

LBM Statutory Compliance Tables

Introduction

The tables below are a guide to assist duty holders and managers in areas of statutory compliance. Please note it is not an exhaustive list but is intended to give an overview of the main areas of responsibility. The tables are split into two parts:

- **Part A – Building Manager and/or Duty Holder Health & Safety Statutory Compliance**

This gives guidance on the areas of health and safety legislation and provides background information and an overview of the duties assigned to managers.

- **Part B – Building Services Statutory, Mandatory & Essential Schedules of Maintenance**

This gives guidance on the main areas of building services and gives an overview of the statutory, mandatory and essential schedules of maintenance and those who should carry it out.

Note: Where legislation and guidance does not stipulate specific frequencies of maintenance and checks, the minimum frequencies stated are developed from industry standards and good practice.

Part A – Building Manager and/or Duty Holder Health & Safety Statutory Compliance

1	Awareness of LBM's building management responsibilities	Manager's Duties Understand how LBM manages buildings and related issues Apply basic management principles and practices to safety & health issues as part of a safety management system highlighting issues relevant to Facilities Managers. Understand the legal framework and all the key pieces of legislation	
---	--	--	--

2	Accident Reporting & Investigation	<p>Legislation Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (change came in to reporting timescales 6th April 2012). Social Security (Claims & Payments) Regulations 1979</p> <p>Background Reporting accidents and ill health at work is a legal requirement. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on: employers; self-employed people and people in control of premises to report:</p> <ul style="list-style-type: none"> • Work-related deaths; • Major injuries; • Over-three-day injuries; • Work related diseases; • Dangerous occurrences; and • Near miss accidents. <p>The duty to maintain records of accidents and injuries is also a legal requirement imposed by the Social Security (Claims and Payments) Regulations 1979.</p> <p>The main aim of accident investigation is to pinpoint the causes of accidents/incidents and take prompt and effective action to prevent recurrence.</p> <p>Manager's Duties Managers are responsible for accident/incident reporting and investigation. They must:</p> <ul style="list-style-type: none"> • Be familiar with the Corporate Guidance • Ensure staff know they must report accidents • Report and investigate accidents using the online system within 24 hours • Report major injuries and dangerous occurrences to the Safety Section immediately • Take measures to prevent recurrence 	
---	---	--	--

		<p>NB! The online accident reporting system must be used and an online form completed for all accidents arising out of or in connection with work and must also be used for reporting Violence and Aggression to Staff</p> <p>Change – 06 April 2012</p> <p>As of 06 April 2012, RIDDOR’s over-three-day injury reporting requirement has changed. The trigger point has increased from over three days’ to over seven days’ incapacitation (not counting the day on which the accident happened).</p> <p>Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.</p> <p>Employers and others with responsibilities under RIDDOR must still keep a record of all over-three day-injuries – if the employer has to keep an accident book, then this record will be enough.</p> <p>The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.</p>	
3	Asbestos Management	<p>Legislation Control of Asbestos Regulations 2012 Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999</p> <p>Background For many years, products containing asbestos have been extensively used for a range of applications in a variety of locations. Whilst the use of asbestos is now banned in the UK, asbestos products are still present in a number of locations including housing stock, corporate premises, leisure facilities and schools.</p> <p>In situ, much of the asbestos is of negligible risk, with its condition regularly monitored through a risk assessment process. It will only require attention</p>	

(typically via sealing or removal) if its condition deteriorates, or if maintenance or renovation works were pending that would disturb the asbestos.

Manager's Duties

- Determine the location and assess the condition of materials likely to contain asbestos
- Presume materials contain asbestos, unless there is strong evidence to suppose they do not
- Identify an Appointed Person to assist in asbestos management
- Assess the risk of the likelihood of anyone being exposed to asbestos
- Make a written record of the location and condition of the ACMs via the asbestos register kept by Corporate Facilities Management
- Understand the asbestos register and manage any asbestos that remains within the building
- Use the asbestos register
- Repair or remove any material depending on the likelihood of disturbance, and its location or condition
- Manage the outcomes of the asbestos survey(s) and risk assessment(s)
- Prepare a management plan and put it into action
- Be aware of the requirements for checking the location of asbestos in relation to any proposed works and in relation to the operation of the building
- Provide information on the location and condition of ACMs to anyone who may disturb them
- Implement the actions required
- Monitor the condition of ACMs and presumed ACMs
- Review and monitor the action plan and arrangements

- Put procedures in place for dealing with accidents, incidents and emergencies
- Ensure they undertake all relevant training commensurate with the role of Designated Dutyholder as detailed in this policy

The Control Of Asbestos Regulations 2012

From 06 April 2012, some non-licensed work needs to be notified to the relevant enforcing authority.

