of local hazards by inducting them before they start work.

To ensure that we do everything that is reasonably practicable to minimise the risk to contractors, staff, and children we have a set of documented procedures to follow. These documents can be found in the Common document library.

- Carry out a background check on the contractor: Do they have a good reputation? Are they solvent? Are they members of their respective industry body? Do they hold the correct level of insurance? Is the insurance appropriate to the task that they are carrying out? Do they hold DBS certification?
- We tightly specify each task to ensure that everyone is aware of the scope and location of any work. This enables us to ensure that local hazards are known and that hazardous substances are not disturbed. A template specification document and a worked example can be found in the Common document library.

- We induct contractors when they arrive on site. We make them aware of local hazards, emergency procedures, child protection rules, first aid procedures, welfare facilities, emergency contacts and agree working times using the contractor induction form in the Common document library and appendix F.
- We manage contractors whilst they are on site to ensure that they follow the rules and work safely.
- There is a permit to work form in the document library for all contractors carrying out work on site. The form is available in duplicate format from the Estates Department.
- There is a hot works permit document in the document library for contractors needing to carry out hot works (fire risk; naked flames or heat-producing processes) to ensure that they follow our rules, however, hot works should be avoided where possible. The form is also available in duplicate format from the Estates Department.

Capital development

In accordance with the Diocesan guidelines any capital works, including works to external areas, must first be approved by the Trust and the Diocese in advance of any work taking place. This applies to all works including internal or external fabric, groundworks, and alterations to external facilities such as playgrounds, fences and drainage etc. Capital work should also be in accordance with the academy's condition survey, asset management plan and identified priorities. For further clarification please refer to the NRCDES policies in the common document library.

Emergency and recovery planning

Dealing with emergencies

Where unforeseen circumstances arise that result in severe damage or disruption to Academy premises the Trust will:

- take immediate action to ensure the safety and security of pupils and staff
- contact statutory bodies as required, including HSE, the responsible body and insurers
- make alternative arrangements for education to continue as soon as possible following the incident and invoke emergency and business recovery plans in conjunction with the Trust operations director, head teachers and other key personnel.
- seek professional advice as necessary on immediate and longer-term action required to repair the affected area
- consider the legislative and procedural requirements if specific hazards are involved, including asbestos or Legionella
- communicate with parents, carers and other stakeholders
- in emergencies, such as fire or flood, to immediately contact the emergency services; and if there is wider environmental risk then to contact the local authority and residents who live near the Academy.

Emergency planning

Each academy will have an up-to-date emergency plan to enable us to act swiftly and concisely in an emergency. The emergency plan will contain the following sections:

- Evacuation / shelter / lockdown
- Closing an academy
- Extreme weather
- Infectious diseases
- Deaths / major Injuries
- Gas emergency
- Left child / missing child procedure

- Flooding
- Power Cuts
- Asbestos Release
- Academy site information
- Suspicious packages and bomb threats
- Malicious Intruders
- Emergency contacts list including key holders
- Communications
- Emergency arrangements for other services using the academy site
- Training and exercising

The Director of Estates will work closely with each academy to ensure that a suitable and sufficient emergency plan is in place.

Business continuity planning

A business continuity plan details how we will respond in the event of a catastrophic failure such as the those given below:

- Loss of staff (e.g., pandemic disease)
- Phone and ICT communications loss
- Finance process breakdown (e.g., payments to staff & suppliers fail)
- Utilities / energy supply failure
- Service delivery loss of a general nature (e.g., the academy or Trust are unable to provide buildings or ICT support)
- Key supplier failure (e.g., catering, transport)
- Evacuation due to nearby incident
- Prolonged severe weather
- Prolonged industrial action
- Terrorist attack or threat

The Director of Estates will work closely with each academy and central services teams to ensure that a suitable and sufficient business continuity plan is developed for each academy and for the Trust central services.

Compliance - legal and regulatory requirements

Those responsible for managing sites, buildings and assets should ensure that they are aware of the broad principles for managing health and safety in Academies. This requires all employees with delegated duties to:

- be aware of health and safety law and maintenance required
- be aware of other legislation and codes of practice (e.g., asbestos and legionella)
- understand the requirements for statutory inspection, testing and maintenance
- know how to engage appropriately with inspection services
- know the certification and information to hold
- understand the requirements for security and safeguarding

Premises compliance at each academy is managed by a site manager, a site technician or a caretaker depending on the Academy's size and operational complexity. For the purposes of delegation of tasks these roles are referred to collectively as the 'Responsible Property Officer' (RPO).

The Director of Estates with act as health and safety coordinator for the Trust and will oversee all estates, facilities and catering operations and will work closely with head teachers, senior leaders, site managers and health and safety coordinators.

Appendix E. describes how responsibilities are delegated by the Trust to site managers (RPO).

Asbestos management

The Trust will appoint an ISO 9001 certified consultant, accredited by Acclaim for Health & Safety and who satisfies the Safety Schemes in Procurement (SSIP) requirements. All surveyors will hold BOHS P402 – Bulk Sampling & Surveying qualifications and have at least 10 years surveying experience. The quality manager will be BOHS S301 certified and be a Member of the British Occupational Hygiene Society. Asbestos records will be managed via an online database certified to ISO 9001. Copies of key reports will also be available on the Designated Trust compliance system under the Compliance library.

Local Asbestos Management Plan (LAMP)

Asbestos is present in the majority of academies within the Trust. If managed correctly, asbestos poses very little risk to health. Equally, if not effectively managed, asbestos can pose a significant health risk. The *Control of Asbestos Regulations 2012* places responsibilities on employers to prevent exposure to asbestos as far as is reasonably practicable. Each Academy has a Local Asbestos Management Plan (LAMP). The LAMP sets out how we will manage asbestos on a day-to-day basis, identifies roles and responsibilities in managing asbestos and dictates how we will respond in an emergency.

Fire Detection Systems

Fire detection and alarm systems should have a weekly alarm test with all call points being tested over a 13-week cycle. The system should also be subject to inspections and tests by a competent person as specified in the system operation and maintenance manual. All work on the fire alarm system including routine testing must be recorded and be accessible to the fire service. Reports should be uploaded to the Compliance library.

Fire Doors

All fire doors and associated hardware must remain in efficient working order and should be regularly checked and maintained by a competent person and a record of inspections and any subsequent maintenance should be kept. The inspection of fire doors should include the checks documented in OLOL Fire Technical Note - FRA014. Final exit doors and internal fire resisting doors will be inspected once per month. Any defects will be recorded, and remedial work prioritised as appropriate. Reports should be uploaded to the Compliance library.

Firefighting Equipment

Extinguishers and fire blankets should be maintained and inspected by a competent person at least every 12 months. This involves a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record should be kept of the date of the last maintenance examination, and this will usually be attached to the body of the extinguisher. Reports should be uploaded to the Compliance library.

Emergency Lighting

Emergency lighting provides illumination when the normal lighting fails. Emergency lighting should be flash tested monthly with an annual three-hour battery drain test. Flash tests can be carried out by *responsible site personnel* by operating test switches. It is best practice that the annual inspection is carried out by an electrician as remedial work may be required. Reports should be uploaded to the Compliance library.

Legionella Management

Legionella bacteria is present in all water systems in small quantities. In small quantities the bacteria is not normally harmful, however, the bacteria can be harmful if it is allowed to propagate. Growth is more likely to occur where cold water temperatures are greater than 20°C, when hot water temperatures are less than 50°C or when water is permitted to stagnate due to pipe work dead legs or due to infrequent outlet usage. Legionnaires' disease is normally only contracted where aerosols containing the bacteria are inhaled.

In accordance with Legionnaires disease: control of Legionella bacteria in water systems ACOP and Guidance 4th Edition 2013 (L8) and HSG274, *e*ach academy has a risk assessment which identifies and assesses sources of risk. The risk assessment includes a written scheme of controls for preventing or controlling the risk. To ensure that the risk is managed effectively we will:

- implement, manage and monitor the written scheme
- keep records and check that what has been done is effective
- review the risk assessment annually or when any modifications are made to water systems
- upload reports to the compliance library

Engineering Inspections

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires that lifting equipment is thoroughly examined at least every six months. This involves a systematic and detailed examination of the lift and its associated equipment by a competent person.

Pressure vessels or equipment which contains a liquid or gas under pressure should be inspected every 14 months by a competent engineer.

External fire escapes should be structurally inspected every 60 months; however, this may be shortened depending upon age and condition.

Chimneys and some lighting masts should be structurally inspected every 60 months; however, this may be shortened depending upon age and condition.

Local exhaust ventilation systems (LEV) are usually found in science laboratories and technology workshops and maintain a safe working environment by removing hazardous fumes, wood dust and other hazardous substances. Where LEV systems are installed, they should be adequately maintained as advised by the supplier or installer and should be examined and tested every 12 months by a competent person.

Catering extract systems are often used to remove cooking fumes and heat and provide effective ventilation in kitchens. Blocked filters and ducts increase the risk of fire and should be maintained to ensure the regular removal flammable substances such as cooking fats and oils. The frequency of cleaning required depends upon the types of compounds being extracted, however, best practise is that systems are cleaned on a 12-month cycle as a minimum.

Fixed Electrical Installations

The electrical safety regulations in non-domestic buildings are contained within the Electricity at Work Regulations 1989. The purpose of the Regulations, which came into force on 1st April 1990, is to require precautions to be taken against the risk of death or personal injury from electricity in work activities. The Regulations are made under the Health and Safety at Work etc. Act 1974, which imposes duties on employers, the self-employed and employees (all referred to as 'dutyholders') in respect of systems, electrical equipment and conductors and work activities on or near electrical equipment.

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. The frequency of inspection and testing depends upon the type of equipment and the environment it is used in. For example, a power tool used on a construction should be examined more frequently than a computer in an office. The person doing testing work needs to be competent to carry out the work. When undertaking combined inspection and testing, a greater level of knowledge and experience is needed, and the person will need the right equipment to do the tests, the ability to use this test equipment properly and the ability to properly understand the test results.

Fixed electrical installations should be thoroughly tested by a competent person often enough to ensure that there is low risk of equipment becoming hazardous between tests. An electrical inspection and condition report (EICR) will be commissioned every 60 months as a minimum. Some installations may need to be tested more frequently depending on their use and operating environment. Work on fixed electrical systems should not be undertaken by Trust employees unless that person is competent to do so. Competency will be determined at a Trust level and employees should consult the Estates department for further information.

Portable Appliance Testing

A portable or moveable electrical appliance is defined as any item that can be moved, either connected or disconnected from an electrical supply. Portable or movable items have a lead and a plug. The Electricity at Work Regulations 1989 (EAWR) state that electrical equipment must be maintained if it can cause danger. This includes any electrical equipment used by employees at work. PAT testing must only be carried out by competent employees or contractors. Items deemed unsafe to operate should be immediately rendered incapable of use until repaired or replaced.

The Construction (Design and Management) Regulations 2015 (CDM 2015)

The Construction (Design and Management) Regulations (CDM) are the primary regulations for managing the health, safety and welfare of all construction projects in Great Britain. In 2015, CDM 2007 was replaced with CDM 2015 which came into force on 6 April 2015. Under CDM 2015 the Client (The Trust) is now responsible for making the arrangements by which the project will be managed and ensuring that arrangements are maintained and reviewed throughout the life of the project. The Trust needs to ensure that:

- Pre-construction information is provided 'as soon as is practicable' to every Contractor and Designer appointed or considered for appointment;
- The construction phase plan and health and safety file are produced;
- The health and safety file is handed over to any new owner of the structure.

Gas Safety

Work on gas installations must only be carried out by a Gas Safe Registered Engineer. The engineer must have a valid certificate of competence relevant to the gas work involved e.g., commercial, catering etc. Regular leak testing to science laboratory taps can be carried out using a suitable electronic device and it is good practice to do so. Gas appliances or fittings must not be used if it is known or suspected that they are unsafe.

Work on gas systems should not be undertaken by Trust employees unless that person is competent to do so. Competency will be determined at a Trust level and employees should consult the Estates department for further information.

Air Conditioning and the EPB Regulations

Under Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2012 air conditioning systems should be inspected by an energy assessor every 60 months as a minimum. An annual inspection to ensure that there is no leakage of refrigerant is required under the Fluorinated Greenhouse Gases Regulations 2015. Bi-annual checks and an annual maintenance schedule is best practice.

Glazing

Glazing requirements are covered in Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992. Under the Regulations every window or other transparent or translucent surface in a wall, partition, door, or gate should, where necessary for reasons of health or safety, be of a safety material or be protected against breakage and be appropriately marked.

Work at Height

Work at height is defined as any work above ground level. This not only affects site and maintenance staff but also teaching staff who may be involved in working above ground level when preparing classroom displays etc.

Falls from height are the single biggest cause of workplace deaths and work at height should be avoided wherever possible. Where this is not possible, we will prevent a fall by working from an existing safe place or by using suitable equipment. Under the Provision and Use of Work Equipment Regulations 1998 (PUWER), any equipment provided should be suitable for the task, be inspected prior to use and at suitable periods to ensure that it remains in good condition. To ensure that equipment is safe to use each academy will implement a ladder inspection system.

Work at height needs to be properly planned and should only carried out by competent people with sufficient skills knowledge and experience to carry out the task.

Sports Equipment

Equipment used for physical education often has a need for regular inspection. Best practise is that sports equipment is inspected by a competent person on a 12-month cycle as a minimum. An inspection will identify any equipment that requires remedial work to be carried out. Defective equipment should be taken out of use until it can be repaired.

Playground Equipment

British Standard EN 1776 requires that an inspection should be carried out at regular intervals subject to its use, purpose and position. Best practice is to inspect such equipment weekly, however, this will be subject to each academies risk assessment will should consider factors such as usage and the age of the equipment. An annual inspection by a ROSPA certified person is required for all playground equipment.

Grounds Maintenance

As well as responsibilities under the Health and Safety at Work etc. Act 1974, an occupier of land where a tree stands has responsibilities under the Occupiers' Liability Acts 1957 and 1984.

Grounds maintenance is not generally included within this document due to the focus on the maintenance of buildings and equipment, however, grounds maintenance is a maintenance responsibility for the school and includes the maintenance of any trees on the school site.

Energy Assessment

Under Article 7 of the Energy Performance of Buildings Directive 2003 an occupier of a public building is required to have a Display Energy Certificate and Advisory Report. The Department for Communities and Local Government (DCLG) is responsible

for making sure buildings in the UK meet the standards required by the EU's Energy Performance in Buildings Directive (EPBD). The Directive requires that large public buildings must display a Display Energy Certificate (DEC).

Buildings must display a DEC if they have a total useful floor area of more than 250m2 and they are occupied by Public Authorities. DECs for buildings larger than 1000m2 must be renewed every 12 months and for buildings between 250m2 and 1000m2 DECs must be renewed every 10 years. The building occupier should clearly always display the Display Energy Certificate in a prominent place clearly visible to the public. A Display Energy Certificate is accompanied by an Advisory Report which does not need to be displayed but needs to be made available upon request.

Air Conditioning Assessment

Since January 4, 2011, the Energy Performance of Buildings Directive (EPBD) has required the TM44 regulations inspection of air conditioning systems in buildings with a cooling capacity over 12kW. A TM44 assessment needs to be completed every 60 months.

Chemicals and the Control of Substances of Health Regulations 2002 (COSHH)

Chemicals need to be stored securely, an up-to-date inventory maintained, and employees should receive appropriate training. The handling and use of hazardous substances is governed by the Control of Substances of Health Regulations 2002 (COSHH). Under the Workplace (Health, Safety and Welfare) Regulations 1992 schools must ensure that workplace is ventilated by enough fresh or purified air. The Education (School Premises) Regulations 1999 also set out requirements regarding ventilation.

Radiological Protection

Radiological sources are subject to the Ionising Radiation Regulations 2017 (IRR17). Also relevant are the Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPIR).
Under the regulations the responsible body has a duty to register ionising radiation sources and to manage them effectively. Sources include ionising sources in academy science departments that are used for post-16 experiments and naturally occurring sources including radon.

A Radiological Protection Officer (RPO) has been appointed for the Trust and each academy is required to appoint a suitably trained radiological protection supervisor (RPS) who is responsible for managing sources in science departments. The RPO is usually the head of science at secondary academies.

The Trust Director of Estates and Facilities will manage naturally occurring sources and arrange surveys in Trust buildings where characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible.

Planned Maintenance

Service Level Agreements

The provision of suitable maintenance and inspection regimes is central to ensuring that our schools are safe places to work and teach. There are many pieces of legislation and approved codes of practise that determine what we need to do and when, however, much is left to the employer to determine risk and to implement suitable and sufficient assessment and maintenance

regimes. Service Level Agreements assist property managers in meeting their legal duties and duty of care in terms of their buildings and equipment and are also useful vehicles for securing economy, efficiency, and effectiveness in the use of resources, however, it should be noted that Service Level Agreements do not replace or remove the need for property managers to carry out their own risk assessments and safety audits.

The following is a guide to the acronyms in the planned maintenance and compliance planned works tables.

Guide to acronyms to specific legislation and approved codes of practise:

HASAW - Health and Safety at Work Act 1974
MHSW - Management of Health and Safety at Work Regulations 1999
PUWER - Provision and Use of Work Equipment Regulations 1998
ACOP L8 - The control of legionella bacteria in water systems
FRRO - The Regulatory Reform (Fire Safety) Order 2005
LOLER - Lifting Operations and Lifting Equipment Regulations 1998
EAW - Electricity at Work Regulations 1989
RDEC - Regulations for Display Energy Certificates of public buildings
EA – Equality Act 2010
IRR - Ionising Radiations Regulations 2017
GSR - The Gas Safety (Installation and Use) Regulations 1998
COSHH - The Control of Substances Hazardous to Health Regulations 2002
SPR - The School Premises (England) Regulations 2012
ACMR - Control of Asbestos Regulations 2012
LONE – HSE Lone Working indg73
PSSR - Pressure Systems Safety Regulations 2000
ROSPA - Code of Good Practice for Play Areas
OLA - Occupiers' Liability Acts 1957 and 1984
EPBD - Energy Performance of Buildings Directive

Note. The above is not an exhaustive list

Academy-Level Planned Maintenance and Service Agreements

The following maintenance will be planned at academy level in partnership with the central team:

Scope of Work / Service / Task	Applicable regulations	Frequency (months)
Portable electrical appliance testing (PAT)	EAW; FRRO; HASAW; MHSW	[note 4]
Service of nurse and disabled aid call systems	EAW; HASAW; MHSW; EA	[note 4]
Maintenance of building management control systems	EAW; FRRO; HASAW; MHSW	12
Maintenance of CCTV systems and camera maintenance	HASAW; MHSW; LONE	12
Maintenance of gutter and rainwater systems	HASAW; MHSW	6, 12
Maintenance of sump and sewage pumps	HASAW; MHSW; PUWER	6, 12
Maintenance of supply and extract ventilation fans including air handling units	EAW; HASAW; PUWER; SPR	
Maintenance of accessibility aids, patient handling equipment, lifting aids and hoists	HASAW; MHSW; PUWER; LOLER	6
Fire Extinguisher Maintenance	FRRO; HASAW; MHSW	12
Maintenance of sports equipment	HASAW; MHSW; PUWER;	12
Maintenance of playground equipment	ROSPA; HASAW; MHSW; PUWER;	12

Note

[note 1] - Service periods as recommended by the system manufacturer

[note 2] - On substantial changes to water systems or operating procedures

[note 3] - Varies with size and complexity of the system

[note 4] - Determined by risk assessment

[note 5] - Determined by risk assessment; generally, 12 months in high-risk areas

Trust-Level Planned Maintenance and Service Agreements

To secure economy, efficiency and effectiveness in the use of resources, in line with the requirements of best value, a number of planned maintenance and inspection tasks will be carried out through the implementation of service level agreements at Trust level.

The following maintenance will be planned at Trust level in partnership with the academy RPO and Head Teacher:

Scope of Work / Service / Task	Applicable regulations	Frequency (months)
Gas soundness testing	GSR; HASAW; MHSW;	12
Boiler maintenance and controls	GSR; HASAW; MHSW;	12
Engineering inspection of fume cupboards	GSR; HASAW; MHSW; COSHH; SPR	12
Engineering inspection of local exhaust ventilation	GSR; HASAW; MHSW; COSHH; SPR	12
Maintenance and inspection of catering local exhaust ventilation	GSR; HASAW; MHSW; COSHH	6 /12 [notes 3 & 4]
Structural inspection of fire escapes and lighting masts	HASAW; MHSW	60
Fixed electrical installation testing and condition report	EAW; FRRO; HASAW; MHSW	60
Fire detection and suppression systems	FRRO; HASAW; MHSW	[note 1]
Emergency lighting drain down test	FRRO; HASAW; MHSW	12

Lightning conductors inspection and condition	FRRO; HASAW; MHSW	12
Passenger & goods lifts maintenance	HASAW; MHSW; PUWER; LOLER	6
Passenger & goods lifts LOLER certification	HASAW; MHSW; PUWER; LOLER	6
Lift gear inspections	HASAW; MHSW; PUWER; LOLER	60
Automatic door maintenance	HASAW; MHSW; PUWER; EA	6
Management of asbestos	HASAW; MHSW; ACMR (regulation 4), COSHH	12
Display energy certificates for buildings greater than 1000m2	RDEC	12
Energy recommendation report for buildings greater than 1000m2	RDEC	60
Display energy certificates for buildings greater than 250m2 but less than 1000m2	RDEC	120
Energy recommendation report for buildings greater than 250m2 but less than 1000m2	RDEC	120
Water hygiene risk assessments as required under ACOP L8	HASAW; MHSW; ACOP L8	[Note 2]
Water hygiene monitoring	HASAW; MHSW; ACOP L8	1/3/6/12 [note 4]
Intruder detection and alarm system maintenance	HASAW; MHSW; PUWER; EA	6 /12 [note 3]
Automatic gates & barriers	HASAW; MHSW; EAW; PUWER	12
Accessibility aids, patient handling equipment, lifting aids, hoists LOLER certification	HASAW; MHSW; PUWER; LOLER	6
Tree condition survey	HASAW; MHSW; OLA	36
Catering equipment maintenance	GSR; PUWER; HASAW; MHSW;	12
Radon monitoring	IRR; HASAW; MHSW	[note 5]
Inspection of pressure vessels	PSSR	12
Soft landscaping	HASAW; MHSW	[note 3]
Inspection of sports equipment	HASAW; MHSW; PUWER;	12
Inspection of playground equipment	ROSPA; HASAW; MHSW; PUWER;	12
Condition survey	HASAW; MHSW; SPR	36
Air conditioning efficiency assessment	EPBD	60
Maintenance of Access controls	HASAW; MHSW; PUWER; EA	12

Note
[note 1] - Service periods as recommended by the system manufacturer
[note 2] - On substantial changes to water systems or operating procedures
[note 3] - Varies with size and complexity of the system
[note 4] - Determined by risk assessment
[note 5] - Determined by risk assessment; generally, 12 months in high-risk areas

Reactive Maintenance - breakdowns and emergency response

We will establish standards and key performance indicators (KPI's) for emergency response times to breakdowns of mission-critical assets. These include:

- gas supply systems and infrastructure;
- fuel oil supply systems and infrastructure;
- heating boilers;
- mechanical services plant;
- catering equipment;
- fire and intruder detection and abatement systems;
- emergency plumbing repairs;
- electrical failures;
- air conditioning systems.

To achieve best-value we will work with planned maintenance providers, many of whom will have prior knowledge of our systems, to provide emergency response.

The Role of the Central Maintenance Team

The central team is designed to fill the skills gap within current budgets.

Supporting academies in 5 key areas

1. Day-to-day reactive maintenance – the team carry out tasks that are outside of the skills base of site teams
2. Cyclical and planned maintenance – the team carry out planned maintenance to a schedule
3. Small-medium sized development and suitability projects – the team develop schools to meet the aims and ambitions of school development plans
4. Site manager absence cover – the team will cover site manager absences on a first-day basis to ensure that we have global cover at all times and that statutory and operational requirements can be met.
5. Site manager development of skills and skills support – develop site team skills to meet current and upcoming challenges.