From 06 April 2012, brief written records should be kept of non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

By April 2015, all workers/self employed doing notifiable non-licensed work with asbestos must be under health surveillance by a Doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed work are not acceptable for those doing licensed work.

The building manager or duty holder is responsible by law for protecting the occupants, visitors and contractors in a building manager or duty holder from exposure to asbestos.

The building manager or duty holder must nominate a "Responsible Person" in the building manager or duty holder to prevent exposure to asbestos and to manage all identified and presumed asbestos containing materials.

The responsible person must have a thorough understanding of where all ACMs are located within the building and, of their likelihood under certain conditions to release fibres.

The responsible person must be given adequate training, be deemed competent and be given the time to fulfil their duties.

		<p>The responsible person must inform all contractors pricing for works where the ACM's are in relation to their intended works and the contractor's method statement (submitted with their price), must show clearly their intended control measures to prevent disturbing any ACM.</p> <p>It is the Building manager or duty holder's duty to insure that any contractor working on site is informed of the location of all ACMs and a "Refurbishment and Demolition Survey" will need to be arranged prior to any work, which disturbs the fabric of the building, in areas where the "Management Survey" has not been intrusive.</p> <p>Manager / Duty Holder's Asbestos Management Tasks:</p> <p>Daily:</p> <ul style="list-style-type: none"> • Operate Contractors Asbestos Register <p>Note: Any contractor operatives likely to disturb the building fabric on site or requiring to enter an area of exposed asbestos must read the asbestos register and, be made to understand where the asbestos is and be made aware of its hazards.</p> <p>The contractor must sign and date the register to acknowledge their understanding of the dangers.</p> <p>The contractor must satisfy the Duty Holder that their works will not put them at risk or the occupants of the building manager or duty holder by a release of asbestos fibres.</p> <p>A written method statement of the contractors control measures and approach to his works should have been requested of them before their work begins on site.</p> <p>Monthly:</p> <ul style="list-style-type: none"> • Visually inspect condition of all ACMs with a combined material and priority risk score of High Risk and above. Ensure they are not 	
--	--	---	--

damaged, deteriorating and are well sealed. Record inspections, comments and actions required within the Asbestos Review Register”.

6 – Monthly:

- Visually inspect condition of all ACMs with a combined material and priority risk score of Medium Risk and above. Ensure they are not damaged, deteriorating and are well sealed. Record inspections, comments and actions required within the Asbestos Review Register”

Once every year:

- Visually inspect condition of all ACMs with a combined material and priority risk score of Low Risk and above. Ensure they are not damaged, deteriorating and are well sealed. Record inspections, comments and actions required within the Asbestos Review Register”
- Conduct a review of all ACMs priority risk assessments. Amend values as required and record the review within the “Asbestos Review Register”.
- Review the building manager or duty holders “Asbestos Management Plan.

Note: The following documents must be kept by the building manager or duty holder for any asbestos removal / encapsulation works conducted within the building:

- Copy of the 14 Day Notification to the HSE (ASB5 form)
- Copy of Licensed Asbestos Removal Contractors method statement
- Copy of every hazardous waste consignment note (Section 62)
- Copy of air clearance certificates
- Copy of all background monitoring certificates
- Copy of the certificate of reoccupation