Key Benefits

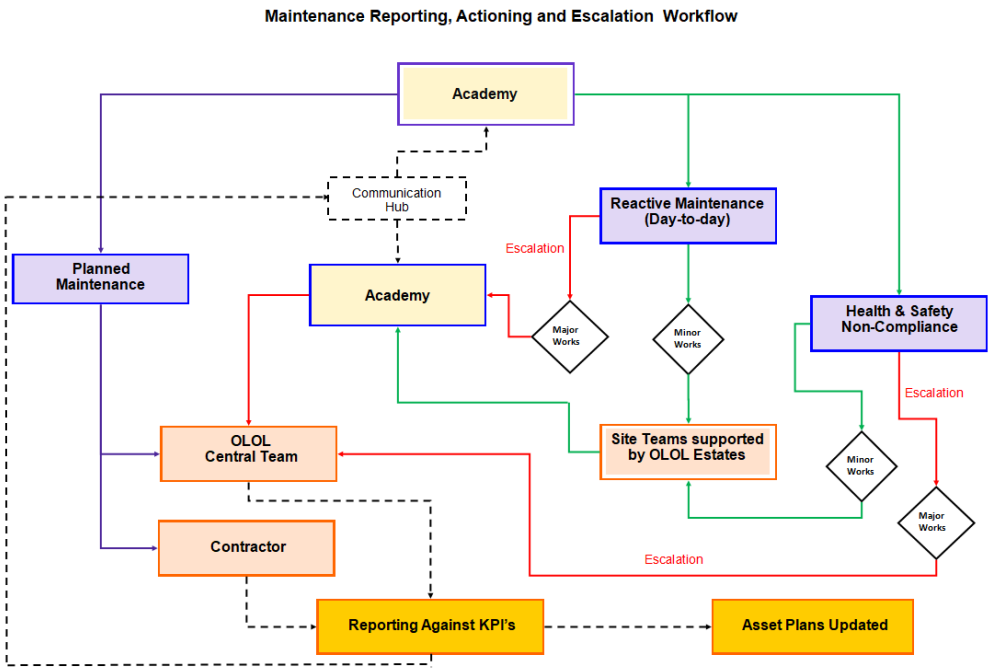
- Ability to deliver additional services to academies by minimising the need to procure external labour and skills – better value for money
- Ability to plan and fast-track premises development to meet suitability criteria
- Premises issues identified and prioritised by educational need and risk
- School leaders time freed up to focus on education, confident that premises are compliant and that tasks are being carried out to schedule

The Central Team

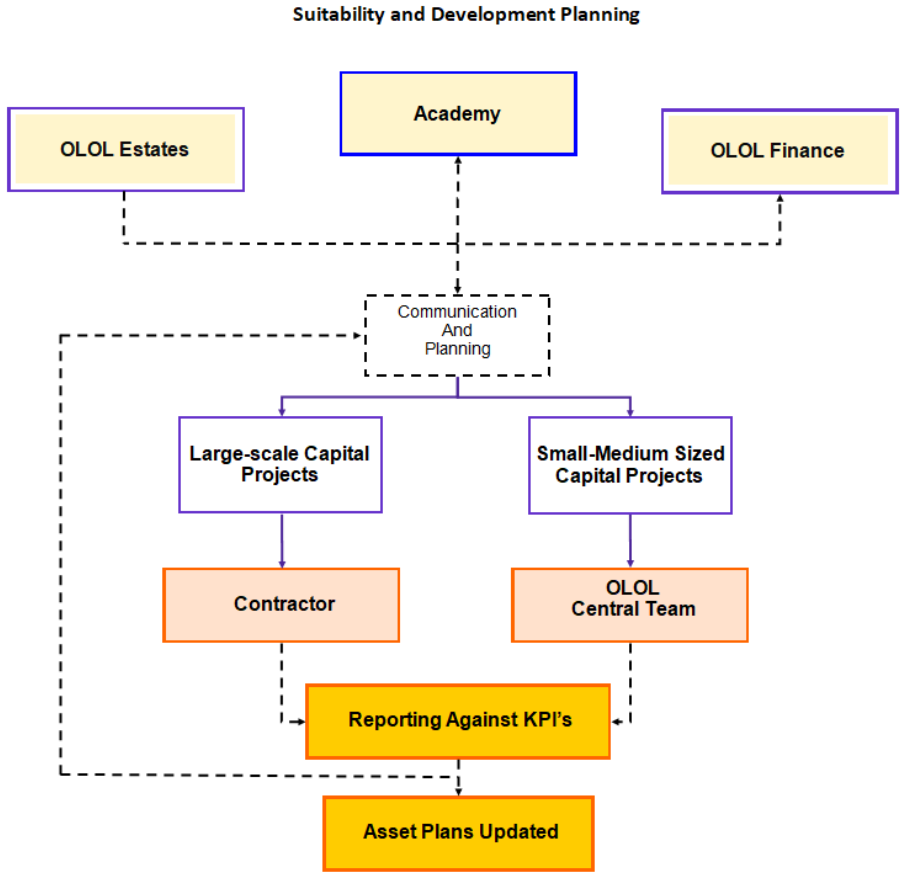
Maintenance Manager, Maintenance Officers, and Apprentices. The team are mobile and be able to react in good time

Maintenance – Planned and Reactive Workflow

With Academies at the centre, the green workflow shows the standard response where site teams would respond supported by the Central Team. The red workflow shows the escalated response where issues are be handled centrally.



Suitability and Development – Workflow



Communication

The key is effective communication, and this is achieved via a communications hub based on Every compliance system. This system includes a job management and compliance modules where jobs will be tracked from start to completion and academies are able to see what stage their jobs are at as they are processed through to completion. This builds on the functionality that is also used to manage compliance, Health & Safety and Capital Works.

Maintenance Budgets

Academies do not hold a maintenance budget as this is held centrally, however, an amount is made available to directly access to enable the school to make timely purchases of small, reactive expenditure items along with day-to-day expenditure. For the financial year 2021-2022 these amounts are £1,500 for primary academies, and £4,000 for secondary academies.

Commented [DB2]: Reduced by £250 & £500 RESPECTIVELY FOR 23-24

The balance of apportioned maintenance budgets will be expended by the central team to procure materials, and professional labour where required, to ensure that the maximum volume of tasks can be undertaken in-house and thereby maximise returns. At each termly meeting, the designated Estates Partner for each academy will review the school-based budget position with the Head Teacher and the RPO (Site manager).

Service Provision and Priorities

A full Estates help desk service is available via the Every **Compliance System** to support the thirty-six schools in the Our Lady of Lourdes Catholic Multi-Academy Trust. The help desk opening hours are 7:00am - 5:00pm Monday-Thursday and 7:00am – 3:30pm Friday. A reduced service is provided out of hours and during holiday periods and opening hours are communicated in advance of each school holiday.

All enquiries received by the help desk before 12 noon will receive a reply with a resolution or an indication of the time to resolution by the end of the same working day.

Requests received via the help desk will be prioritised as shown in the table below.

Priority	Risk	Example	Action
Priority 1	Immediate Action Required: Risk to life or physical injury (e.g., broken glass in corridor) -risk to be eliminated or reduced to Priority 2 within 2 hours or by start of next school day)		
Note that priority 1 issues should be communicated verbally in first instance to ensure a prompt response.			
Priority 2	Risk of Injury: Action required within one month e.g., damaged electrical socket (originally Priority 1) which has now been made temporarily safe or uneven floor which has been coned off and/or warning notice posted.		
Priority 3	Low Potential Risk of Injury. Action usually required within 3 months (e.g., PAT test outstanding, poor lighting in low-risk area)		
Priority 4	Low, or no, potential risk of injury and general requests. Action as other priorities permit, normally within 12 months		

Reporting and Oversight

The Director of Estates leads on estates budget management and liaises with Trust Finance leaders, head teachers and RPO's (Site managers).

Each school receives one report per term detailing the work that has been carried out at their site during the previous term.

The Director of Estates will meet with each Headteacher at least once per term to discuss maintenance priorities and upcoming capital works.

The Director of Estates prepares reports for the Director of Finance committee who oversees the work of the Estates team.

The central team ensures best value through the management of an approved suppliers list and procurement of significant contracts

Compliance Management System

Compliance at all academies will be verified via the **Every Compliance System**. Compliance tests, checks and inspections will be scanned or photographed by each academy and uploaded to the **Every Compliance System** library on completion of each task. The uploaded documents will reside on the **Every Compliance System** in a digital format, however, hard copies of documentation may be required at local level in some instances. Various property documents will also be stored on the Designated Trust compliance system for ease of access. To ensure that all stakeholders and employees who need to interact with the documentation have access to it, the Trust IT Support department will provide access via a web portal thereby reducing reliance on an integrated network.

Accident Reporting and Analysing Accident Statistics

Accidents don't just happen. They are usually a chain of critical events that culminate in an incident. The chain can be broken through effective risk assessments, inspection and accident investigations as these help us to identify hazards, manage health and safety and promote a culture of safety and risk aversion. Effective accident investigation can only happen if information is recorded and shared.

The Trust has its own bespoke Accident Reporting System and the designated person at each academy will enter the data onto the system. The system is monitored by will be monitored by the Director of Estates and Facilities. The line manager of the person involved in the accident or near miss is responsible for carrying out an investigation with support from The Director of Estates and the Nottingham City Academies team. Any required changes to the working environment or working practices will be identified, documented, and communicated to the academy and the Trust.

Health and Safety Management at Work and at School

The regulations relating to Health and Safety are many and varied and the Trust Health and Safety Policy details how we manage Health and Safety as a Trust. In addition to the Trust policy, each Academy will have their own local policy detailing how health and safety is managed, and tasks delegated at the point of delivery.

The local Health and Safety Policy will reflect the Trust Policy and will be in three parts:

1. **Health and Safety Policy Statement**
   A statement of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)].
2. **Organisation of Duties**
   Explains the allocation of functions to individuals i.e., who does what as regards to health and safety management.
3. **Arrangements**
   How health and safety functions allocated to individuals are carried out.

The local Health and Safety Policy will describe how each academy will:

- Promote an effective safety culture throughout the Trust and the Academy.
- Ensure that non-employees e.g., pupils, parents, visitors etc., are not exposed to a risk to their health and safety so far as is reasonably practicable.
- Consult with our employees on matters affecting their health and safety.
- Provide information, instruction, training, and supervision for employees.
- Ensure that employees are 'competent' to carry out their activities.
- Provide adequate welfare facilities for employees and pupils.
- Monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety.
- Review the systems in place that manage health and safety and to revise it as necessary on an annual basis.
- Bring the policy to the attention of all employees and be kept readily available for employees of the Trust.

Local Health and Safety Policies will detail the arrangements. Procedures may be contained in supplementary documents such as a staff handbook, risk assessments and operation and maintenance manuals.

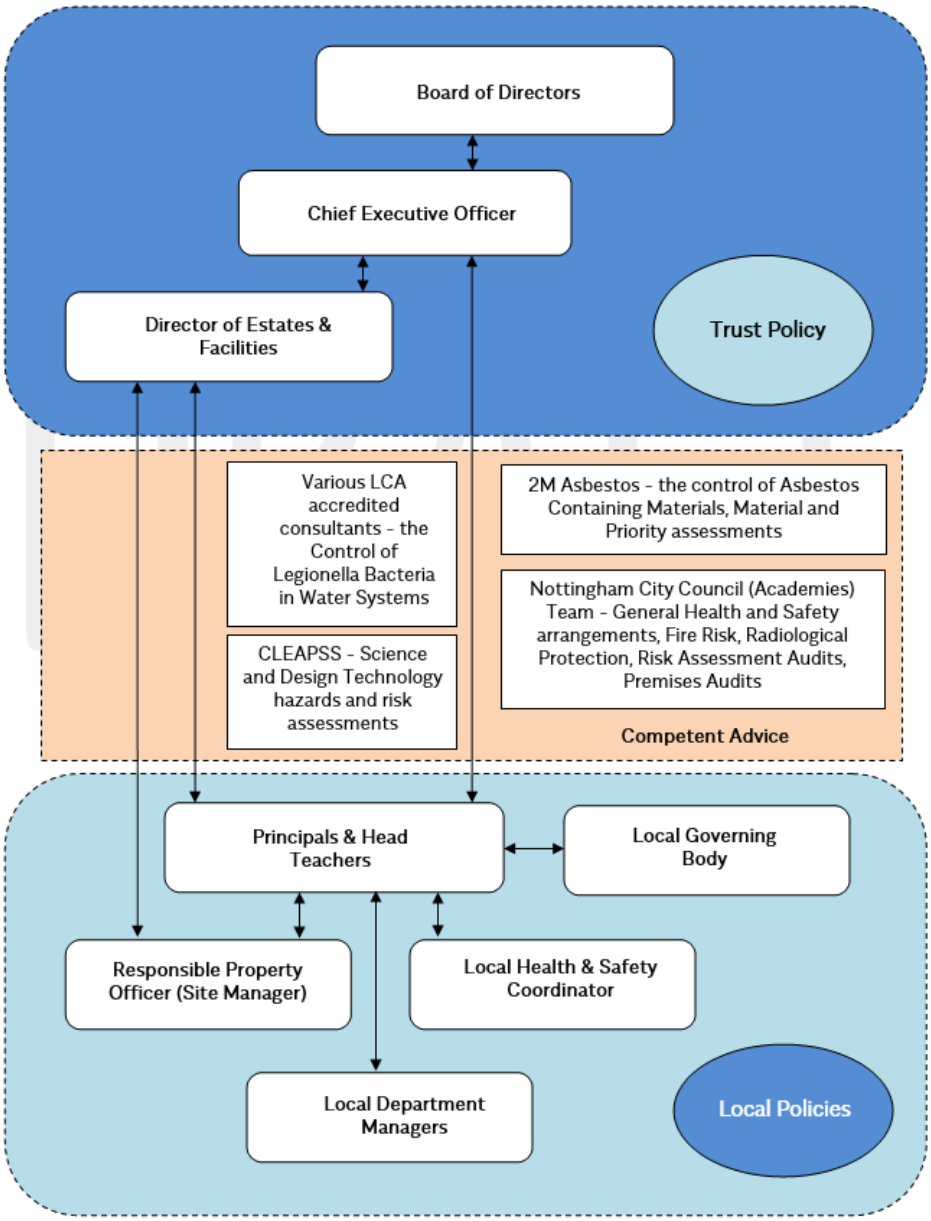
Health and Safety Reporting to The Trust

To ensure that procedures are reviewed when required, academies should make The Director of Estates aware of any instances of the following:

- an academy emergency plan is activated;
- an academy disaster recovery plan is activated;
- an academy lockdown procedure is activated;
- a live fire incident at an academy;
- any breakdown which could affect the operational continuity of the academy;
- any accident or injury causing an employee to be absent from work;
- any incident where a person is taken direct to hospital from an academy site.

Health and Safety Organisation

The chart below shows the relationship between the Trust Health and Safety Policy and local Health and Safety Policies and shows how key management roles interact.



The Day-to-Day Role of the Responsible Property Officer (RPO)

The role of the RPO (Site manager) and the site team as a whole is critical in ensuring that the academy, and the Trust, properly discharges its duties under its Health and Safety Policies, ensuring operational continuity and developing our academies to be the best that they can be. The RPO will work closely with the Director of Estates, the Estates manager, and the Trust Maintenance Manager to coordinate implementation of the Trust's policies and procedures, ensuring that:

- Premises and facilities are developed in line with school improvement plans.
- Premises-related health and safety statutory documentation is maintained.
- The academy discharges its duties under compliance regulations.
- Health and safety management systems, processes and practices are consistent, coordinated and synchronized across all the Academies in the Trust.
- Facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are competent.
- Checks and service reports are completed as required.
- Works involving changes to buildings are approved by the Trust and the Diocese.
- Only the services and works delivered by contractors and suppliers who have been approved by the Trust are used.
- Suitable and sufficient risk assessments and methods statements are provided and reviewed prior to the commencement of any works.
- Work permits are issued and monitored, where required.
- Contractors and service providers are effectively managed.
- Maintenance is planned effectively and economically.
- Key performance indicators are met and exceeded.
- Their training is up to date and that they do not carry out duties of a hazardous nature if they have not been suitably trained.

Task Delegation

The Responsible Property Officer (RPO) will carry the tasks delegated to academies as laid out in Appendix E. The Estates Compliance Matrix which details who is responsible for each element, the frequency of each element and how each element will be carried out.

Formal Inspections

A daily 'walk' inspection of the building and site will be carried out by the Responsible Property (RPO) and any identified issues will be remedied. A weekly formal inspection will be carried out and recorded. The Responsible Property Officer (RPO) will take suitable and sufficient action will be taken to correct any defects and a report will be submitted to the Director of Estates and Facilities.

A formal inspection of the building and site will be carried out bi-annually by the Head Teacher, Responsible Property Officer (RPO) and Governors. Any identified issues should be reported to the Trust.

A formal Health and Safety inspection of the building and site will be carried out annually by an external assessor, the Head Teacher, Responsible Property Officer (RPO) and Governors. A report will be prepared by the external assessor and circulated to the Academy and the Trust. The Responsible Property Officer (RPO) will take suitable and sufficient action will be taken to correct any defects and a report will be submitted to the Director of Estates and Facilities.

Fire Systems

Final exit doors (external fire doors) will be checked weekly to ensure that they open and close and that release mechanisms and locks operate as intended. Fire exit signage will be checked to ensure that no signs have been removed or covered over. All final exit doors should be accessible and operable during the times when buildings are occupied. A report will be uploaded to the Designated Trust compliance system under compliance/fire doors and suitable and sufficient action will be taken to correct any defects.

Internal fire resisting doors (doors that open onto a protected route) will be checked monthly to ensure that they open and close and that release mechanisms and locks operate as intended. The condition of intumescent and smoke seals will be checked along with ensuring that the required minimum gap between the door and the door lining is maintained. Fire exit signage will be checked to ensure that no signs have been removed or covered over. Any obstructions stopping the door from being released (e.g., door wedges or hold-back hooks) will be removed. The only permitted methods of holding fire doors open are electronic devices that release when the fire alarm is activated. A report will be uploaded to the Designated Trust compliance system under compliance/fire doors and suitable and sufficient action will be taken to correct any defects.

A weekly test of fire alarm sounders will be carried out on a rolling basis to ensure that all call points are tested within a twelve-month period. Where fitted, a sprinkler system bell test will be carried out weekly or otherwise in accordance with the fire risk assessment. A report will be uploaded to the Designated Trust compliance system under compliance/fire and suitable and sufficient action will be taken to correct any defects. In addition, all tests to fire system will be recorded in the fire logbook.

Flushing of little used water outlets

Little-used water outlets will be flushed for a minimum of 1 minute on a weekly basis as specified in the legionella risk assessment. A report will be uploaded to the Designated Trust compliance system under compliance/fire doors and suitable and sufficient action will be taken to correct any defects. In addition, all tests to fire system will be recorded in the legionella logbook.

During school holiday periods **all outlets** will be flushed for a minimum of two minutes on a weekly basis as specified in the legionella risk assessment. A report will be uploaded to the Designated Trust compliance system under compliance/legionella and suitable and sufficient action will be taken to correct any defects. In addition, all tests to fire system will be recorded in the fire logbook.

Defects to buildings and external areas

Defects to buildings and external areas will be rectified as soon as reasonably practicable and control measures will be put in place to minimise risk until repairs can be made. Control measures will vary according to the application. If in any doubt, the Responsible Property Officer (RPO) will contact The Director of Estates without delay. Where the Responsible Property Officer (RPO) is unable to make repairs within the specified timescales given in the section entitled Managing and Prioritising tasks (above) then a report will be submitted to The Director of Estates without delay to ensure that suitable and sufficient action can be taken, however, making such a report does not absolve the Responsible Property Officer (RPO) of responsibility for managing hazards and mitigating risk in the interim period.

Control of Contractors

The Responsible Property Officer (RPO) will ensure that only authorised contractors are permitted to work on academy sites, will induct contractors and issue work permits as required. A list of approved contractors can be found on the Facilities Portal under Common/Approved Suppliers.

Promoting a Culture of Safety

The Responsible Property Officer (RPO) will always promote a culture of safety within the academy and will liaise with the Head Teacher, the Local Health and Safety Coordinator and The Director of Estates in this regard.

Environmental management

Environmental management is an essential element of sustainability and sustainable development at the Trust is a cornerstone of our Strategic Plan. We are committed to minimising the environmental impact of our activities at the local, regional, national, and global levels. The Trust will set out its commitments to the environment in its Environmental Policy and has already made considerable progress in addressing environmental issues through recycling and energy saving activities.

Setting greenhouse gas emission reduction targets in line with climate science is a great way to future-proof our estate and to ensure sustainable development. Some of the world's biggest organisations are working together to cut greenhouse gas emissions through the Science Based Targets Organisation. Being part of a larger organisation will assist us in the short and medium term to meet the longer-term vision and being part of the global initiative will assist us to develop sustainably. Setting a science-based target will put us at the forefront of the education sector, ensuring our own sustainability and supporting the needs of Catholic education in Nottinghamshire into the future. Our children and young people need to know we have a genuine commitment to reduce energy use in the short, medium, and long term.

Environmental Statement

The Trust recognises that environmental management is an essential element of sustainability and sustainable development at the Trust is a cornerstone of our Strategic Plan. We recognise the need to conserve energy wherever possible and we are committed to reduce any negative impact on the environment. This will be achieved by continuing improvements in products and technology, greater use of electronic communication and the education of our workforce with regard to the importance of our environmental integrity.

The Trust has a strategic vision to make a significant contribution to global efforts to achieve environmental sustainability. Our aim is to continue to develop the Trust's estate in a way which provides a first-class teaching and learning environment whilst reducing the environmental impact of our activities and services. We are committed to continually improve our environmental performance through effective and appropriate environmental management practices.

We are committed to minimising the environmental impact of our activities at the local, regional, national and global levels. The Trust will set out its commitments to the environment in an Environmental Policy and has already made considerable progress in addressing environmental issues through recycling and energy saving activities.

It is our aim to:

- Ensure that all developments take into account sustainable construction principles and avoid the use of environmentally damaging substances, materials and processes;
- Where facilities are redeveloped or redeployed, we will ensure that energy usage within the building envelope is reduced, and this will form a key part of our project option appraisals;
- Ensure that existing facilities are as efficient as possible through the development of sustainable buildings; the installation of LED lighting throughout the estate, embracing emerging energy technologies and investing in micro-generation and sustainable solar power;
- Reduce our use of natural resources such as energy and water and reuse resources whenever possible;
- Ensure that as little waste as possible is sent to landfill through the effective segregation of recyclable wastes;
- Reduce our use of natural resources such as energy and water whenever possible;