<p>4</p>	<p>Confined Spaces</p>	<p>Legislation Confined Spaces Regulations 1997 Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999</p> <p>Background A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).</p> <p>Manager's Duties You must carry out a suitable and sufficient assessment of the risks for all work activities for the purpose of deciding what measures are necessary for safety.</p> <p>For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:</p> <ul style="list-style-type: none"> • the task; • the working environment; • working materials and tools; • the suitability of those carrying out the task; • arrangements for emergency rescue. <p>You may need to appoint competent people to help manage the risks and ensure that employees are adequately trained and instructed. Of course, you may be the best person to do this, however, you may need to train someone else or engage the services of a competent person for additional help.</p> <p>If your assessment identifies risks of serious injury from work in confined spaces, such as the dangers highlighted above, the Confined Spaces Regulations 1997 apply.</p>	
----------	-------------------------------	--	--

		<p>These regulations contain the following key duties that you as the manager must discharge:</p> <ul style="list-style-type: none"> • avoid entry to confined spaces, eg by doing the work from outside; • if entry to a confined space is unavoidable, follow a safe system of work; and • put in place adequate emergency arrangements before the work starts. 	
5	<p>Control of Substances Hazardous to Health (COSHH)</p>	<p>Legislation Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) Health and Safety at Work etc. Act 1974</p> <p>Background COSHH is the law that requires employers to control substances that are hazardous to health. It covers chemicals, products containing chemicals, fumes, dusts, vapours, mists and gases, and biological agents (germs). If the packaging has any of the hazard symbols then it is classed as a hazardous substance. It also covers asphyxiating gases and germs that can cause diseases such as leptospirosis or legionnaires' disease: and germs used in laboratories.</p> <p>COSHH does not cover lead, asbestos or radioactive substances because these have their own specific regulations.</p> <p>Manager's Duties Always try to prevent exposure at source. For example:</p> <ul style="list-style-type: none"> • Can you avoid using a hazardous substance or use a safer process to prevent exposure, eg using water-based rather than solvent-based products, applying by brush rather than spraying? • Can you substitute it for something safer, eg swap an irritant cleaning product for something milder, or using a vacuum cleaner rather than a brush? • Can you use a safer form, eg can you use a solid rather than liquid 	

		<p>to avoid splashes or a waxy solid instead of a dry powder to avoid dust?</p> <p>If you can't prevent exposure, you need to control it 'adequately' by applying the "Principles of Good Control Practice" set out in the COSHH Regulations.</p> <p>Control is adequate when the risk of harm is 'as low as is reasonably practicable'.</p> <p>This means:</p> <ul style="list-style-type: none"> • All control measures are in good working order; • Exposures are below the Workplace Exposure Limit (WEL), where one exists; • Exposure to substances that cause cancer, asthma or genetic damage is reduced as low a level as possible. <p>You must prevent or reduce workers' exposure to hazardous substances by:</p> <ul style="list-style-type: none"> • finding out what the health hazards are; • deciding how to prevent harm to health by carrying out a risk assessment; • providing control measures to reduce harm to health; • making sure they are used ; • keeping all control measures in good working order; • providing information, instruction and training for employees and others; • providing monitoring and health surveillance in appropriate cases; • planning for emergencies 	
6	Construction Design & Management (CDM)	<p>Legislation Construction (Design & Management) Regulations 2007 (CDM) Health and Safety at Work etc. Act 1974</p>	

Management of Health and Safety at Work Regulations 1999

Background

Everyone controlling site work has health and safety responsibilities. Checking that working conditions are healthy and safe before work begins, and ensuring that the proposed work is not going to put others at risk, require planning and organisation. This applies whatever the size of the site.

CDM can help you to:

- Improve health and safety in the construction industry
- Have the right people for the right job at the right time to manage the risks on site
- Focus on effective planning and manage the risk – not the paperwork.

Duties

CDM 2007 places legal duties on virtually everyone involved in construction work.

Those with legal duties are commonly known as '**dutyholders**'.