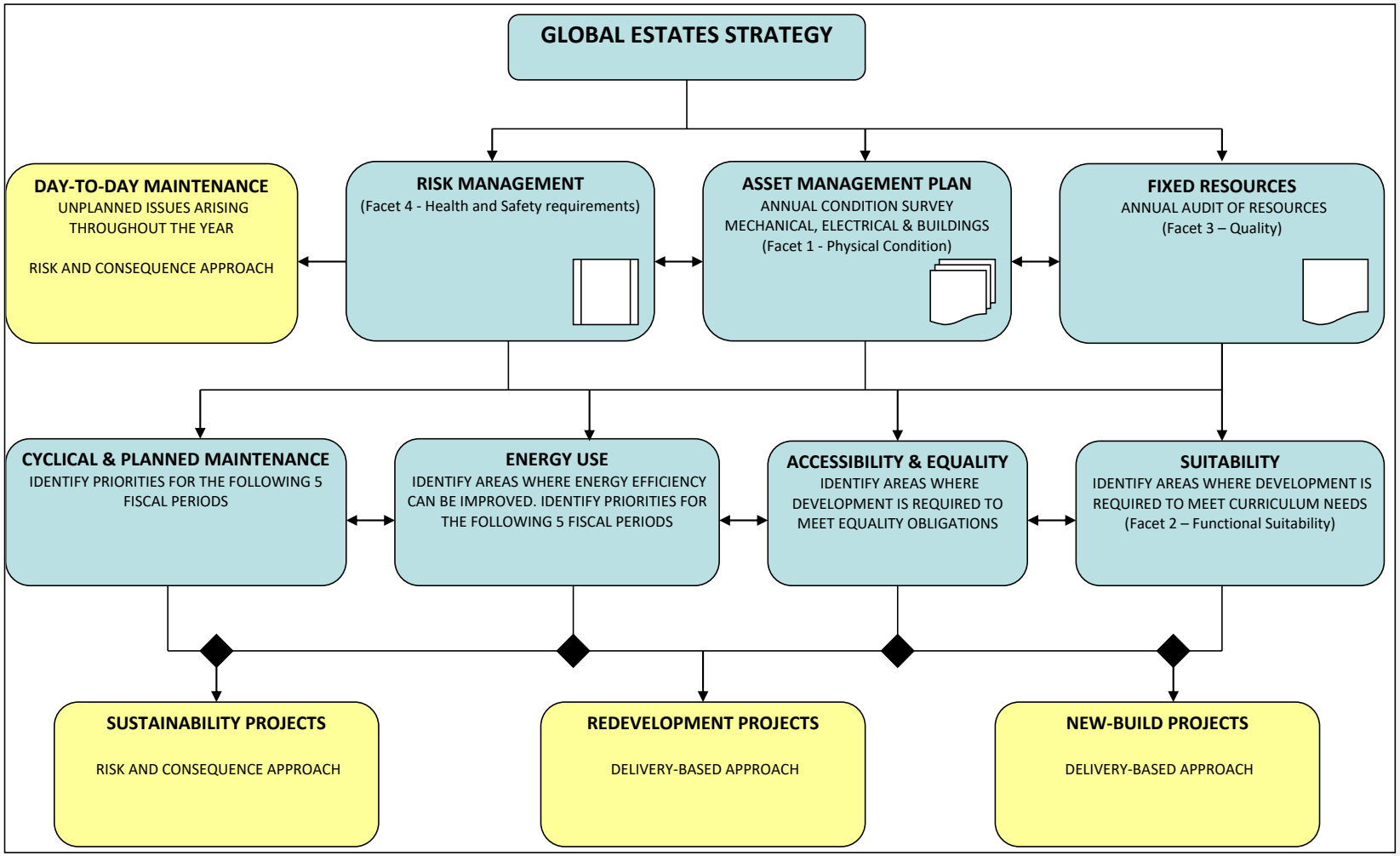
- Set a science-based target for the reduction in carbon emissions, energy consumption and the use of natural resources.

School Catering & Healthy Schools

The Trust is committed to empower children and young people to make healthy and active choices whatever their socio-demographic background and will work to raise standards and expectations. Our catering service providers will be innovative with a range of traditional, seasonal, and wholesome recipes that are nutritionally balanced, using regional British farm-sourced ingredients, freshly cooked on site where possible to produce great tasting food using a professional and ethical approach.

We will establish standards and key performance indicators (KPI's) to ensure that our commitment is fulfilled. The Director of Estates will oversee school catering and ensure that service providers are held to account where KPI's are not met.

Appendix A. Estates Strategy



Appendix B. Condition matrix

Facet1 - Physical Condition		
The overall physical condition of the estate is assessed on the basis of three elements; buildings – internal and external, mechanical systems and electrical systems.		
Condition	**Condition grading**	**Definition**
A	Good Condition	As new (that is built within the past two years) and can be expected to perform adequately over its expected shelf life
B	Satisfactory Condition	Sound, operationally safe and exhibits only minor deteriorations;
C	Poor Condition	Operational but major repair or replacement will be needed soon, that is, within three years for building elements and one year for engineering elements
D	Very Poor Condition	Runs a serious risk of imminent breakdown.

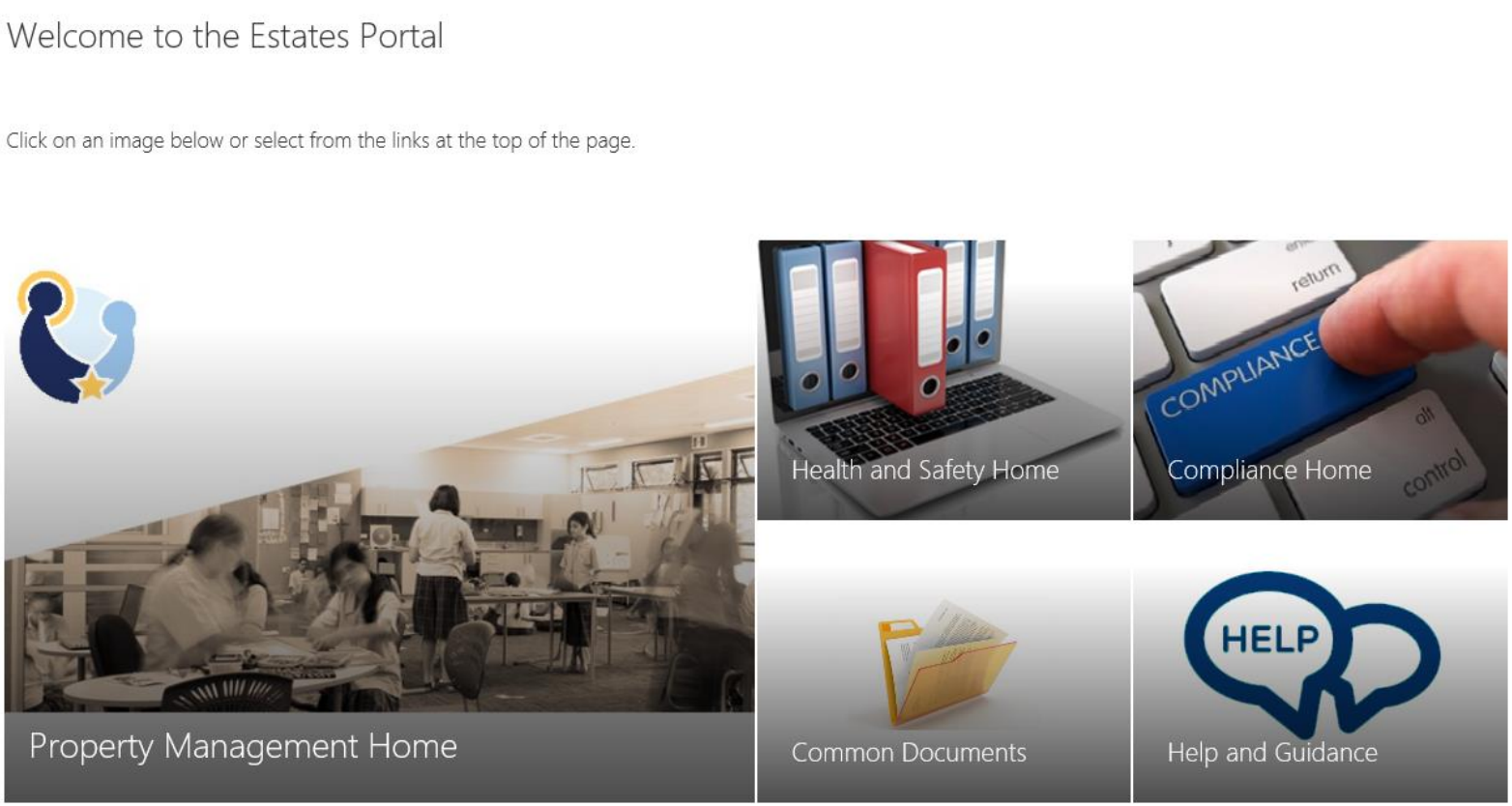
Facet 2 – Functional Suitability		
Functional suitability should be assessed on the basis of three elements; internal space relationships, support facilities and location.		
Suitability	**Suitability grading**	**Definition**
A	Very satisfactory	No change needed
B	Satisfactory	Minor change needed
C	Not satisfactory	Major change needed
D	Unacceptable	Unacceptable in its present condition

Facet 3 – Quality		
An assessment of the quality of the estate/property takes into consideration three elements: amenity; comfort engineering and design.		
Quality	**Quality grading**	**Definition**
A	A facility of excellent quality	No change needed
B	A facility requiring general maintenance investment only	Minor change needed
C	Less than acceptable facility requiring capital investment	Major change needed
D	very poor facility requiring significant capital investment or replacement	Unacceptable in its present condition

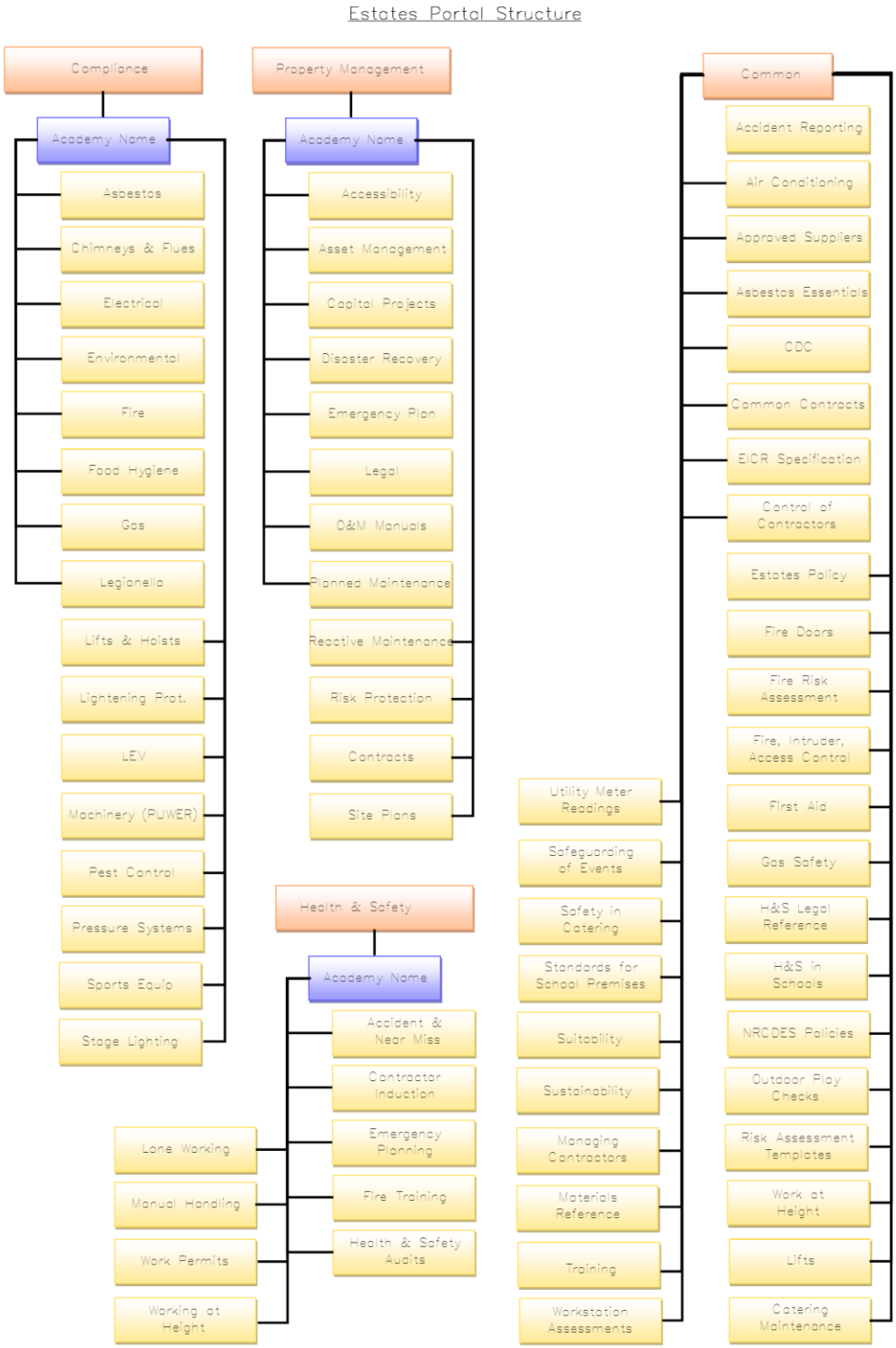
Facet 4 - Fire, Health and Safety requirements	
This facet is assessed on the property's compliance to statutory legislation in accordance with fire and health and safety law.	
Compliance	**Compliance grading**
A	Building complies with all statutory requirements and relevant guidance
B	Building where action will be required in the current plan period to comply with relevant guidance and statutory requirements
C	Building with known contravention of one or more standards which falls short of B;
D	Building areas which are dangerously below the required standards

General - Priorities		
Priorities should be assigned based on risk and consequence assessment.		
Priority	**Priority Grading**	**Definition**
1	High priority	Urgent work required
2	Medium priority	Essential work within 2 years
3	Low priority	Desirable work in 3 to 5 years
4	Very low priority	Long term work outside 5 years

Appendix C. The Estates Portal



Appendix D. Designated Trust compliance system Structure



UID	Category	Element	Description	Typical location / Location Type / Applies to	Frequency or Review Period		Procurement / Action by	Site Management Action by	Contract / Works Management Action by	Who carries out this element
					Frequency	Day/ Week/ Months				
1001	COSHH	Dust and Fume Extraction - Annual Test	*Every 12 months or less in accordance with Control of Substances Hazardous to Health Regulations 2002 (COSHH) and manufacturer's guidance. Commonly known as LEV Inspections.*	Science and Design Technology	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
1002	COSHH	Dust and Fume Extraction - Service	*Inspection and service of equipment. Change disposable filters where fitted. Records of any remedial work should be kept for 5 years*	Science and Design Technology	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
1004	COSHH	Dust and Fume Extraction - Service	*DT Technician services extract systems / empties dust bags as required but normally weekly or less.*	Science and Design Technology	1	Week	Academy	DT Technician	Academy	DT Technician
1005	COSHH	Asbestos Management Survey	*DT Technician services extract systems / empties dust bags as required but normally weekly or less.*	Entire site	60	Months	Trust	Trust	Trust	Specialist Contractor
1101	Legionella	Legionella - Risk Assessment	*Written Risk Assessment by competent person which must be reviewed annually or after changes to the layout of the water system.*	Entire site	60	Months	Trust	Trust	Trust	Specialist Contractor
1102	Legionella	Legionella - Water Quality Sampling	*Water Quality Sampling (subject to the findings of the Legionella Risk Assessment)*	Identified in the legionella Risk Assessment	See risk assessment	Months	Trust	Trust	Trust	Specialist Contractor
1201	Lifts	Lifts (Passenger) - Engineering Inspection	*Passenger lifts require a LOLER inspection in accordance with current legislation. See Guidance for more information.*	Entire site	6	Months	Trust	Trust	Trust	Specialist Contractor
1202	Lifts	Lifts (Passenger) - Planned Maintenance Inspection	*Passenger Lifts require a monthly planned maintenance inspection in accordance with the following: BS EN 81 Part 1 or 2 1988. See the Guidance section for more.*	Entire site	3	Months	Trust	Trust	Trust	Specialist Contractor
1204	Lifts	Lifts (Passenger) - Engineering Inspection	*Non passenger lifts need to have an annual insurers inspection in accordance with BS 5655 : Part 14 : 1995.*	Entire site	6	Months	Trust	Trust	Trust	Specialist Contractor
1205	Lifts	Lifts (Non Passenger) - Planned Maintenance Inspection	*Non passenger lifts need to have a quarterly planned maintenance inspection in accordance with BS 5655 : Part 14 : 1995.*	Entire site	3	Months	Trust	Trust	Trust	Specialist Contractor
1207	Lifts	Lifts (Powered Stair) - Engineering Inspection	*Powered Stair Lifts need to have an annual insurers inspection in accordance with BS 5776 : 1996*	Entire site	12	Months	Trust	Trust	Trust	Specialist Contractor
1208	Lifts	Lifts (Powered Stair) - Planned Maintenance Inspection	*Powered Stair Lifts need to have a quarterly planned maintenance inspection in accordance with BS 5655 : Part 14 : 1995.*	Entire site	3	Months	Trust	Trust	Trust	Specialist Contractor

1301	Mechanical	Kilns - Annual inspection	*Annual Inspection Required. Often provided as a service contract to inspect, test and replace defective equipment.*	Design Technology, Art	12	Months	Trust	Site Manager (RPO)	Academy	Specialist Contractor
1302	Mechanical	Fume cupboards	*Inspection and testing of fume cupboards including extractor fans and duct work. Tests fume cupboard performance, physical condition and service pipe connections. Related standards: BS EN 14175-2:2003*	Science Labs, Science Prep Rooms	12	Months	Trust	Trust	Trust	Specialist Contractor
1303	Mechanical	Workshop Machinery - Test and service	*Test and service workshop machinery, brazing hearths etc.*	Design Technology, Site Workshop	12	Months	Academy	Site Manager (RPO)	Academy	Specialist Contractor
1304	Mechanical	Heating Installation - Half Yearly Servicing	*Servicing of boilers, controls, burners and associated pumps, pipes and equipment within boiler house as well as hot water calorifiers, pumps, controls. Servicing of the installation prior to heating season*	Plant Rooms, Boiler Houses	12	Months	Trust	Trust	Academy	Specialist Contractor
1305	Mechanical	Heating Installation - Periodic Inspection	*Periodic inspection of pipes and valves for correct operation and leaks, insulation and general surfaces within boiler house and report defects/damage.*	Plant Rooms, Boiler Houses	1	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1306	Mechanical	Heating Installation - Annual Servicing	*Specialist cleaning and servicing of boiler flues and chimneys. Pressure testing of gas pipework, check and service heat emitters, convectors etc.*	Plant Rooms, Boiler Houses	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
1307	Mechanical	Heating Installation - Calorifiers	*Specialist to overhaul (drain, clean and inspect) calorifiers thorough examination.*	Plant Rooms, Boiler Houses	24	Months	Academy	Site Manager (RPO)	Academy	Specialist Contractor
1308	Mechanical	Air conditioning and ventilation	*Service and clean plant, equipment and duct work. Internal surfaces of ductwork – inspect and possible clean. Often provided as part of a service contract.*	various Locations including classrooms, halls and server rooms	6	Months	Trust	Site Manager (RPO)	Academy	Specialist Contractor
1309	Mechanical	Oil and gas fired heaters	*Service direct oil and/or gas fired heaters including remote boilers i.e. caretaker's house. Often provided as part of a service contract.*	Plant Rooms, Boiler Houses	12	Months	Trust	Site Manager (RPO)	Academy	Specialist Contractor
1310	Mechanical	Oil supply pipes & tanks	*Premises manager or equivalent to visually inspect. Annual inspection and test operation of valves*	Plant Rooms, Boiler Houses	1	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1311	Mechanical	Kitchen Equipment - Check and Service	*Service gas cooking equipment, water softeners, water boilers etc. Check safety valves. Clean and service kitchen canopy. Degrease canopy filters and clean stainless steel hood. Annual service of fan motor and duct work.*	Catering Kitchens	12	Months	Trust	Site Manager (RPO) / Catering Manager	Academy	Specialist Contractor
1401	Accommodation	Staff accommodation	*Inspection of residential accommodation including checks for dampness, rot, infestation and habitable condition.*	On-site accommodation	12	Months	Trust	Trust	Academy	Specialist Contractor
1502	Risk Assessments	Drain Cleaning & Maintenance	*Hazard considerations include sewage (a major source of harmful micro-organisms including bacteria, viruses and parasites.), Gastroenteritis (characterised by cramping stomach pains, diarrhoea and vomiting, Leptospirosis (flu-like illness with persistent and severe headache, transmitted by rat urine. Damage to liver, kidneys and blood may occur and the condition can be fatal. Hepatitis, etc.*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1503	Risk Assessments	Boiler Rooms	*Hazards include explosion, impact from falling equipment, contact with released liquid or gas, electrical shocks, asbestos, burns, flooding, steep stairs, unauthorised access, working alone, access equipment.*	Plant Rooms, Boiler Houses	12	Months	Academy	Site Manager (RPO)	Academy	Trust / Site Manager (RPO)
1504	Risk Assessments	Working at height	*Hazards include use of ladders and other access equipment, opening and closing of windows, person falls from height during a drama lesson, PE lesson: retrieving equipment, caretaking duties, building work and repairs*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)

1505	Risk Assessments	Transport	*Hazard considerations include age of driver, inexperience driver. Inappropriate license, medical condition of driver, previous driving convictions, tiredness and medication, condition of the vehicle, vehicle safety features, other road users, passenger behaviour*	Typically off-site visits but includes the use of site plant	12	Months	Academy	Site Manager (RPO)	Academy	Head Teacher / Academy Health & Safety Coordinator
1506	Risk Assessments	Traffic on school premises	*Hazard considerations include parents dropping off their children, segregation between parked vehicles, lacks of speed restrictions, parents using staff car park as a turning point, double parking, parents adherence to safety signs and markings, peak time traffic and pedestrians, delivery vehicles (size), contractor vehicles (and their equipment), shortage of spaces, access gates, crossing points*	Service roads and accesses - includes the use of site plant	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1508	Risk Assessments	Portable electrical equipment	*Hazard considerations include use of computers, photocopiers, shredders, kettles and all items that can be plugged into an electrical socket. Consideration given to physical condition of the item, movement required, placement of equipment (e.g. near to water), trailing leads in crowded areas, overloading, ventilation considerations, guards on trimmers, etc.*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1510	Risk Assessments	Plays/events/functions in school hall	*Hazard considerations include fire exit, (visibility, access, capacity), fire hazards from function equipment, working at height, smoke/fog machines, pyrotechnics, lighting, brought-in hazards, props and scenery, etc.*	Halls, Drama Rooms	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1511	Risk Assessments	New people	*Hazard considerations include the lack of their knowledge on fire procedures, first aid procedures, children with medical requirements, premises security arrangements,*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	
1512	Risk Assessments	Manual handling tasks	*Hazard considerations include lifting heavy loads, putting down, pulling, carrying and moving, lack of training, poor teamwork, person carrying an existing injury impeding their ability to handle, lifting technique, unknown weight, even distribution of load*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1513	Risk Assessments	Lone working	*Hazard considerations include no notifications to other staff that they are working alone, medical condition, illness, accident, assault, robbery, intruders, compromising situations, sexual harassment, racial abuse, violence from parents*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1514	Risk Assessments	Hand tools	*Hazard considerations include the improper use of tools, poor maintenance of tools, suitability of tool to the task, working at height, power tools (condition, refuelling hazards, lone working, inappropriate storage, supervision, unathorised access)*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1515	Risk Assessments	Grounds maintenance	*Hazard considerations include moving plant and machinery into/over/crushing, unauthorised passengers, flying debris, poor maintenance, equipment failing to stop, cracks in the ground, trees, adverse weather conditions, manhole covers, noise, injury, contact with infectious materials, bites, violence/assault, fuel handling, paint and other substances.*	External Areas	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1516	Risk Assessments	General storage	*Hazard considerations include shelving and racking not secured, poorly installed, over stacked, poorly stacked, access equipment not readily available, trips, falling objects, flammable liquids stored near combustible materials, handling of stored items, cleaner areas: hazardous chemicals*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1517	Risk Assessments	Food preparation	*Hazard considerations include poor standard of personal hygiene, poor standards of general hygiene, vermin/pests carrying diseases, microwave (leaks), hot equipment, foods and liquids (burns), sharp items, food allergies, slips and trips,*	Catering Kitchens, Food Technology, Welfare Facilities	12	Months	Academy	Site Manager (RPO)	Academy	Food Technology Lead / Catering Manager
1518	Risk Assessments	Excess heat or cold	*Hazard considerations include heat stress, muscle cramps, heat rash, heat exhaustion, heat stroke, sunburn, abnormal reactions to sunlight, cold - hypothermia, loss of dexterity, frost nip, frost bite, boiler breakdown, power loss, children exposure to heaters, carbon monoxide*	Internal and external areas	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1519	Risk Assessments	Displays	*Hazard considerations include working at height, fire risk from location of displays (covering vents, firefighting equipment, etc), consider type of display materials, means of display attachment, stability of free standing displays, corridor displays, displays in staircases,*	Classrooms, Offices, Circulation Areas	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1520	Risk Assessments	Display screen equipment	*Hazard considerations include poor workstation design (musculoskeletal disorders), visual fatigue and mental stress, consider layout, ability to adjust equipment, condition of equipment, size of screen characters leading to eye strain, poor posture, adequate breaks and activity changes*	Offices, Workstations	12	Months	Academy	Site Manager (RPO)	Academy	Academy Health & Safety Coordinator
1521	Risk Assessments	Break times	*Hazard considerations include injuries during break due to lack of supervision, misbehaviour, overcrowding, locations, restrictions, use of shelters, etc. wet play, exposure to elements (blowing objects such as dust), outdoor eating, external play equipment, staff carrying hot drinks*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Head Teacher, Senior Leadership Team