Dutyholders under CDM 2007 are:

- **Clients** – A 'client is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.
- **CDM co-ordinators** – A 'CDM co-ordinator has to be appointed to advise the client on projects that last more than 30 days or involve 500 person days of construction work. The CDM co-ordinator's role is to advise the client on health and safety issues during the design

		<p>and planning phases of construction work.</p> <ul style="list-style-type: none"> • Designers – The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors. • Principal contractors – A 'principal contractor' has to be appointed for projects which last more than 30 days or involve 500 person days of construction work. The principal contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The principal contractor is usually the main or managing contractor for the work. • Contractors – A 'contractor' is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed. • Workers – A 'worker' is anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. A worker could be, for example, a plumber, electrician, scaffolder, painter, decorator, steel erector, as well as those supervising the work, such as foreman and chargehands. 	
7	Disability Discrimination	<p>Legislation Disability Discrimination Act 1995 (DDA)</p> <p>Background The relevant section of the Act, for the purpose of this guidance, is Part III – Discrimination in other areas - Goods, Facilities and Services. Its</p>	

	<p>provisions were introduced in three stages:</p> <ul style="list-style-type: none"> • Since 2 December 1996 it has been unlawful for service providers to treat disabled people less favourably for a reason related to their disability; • Since 1 October 1999 service providers have had to make 'reasonable adjustments' for disabled people, such as providing extra help or making changes to the way that they provide their services; • From 1 October 2004 service providers have had to make other 'reasonable adjustments' in relation to the physical features of their premises to overcome physical barriers to access. <p>The requirement to make physical adjustments to premises is contained in paragraph 21 (2) which states:</p> <p>"Where a physical feature (for example, one arising from the design or construction of a building or the approach or access to premises) makes it impossible or unreasonably difficult for disabled persons to make use of such a service, it is the duty of the provider of that service to take such steps as it is reasonable, in all the circumstances of the case, for him to have to take in order to:</p> <p>(a) Remove the feature; (b) Alter it so that it no longer has that effect; (c) Provide a reasonable means of avoiding the feature; or (d) Provide a reasonable alternative method of making the service in question available to disabled persons."</p> <p>The DDA defines a physical feature as:</p> <p>"anything on the premises arising from a building's design or construction or the approach to, exit from or access to such a building: fixtures, fittings, furnishings, equipment or materials and any other physical element or quality of land in the premises whether temporary or permanent".</p> <p>Physical features include:</p>	
--	--	--

		<ul style="list-style-type: none"> • Steps and stairways • Kerbs • Exterior surfaces and paving • Parking areas • Building entrances and exits (including emergency escape routes) • Internal and external doors and gates • Toilet and washing facilities • Lighting and ventilation • Lifts and escalators • Floor coverings • Signs • Furniture • Temporary or movable items (e.g. equipment and display racks) • Public facilities (e.g. telephones, counters or service desks). <p>The duty to make reasonable adjustments is a legal responsibility under the DDA. It applies to employers and service providers and is intended to make sure that disabled people do not face substantial difficulties in employment or when using services. The DDA defines a reasonable adjustment as a reasonable step taken to prevent a disabled person suffering a substantial disadvantage compared with people who are not disabled.</p> <p>Manager's Duties</p> <ul style="list-style-type: none"> • Ensure the building / premises for which you are responsible has a full Access Audit / Report • Interpret the Access Audit / Report and act on the findings • Manage the outcome of the Access Audit / Report • Monitor the building / premises for which you are responsible to ensure continued compliance with DDA. 	
8	Fire Safety Management	<p>Legislation Regulatory Reform (Fire Safety) Order 2005</p>	

		<p>Background</p> <p>The Regulatory Reform (Fire Safety) Order 2005 was made under the Regulatory Reform Act 2001. It replaces most fire safety legislation with one simple order and means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.</p> <p>The Order covers general fire precautions, fire risk assessment and other fire safety duties, which are needed to protect people in case of fire in and around premises. It requires reasonable and practicable fire precautions to be put in place where necessary.</p> <p>Manager's Duties</p> <ul style="list-style-type: none"> • Carry out a fire-risk assessment identifying any possible dangers and risks; • Consider who may be especially at risk; • Eliminate or reduce the risk from fire as far as is reasonably possible; • Provide general fire precautions to deal with any possible risk that could be left; • Take other measures to make sure there is protection if flammable or explosive materials are used or stored; • Create a plan to deal with any emergency (see below for more details on Fire Safety Emergency Plans); • Keep a record of your findings; • Review your findings when necessary. <p>Manager's must ensure the following measures for general fire precautions are in place:</p> <ul style="list-style-type: none"> • Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises; • Measures in relation to the means of escape from the premises; • Measures for securing that, at all material times, the means of escape can be safely and effectively used; • Measures in relation to the means for fighting fires on the premises; • Measures in relation to the means for detecting fire on the premises 	
--	--	---	--

- and giving warning in case of fire on the premises; and
- Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
 - Measures relating to the instruction and training of employees; and
 - Measures to mitigate the effects of the fire.

Fire Safety Emergency Plan

Managers must ensure there is a recorded emergency plan in place for dealing with any fire situation.

The purpose of an emergency plan is to ensure that the people in your premises know what to do if there is a fire and that the premises can be safely evacuated.

Your emergency plan should be based on the outcome of your fire risk assessment (referred to in section 9 below) and be available for your staff, their representatives (where appointed) and the enforcing authority.

Please note the following list of contents is for example purposes only and your emergency plan should be appropriate and specific to your particular premises or venue:

- How people will be warned if there is a fire;
- What staff should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes, how people can gain access to them and escape from them to a place of total safety;
- Arrangements for fighting the fire;
- The duties and identity of staff who have specific responsibilities if there is a fire;
- Arrangements for the safe evacuation of people identified as being

		<p>especially at risk, such as those with disabilities, lone workers and young persons / children;</p> <ul style="list-style-type: none"> • Any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire; • Specific arrangements, if necessary, for high-fire-risk areas; • Arrangements for an emergency plan to be used by a hirer of part of the premises; • Contingency plans for when life safety systems such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems are out of order and when there are restrictions on the use of the building; • How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this; • Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; • What training employees need and the arrangements for ensuring that this training is given; • Phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later); • Plans to deal with people once they have left the premises. <p>As part of your emergency plan it is good practice to prepare post-incident plans for dealing with situations that might arise such as those involving:</p> <ul style="list-style-type: none"> • Unaccompanied children; • People with personal belongings (especially valuables) still in the building; • People in a state of undress (e.g. indoor sportswear); • People wishing to rejoin friends; • Getting people away from the building (e.g. to transport); • Inclement weather. <p>You should also assess the risk of any incident occurring, which might prejudice public safety or disrupt normal operations, for example, power cuts, bomb threats or crowd disorder. Such incidents often arise with little</p>	
--	--	--	--

		<p>or no warning and may not be capable of being dealt with by the management operating under normal circumstances.</p> <p>You should therefore prepare contingency plans to determine specific actions and/or the mobilisation of specialist resources.</p>	
9	Fire Risk Assessment	<p>Legislation Regulatory Reform (Fire Safety) Order 2005</p> <p>Background Fire risk assessment is an organised look at what, in your work activities and workplace, could cause harm to people from fire. It will help determine the chances of a fire occurring and the dangers from fire that the workplace poses for the people who use it.</p> <p>Its purpose is to determine whether existing fire precautions are adequate and reasonable relative to the overall risks presented or if it requires reduction via control measures.</p> <p>The risk assessment process consists of five steps:</p> <ul style="list-style-type: none"> • Step 1 – Identify the fire hazards within your premises • Step 2 – Identify the people at risk • Step 3 – Evaluate and decide if the existing fire safety arrangements are satisfactory or need improving • Step 4 – Record the findings, produce an emergency plan, instruct, inform and train • Step 5 – Arrange to regularly review the assessment <p>Manager's Duties Revise and update the building's fire risk assessment and manage the outcomes to ensure fire risks are removed or reduced to an acceptable level.</p> <p>Manage all areas of fire risk assessment and undertake updates and</p>	

revisions.

The manager must ensure the fire risk assessment fulfils the following criteria:

- Be a suitable and sufficient assessment of the fire risk;
- Include significant findings and measures to reduce and manage the risk from fire;
- Identify any group of persons especially at risk;
- Be a written record (when there are five or more employees);
- Be reviewed regularly to meet changes in the premises, technical and organisational measures, work processes and routines etc.