1522	Risk Assessments	Animals	*Hazard considerations include obtaining animals (reputable source), children bringing dead animals into schools, transmission of diseases to humans, allergies to animals, keeping animals, aggression of animals due to mishandling, electrical heaters, filters and lighting, tripping hazards, unsecured/unstable cages or tanks, excess heat or cold (change in animal behaviour), deceased animals, animal housing (food and bedding), visiting animals at an open farm*	Science labs, Science Prep Rooms	12	Months	Academy	Site Manager (RPO)	Academy	Lead Science Technician
1523	Risk Assessments	Additional use of school premises	*Hazard considerations include lone working, pupil collection arrangements, emergency access to phones or first aid, PE equipment use - insufficient knowledge in use, electrical equipment - insufficient knowledge in use, use of cleaning materials, lack of awareness of general procedures (reporting defects, first aid, fire evac, etc),*	Entire site	As Req'd	As Req'd	Academy	Site Manager (RPO)	Academy	Head Teacher, Senior Leadership Team
1524	Risk Assessments	Return to school	*Hazard considerations include physical injury aggravated by being knocked, tripped caused by crutches, evacuation procedures in case of emergency*	Entire site	As Req'd	As Req'd	Academy	Site Manager (RPO)	Academy	Academy Health & Safety Coordinator
1525	Risk Assessments	Managing contractors	*Hazard considerations include poor workmanship, poor practices, lack of competency, electrical shocks and burns, damage to property (fire), cuts, abrasions, physical injuries, slips/trips/falls, blocked exit routes, unauthorised access, lack of supervision, fire routes hindered, unsafe access/egress, child protection, ineffective vehicular access, asbestos, awareness of school procedures, hazardous substances, working at height, security, noise,*	Entire site	As Req'd	As Req'd	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1526	Risk Assessments	Finger guards	*Hazard considerations include fingers trapped in doors (crushing, fractures, amputation, cuts and bruising,*	Internal and external doors	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1527	Risk Assessments	Violence/security	*Hazard considerations include violence to staff, to pupils, problematic individuals, security with handling cash, violence to/from contractors, violence to/from intruders, stress or fear with abusive telephone calls*	Entire site	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1528	Risk Assessments	Slips and trips	*Hazard considerations include unsuitable flooring, contaminated flooring (food/wet/oil/soiled), poor lighting, slopes, maintenance work, rain/sleep/snow, change from wet to dry surface, inappropriate cleaning methods, polished floors, unsuitable footwear, smoke/steam obscuring vision, trip hazards*	Internal and external areas	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1529	Risk Assessments	Rubbish control	*Hazard considerations include spontaneous combustion of material, disposal of improper material (sharps, chemicals), vandalism, arson, manual handling or faulty paladins, tipping paladins, overfilled bins, poor condition of storage area, rough edges to bins, unauthorised salvage, infectious material (animal waste, human waste, needles, food waste), bird waste, dead birds and other animals, disposal of radioactive sources, improper disposal of gas cylinders,*	Internal and external areas	12	Months	Academy	Site Manager (RPO)	Academy	Site Manager (RPO)
1540	Risk Assessments	Site Safeguarding (Premises and Infrastructure)	*Hazard considerations include security fencing, access controls, gates, neighbourhood hazards, geographic location, public highway proximity, absconding children, intruders*	External areas	12	Months	Academy	Site Manager (RPO)	Academy	Trust / Site Manager (RPO)
1601	Security	Security System maintenance	*Testing and maintenance of security system, including detectors, cameras, panels etc. Related Bulletin: Building Bulletin 69: Specification, Installation and Maintenance of Intruder Alarm Systems (1989)*	Entire site	6	Months	Trust	Site Manager (RPO)	Academy	Specialist Contractor
1701	Structure & Construction	Floors, stairs and landings - Check for hazards	*Check and inspect damaged floors or trip hazards, especially in floor finishes. Defects could include defective tiles, lifting edges, joints to sheet materials*	Entire site	1	Week	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1702	Structure & Construction	Roof Coverings - Inspection	*Periodic inspection and ad hoc repairs. Inspect pitched and flat roofs from ground level or suitable upper floor windows and report defects and/ or damage likely to cause failure in or water ingress.*	Roofs	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1703	Structure & Construction	Gutters, roof outlets, rain pipe, inspect and clear	*Periodic inspection of gutters, roof outlets, rain pipes etc. Inspect and remove debris, leaves etc. Clear/ clean gullies and report any blockages and/or defects.*	Roofs, gutters and gullys	6	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1704	Structure & Construction	Windows & Doors - Locks & Security	*Periodic inspection of locks and security, and ad hoc repairs. Check operation of opening mechanisms, closers and fittings Check beading, soundness of frames etc.*	Entire site	1	Week	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)

1705	Structure & Construction	Windows & Doors - Glazing Integrity	*Check glazing and protective films for damage. Report damage in glass integrity.*	Entire site	1	Day	Trust / Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1706	Structure & Construction	Windows & Doors - Risk Assessment	*Risk assessment for glass and glazing under Regulation 14, Workplace Regulations (H&S) 1992*	Entire site	12	Months	Trust / Site Manager (RPO)	Site Manager (RPO)	Academy	Trust / Site Manager (RPO)
1707	Structure & Construction	External walls ceilings, partitions & cladding	*Periodic inspection and ad hoc repairs. Inspect wall surfaces externally and internally, check and report defects and/or damage. Note: be aware of asbestos- containing materials.*	Entire site	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1708	Structure & Construction	Miscellaneous structures & out-buildings	*Inspection of miscellaneous structures, check and report defects and/or damage.*	Entire site	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1801	Water, Drainage & Waste	Water Supply Systems - Supply & Distribution	*Periodic inspection and ad hoc repair of cold water supply and distribution pipe-work*	Water distribution systems, heating systems	36	Months	Trust	Site Manager (RPO)	Academy	Site Manager (RPO)
1802	Water, Drainage & Waste	Water Supply Systems - Sanitary ware, etc	*Inspect sanitary ware, check and report defects and/or damage. Check auto flushing systems for correct operation.*	Toilets, welfare facilities	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1803	Water, Drainage & Waste	Waste pipes	*Inspect drains, gullies, manhole chambers etc for blockages. Report any need for rodding, jetting or cleaning*	Entire site	6	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1804	Water, Drainage & Waste	Downpipes & Gutters	*Periodic inspection of downpipes and gutters. Clear leaves and offsets to prevent ingress and dampness.*	Entire site	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1805	Water, Drainage & Waste	Sewerage pumps and chambers - Service and de-sludge	*Service foul water pumps, storage vessels etc. and periodically de-sludge*	Pump chambers	12	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Specialist Contractor
1806	Water, Drainage & Waste	Foul drainage	*Inspection of all manhole/ access chambers. Check for clear running location and fit of access covers/doors, grease and refit seals as necessary. Clear soil and debris from channels. Check condition of pointing, broken covers, arrange repair*	Entire site	12	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
1807	Water, Drainage & Waste	Surface water drainage	*Inspection of all manhole/access chambers. Check clear running, location and fit of access covers, grease as appropriate. Clear soil and debris from channels as with foul drainage. May need rodding and flushing of debris as required. Report need for advice and/or camera inspection for breakages/serious blockages*	Entire site	12	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
2001	Decorations	Internal & External Decorations - Periodic	*Annually inspect internal and external finishes, including tiling, masonry and paintwork and report major defects and/or serious damage. Kitchens should be checked for flaking paint and treated. Kitchen walls above 2 metres require cleaning every 12 months and entire kitchen repainted every three years.*	Entire site	12	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
3001	Electrical	Portable Appliance Testing	*All portable appliances must be tested on the correct frequency and labelled and dated to confirm the test according to The Electricity At Work regulations 1989, and in accordance with the IEE Code of Practice for Service Inspection and Testing of Electrical Equipment*	Electrical appliances	12-24	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Specialist Contractor / Site Manager (RPO)
3002	Electrical	Fixed Electrical Wiring Installation Test	*Wiring is required to be tested, installation checked, certificate completed and displayed and any remedial work completed. NB. Swimming pools should have an annual test*	Entire site	60	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
3003	Electrical	Emergency Lighting - Monthly Test	*Emergency Lighting should be tested and where remedial work is identified this work should be completed. A certificate should be completed and displayed*	Internal, external above final exit doors	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)

3004	Electrical	Emergency Lighting - 6 Month Test	*Emergency Lighting should be tested and where remedial work is identified this work should be completed. A certificate should be obtained*	Internal, external above final exit doors	6	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
3005	Electrical	Emergency Lighting - Annual Test	*Emergency Lighting should be tested and where remedial work is identified this work should be completed. A certificate should be obtained. Replace batteries as required.*	Internal, external above final exit doors	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
3008	Electrical	Lightning Conductors	*Inspect and test lightning tapes and earthing pits and report defects and/or damage. Lighting conductors are required to be checked in accordance with BS 6651: 1999. Where remedial work is identified this should be carried out. A certificate is required to be completed and displayed*	Roofs	11	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
3009	Electrical	Powered Pedestrian Doors - 6 Month Service	*Powered Pedestrian Doors where applicable require to be serviced every 6 months and tested on an annual basis in accordance with BS7036: 1996 Parts 1, 2 and 3.*	Doors in circulation areas	6	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
3021	Electrical	Stage Lighting Systems - Annual Test	*Wiring is required to be tested, installation checked, certificate completed. Any remedial work completed. Portable appliances such as mixer desks and lighting cans should have an annual test*	Halls, Drama Rooms	12	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
4001	Energy	Display Energy Certificate	*The DEC (valid for 1 year) is accompanied by an Advisory Report (valid for 7 years) and both must be produced by an accredited energy assessor.*	Entire site	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
5000	External Works	Grounds (Arboricultural)	*Survey of all trees to determine hazards to site users and potential damage to buildings and structures, etc.*	Grounds	36	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
5001	External Works	Grounds (General)	*Ground maintenance for grass cutting, planting and flower bed maintenance, etc.*	Grounds	To schedule	To schedule	Trust	Site Manager (RPO)	Trust	Specialist Contractor
5002	External Works	Playgrounds, car parks, roads and footpaths	*General inspection, maintenance and surface treatment. Maintain hard surfaces and walkways in safe condition and request ad hoc repairs as necessary. Inspect kerbs, channels, verges, line marking etc. and ad -hoc repairs. Generally maintain perimeters of hard surfaces, clean channels and maintain line markings as required.*	Playgrounds, car parks, roads and footpaths	1	Week	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
5003	External Works	Fences, boundary walls and gates	*Check gates for correct operation, inspect and maintain boundary walls, fences etc., in safe condition and request ad hoc repairs as required.*	Fences, boundary walls and gates	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
6001	Fire Safety	Portable Fire Fighting Equipment -Annual service	*Firefighting equipment requires an annual service in accordance with BS 5306: Part 3: 1985 for fire extinguishers, BS EN 1869 for fire blankets and BS 5306 part 1 1976 for hose reels. A certificate is required to be displayed*	Fire extinguishers, blankets, hose-reels	12	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
6002	Fire Safety	Fire Safety Risk Assessment	*A Fire safety risk assessment is required and a copy kept available for inspection*	Entire site	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
6003	Fire Safety	Audible Fire Alarm Weekly Test	*Audible fire alarm tests should be carried out*	Entire site	1	Week	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
6004	Fire Safety	Fire Alarm Devices 3 Monthly Test	*All devices, smoke and heat detectors, call points and sounders are required to be tested and where remedial work is identified this should be completed. Fire escape routes should be kept free from obstructions and certificate of testing should be completed and displayed*	Entire site	3	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
6005	Fire Safety	Comprehensive Fire Alarms Test	*A comprehensive test of all fire alarm equipment and system wiring is required in accordance with BS 7671: 1992 Requirements for Electrical Installations*	Entire site	60	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor

6006	Fire Safety	Fire Fighting Equipment	*Weekly visual check of items such as extinguishers, hoses, blankets, etc. Inspect tamper proof seals and check equipment in good order*	Entire site	1	Week	Site Manager (RPO)	Site Manager (RPO)	Trust	Site Manager (RPO)
6007	Fire Safety	Fire Fighting Equipment - Service	*Service of fixed firefighting equipment. Inspection, testing and replacement.*	Sprinkler systems	12	Months	Site Manager (RPO)	Site Manager (RPO)	Trust	Site Manager (RPO)
6008	Fire Safety	Fire Drills	*Fire & Rescue Services recommend Fire Drills are conducted at least once per term in schools.*	Whole School	3	Months	Head Teacher	Site Manager (RPO)	Academy	Head Teacher, Senior Leadership Team
6009	Fire Safety	Fire Safety Staff Training & Instruction	*Staff fire awareness training*	All staff	12	Months	Head Teacher	Site Manager (RPO)	Academy	Head Teacher, Academy Health & Safety Coordinator
6010	Fire Safety	Sprinkler Systems - Weekly Bell Test	*Weekly sprinkler system bell test*	Sprinkler systems	1	Week	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
6012	Fire Safety	Fire Wardens - Training & Instruction	*Update fire warden training*	Fire wardens	24	Months	Head Teacher	Site Manager (RPO)	Academy	Head Teacher, Academy Health & Safety Coordinator
7001	Fixtures & Fittings	Sports and P.E. equipment	*Service contract with manufacturers or specialist contractor to check, inspect and repair defects/damage, establish the overall safety of equipment, foundations and surfaces*	Gymnasiums, halls, sports halls, courts, MUGAs	12	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Specialist Contractor
7002	Fixtures & Fittings	External play equipment - Inspection	*Periodic inspection and ad hoc repairs to children's play equipment and adventure areas. Can be undertaken by premises manager or nominated representative. Specialist supplier to be contacted for repairs as required.*	Play equipment, trim trails, climbing frames, impact surfaces	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Specialist Contractor
7002	Fixtures & Fittings	External play equipment - Inspection	*Visual safety inspection of children's play equipment and adventure areas. Undertaken by premises manager or nominated representative. Specialist supplier to be contacted for repairs as required.*	Play equipment, trim trails, climbing frames, impact surfaces	1	Week	Site Manager (RPO)	Site Manager (RPO)	Academy	Specialist Contractor
7005	Fixtures & Fittings	Kitchen Equipment - Visual Inspection	*Inspection of folding table and chair units. Can be carried out by premises manager or nominated representative.*	Collapsible tables, retractable seating	1	Day	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
8001	Gas	Gas Boilers - Service and certification	*Annual service by a Gas Safe registered contractor.*	Heating and hot water boilers	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
8002	Gas	Gas Appliances - Safety Check	*All gas appliances are required to have an annual gas safety check carried out by a Gas Safe registered contractor*	Gas pipework and installations	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
8003	Gas	Gas Catering Equipment - Service and certification	*A check is required to confirm that appliances have been serviced and a Gas Safe certificate is displayed*	Catering kitchens	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
8004	Gas	Gas Food Technology Cookers and Hobs	*All gas appliances are required to have an annual gas safety check carried out by a Gas Safe registered contractor*	Food Technology	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor
8005	Gas	Gas Tightness Test	*Pressure test of gas systems to ensure gas tightness*	Gas pipework and installations	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor

9001	Pest Control	Pest Control - Inspection	*Periodic Regular inspection and extermination of vermin. Check for signs of vermin and seek specialist advice.*	Internal and external areas	1	Months	Site Manager (RPO)	Site Manager (RPO)	Academy	Site Manager (RPO)
10001	Pressure Systems	Generic Pressure vessels	Inspection of pressure vessels over 100L capacity	Plant Rooms, Boiler Houses, Under Sinks	12	Months	Trust	Site Manager (RPO)	Trust	Specialist Contractor

Appendix E. will be updated from time-to-time as roles and requirements naturally progress in line with legislation and the needs of the Trust and the Academy

OUR LADY OF LOURDES
CATHOLIC MULTI-ACADEMY TRUST

Appendix F.

Contractor Induction Form (Top copy to be retained by contractor)

EMERGENCY CONTACT DETAILS					
Site:		Your site contact:		Telephone:	
Contractor:		Contractor contact:		Telephone:	
Hours of work agreed are:	From:	To:	From:	To:	

CONTROL OF ASBESTOS CONTAINING MATERIALS (ACM)	
Is a plan of ACMs in the vicinity of the work attached?	YES / NO / N/A
Has a Permit to Work been issued?	YES / NO / N/A
Contractor access is <u>not</u> permitted to these areas of the site:	<u>ANY AREA OUTSIDE OF THOSE AREAS IDENTIFIED IN THE PERMIT TO WORK DOCUMENT</u>

HOT WORKS			
Are hot works required?	YES / NO / N/A	Permit Issued?	YES / NO / N/A

FIRST AID	
The first aid point is located at:	
Your designated first aider is:	

FIRE AND EMERGENCY	
Fire alarm on this site is a:	BELL / SIREN / VOICE COMMAND
The fire alarm can be activated by:	
In an evacuation, your assembly point Is:	
Your route of evacuation Is:	

WELFARE PROVISION	
Welfare provision is available to your staff ONLY at:	
NOTE. These welfare restrictions will apply unless other arrangements are made with the premises management. Any amendments must be recorded here:	

DECLARATION

I hereby acknowledge that I have been shown a copy of the Asbestos Survey for these premises and understand my responsibilities regarding asbestos. I undertake <u>TO STOP WORK IMMEDIATELY</u> and contact my premises contact identified above if I encounter any material that could be hazardous to the health and safety of myself, other contractors, sub-contractors and any other building user. I undertake <u>NOT TO LIFT</u> ceiling tiles without the express written permission from the Site Manager. I further give an undertaking to observe and follow the requirements of all relevant health and safety legislation and Our Lady of Lourdes Trust policies and associated procedures. If there is any information that I do not understand, I undertake to enquire from my site contact identified above. I undertake to inform my site contact of any hazardous activities required and to provide suitable and sufficient risk assessments and method statements for any such activities. I will inform my site contact immediately of any changes to work plans, schedules or specifications that may have an impact on health and safety. I understand and agree that if I engage any sub-contractors I will ensure that they comply with the same requirements as detailed above.

Contractor Lead Operative (PRINT name):	
For and on behalf of the Contractor (Sign):	
Date:	

Our lady of Lourdes Catholic Academy Trust Estates

PERMIT TO WORK

1. Communication and Emergency Contacts

Site Manager:	Date:	Emergency Contact Number:	Signature:
Contractor:	Nature of Work:		
Lead Operative:	Date:	Emergency Contact Number:	Signature:

2. Type of Permit, Locations and Dates

☐ Hot Work	☐ Confined Space	☐ Asbestos Work	☐ Asbestos Proximity	☐ Excavation	☐ Electrical	☐ Roof Access	☐ Work at Height	☐ Other (please give details):
Permit valid from: / /				Permit valid to: / /				
Location of work:				Building:				Rooms:

3. Risk Management Check List

Risk Assessment ☐	Method Statement ☐	PASMA Sighted ☐	CISRS Sighted ☐	Safe System of Work ☐	Gas Safe Reg ☐
Equip PAT Tested ☐	Perimeter Fencing ☐	Access Restriction ☐	Electrical Isolation ☐	Water Isolation ☐	Gas Isolation ☐
☐ Contractor or Staff Induction		☐ Toolbox Talk		☐ RAMS sighted and on Record	

4. Personal Protective Equipment

Mandatory PPE	☐ 	☐ 	☐ 	☐ 	☐ 	☐ 	☐ 	☐ 

5. Electrical Isolation

Isolation points tagged out ☐	Area barricaded and / or Locked Off ☐	Affected persons notified ☐

6. Access Equipment

Roof Access Required ☐	Access Equipment in Good Condition ☐	Certified Operator ☐

7. Confined Spaces

Confined Space Permit: ☐	Emergency Arrangements:

8. Fire Alarm Isolation

☐ Hot work	☐ Dust	☐ Electrical	☐ Vibration	☐ Vibration	☐ Other	Details:

8a. Type of Isolation

☐ Timed : HH:MM	☐ Untimed	Arrangements for re-enabling Untimed Isolated Detectors:

8b. Detectors / Zones / Buildings requiring isolation

☐ Manual Call Point			☐ Heat Detector			☐ Smoke Detector			☐ Sounder or Beacon		
Build:	Build:	Build:	Build:	Build:	Build:	Build:	Build:	Build:	Build:	Build:	Build:
Zone:	Zone:	Zone:	Zone:	Zone:	Zone:	Zone:	Zone:	Zone:	Zone:	Zone:	Zone:
Addr:	Addr:	Addr:	Addr:	Addr:	Addr:	Addr:	Addr:	Addr:	Addr:	Addr:	Addr:
Additional Controls:											

9. Asbestos

☐ R&D Survey	☐ Clearance Cert	☐ Register and Plan Provided	☐ Toolbox Talk	☐ Correct PPE in Use

10. Completion of Work Requirements

☐ Completion	☐ Fire Alarm Enabled	☐ Hot Works Complete	☐ Scrap Removed	☐ Services Restored

Site Manager:	Date:	Job complete to specification; area left clean and tidy; scrap removed from site; all services restored; ceiling tiles replaced	Signature:
Lead Operative:	Date:		Signature:

Our Lady of Lourdes Catholic Multi-Academy Trust

HOT WORK PERMIT

CAN THIS JOB BE DONE WITHOUT HOT WORK, OR ELSEWHERE? IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE FIRE EXTINGUISHERS ARE READILY AVAILABLE!

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks.
This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

Note: The Required Precautions are not optional. They are required for fire-safe hot work. All "No" responses below must be explained and a risk assessment performed if necessary.

Instructions

The Permit-Authorising Individual must:

a) Verify precautions listed on the right (or do not proceed with the work)
b) Complete and retain the TOP COPY
c) Give the BOTTOM COPY to the person doing the work.

Who, When, and Where?

Hot Work Being Done By

☐ Employee
☐ Contractor

Date	**Job/Work Order No.**

Location/Building and Floor

Nature of Job/Object

Name of Person(s) Doing Hot Work

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorisation

Permit Validity

Permit only valid on the following date

/ /

Name of Assigned Fire Watch

THIS PERMIT IS VALID FOR 24 HOURS ONLY!

Required Precautions Checklist

☐ Hot Work equipment in good repair.

Assess 10 meter radial "sphere" of work for potential fire hazards:

☐ Floors, work level and below, cleaned or protected.
☐ All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
- Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
- If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.

☐ Transmission or conveying of sparks to adjacent areas eliminated or protected.;
- Tightly cover wall/floor openings with fire-retardant material.
- Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
- Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.

☐ Explosive atmosphere eliminated or potential not present.

Work on walls, ceilings or enclosed equipment:

☐ Construction materials verified as noncombustible and without combustible covering or insulation.
☐ Combustibles on other side of walls relocated or protected.
☐ Enclosed equipment cleaned and protected from all combustibles.
☐ Containers purged of flammable liquids/vapors.

Fire watch/hot work area monitoring requirements:

☐ Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.
☐ Fire watch supplied with suitable extinguishers/hoses.
☐ Fire watch trained in the use of fire equipment and sounding alarm.

Other precautions that may be required:

☐ Fire watch provided for adjoining areas, above, or below.
☐ Confined Space or Lock-Out-Tag-Out required/used.
☐ Area smoke or heat detection disabled to eliminate false trip.

Other: _____

Comments:

_____
_____
_____

TOP COPY – EMPLOYEE/CONTRACTOR

BOTTOM COPY – FIRE RISK ASSESSMENT\CONTROL OF HOT WORKS RECORDS