In order for the fire risk assessment to be complete a number of supporting documents and pieces of information must be brought together in order to form what is known as the 'Fire Safety File' and when incorporated within one file/folder would constitute a Fire Risk Assessment as required by the 'The Regulatory Reform' (Fire Safety) Order 2005.

Managers must ensure that there is a Fire Safety File for their premises and that it contains the following:

- Fire risk assessment checklist, with risk rating and action plan
- Buildings emergency procedures in the event of fire
- Records of staff training in managing the buildings fire precautions (fire risk assessment, fire wardens, extinguisher use, etc)
- Records of weekly fire alarm tests & fire drills. Fire drill records should include staff participation in an emergency evacuation. (This is to identify the staff members who were not present during the drill, and allow management to organise the next drill when these staff are present)
- The Schedules and records of fire equipment maintenance (alarm panels, emergency lighting, smoke detectors, extinguishers etc)
- Floor plans of the building with the actuation points (break glass), extinguishers, smoke/heat detectors and emergency exit routes clearly marked on the floor plan.

10	First Aid arrangements	<p>Legislation Health and Safety (First Aid) Regulations 1981 Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999</p> <p>Background The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces.</p> <p>What is ‘adequate and appropriate’ will depend on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first-aid room is required.</p> <p>In order to determine exactly what to provide an assessment of first-aid needs must be carried out.</p> <p>Manager’s Duties Manager’s are required to carry out an assessment of first-aid needs. This involves consideration of workplace hazards and risks, the size of the organisation / operation and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided.</p> <p>The minimum first-aid provision on any work site is:</p> <ul style="list-style-type: none"> • A suitably stocked first-aid box; • An appointed person to take charge of first-aid arrangements; • Information for employees about first-aid arrangements. 	
11	Lifting Operations & Lifting Equipment (LOLER)	<p>Legislation Lifting Operations and Lifting Equipment Regulations 1998 Health and Safety at Work etc. Act 1974</p>	

NB! Please refer to Part B for technical detail on this subject.

Background

The Regulations aim to reduce risks to people's health and safety from lifting equipment provided for use at work. In addition to the requirements of LOLER, lifting equipment is also subject to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

In general, the Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organised and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

Manager's Duties

Manager's must ensure that lifting equipment provided for use at work is:

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable;
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

		<p>Additionally, manager's must ensure that:</p> <ul style="list-style-type: none"> • Lifting operations are planned, supervised and carried out in a safe manner by people who are competent; • Where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk; • Where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person. All examination work should be performed by a competent person; • Ensure that after the competent person has carried out their thorough examination or inspection of any lifting equipment that they produce a report and that the report is then submitted to the employer for action as appropriate. 	
12	Managing Contractors	<p>Legislation Construction (Design & Management) Regulations 2007 (CDM) Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)</p> <p>Background A contractor is anyone you get in to work for you who is not an employee. Using contractors - for maintenance, repairs, installation, construction, demolition and many other jobs - may be routine but many accidents involve contractors working on site.</p> <p>Sometimes you may have more than one contractor on site. As a manager you need to think about how their work may affect each other and how they</p>	

interact with your activities. Clearly, in these circumstances there is more chance of something being overlooked.

Manager's Duties

Communicate with contractors:

Accidents happen more easily when the contractor's job is excluded from your usual methods of safe working, if:

- The hazards of their job haven't been identified and steps have not been taken to minimise risks;
- No one is around to make sure the contractor follows health and safety rules on site.

- Accidents with contractors can be caused by poor communication - when staff don't know there is a contractor working nearby and when contractors don't know the dangers on site.

Include contractors:

Bring contractors into your health and safety procedures. They may be strangers to your site and won't know:

- About the hazards on your site;
- Your site rules and safety procedures;
- What to wear;
- About special equipment they need to use;
- What to do in an emergency;
- The sound of the alarm, and how and when to raise it.

You may take good practice for granted in-house, but don't assume the same applies to contractors. Even regular contractors may need reminding.

Delegation:

- If you delegate the task of managing contractors, decide who will take responsibility for the details.

Other Management Duties

- Always know who's on site;

		<ul style="list-style-type: none"> • Assess contractors' competence in health and safety and check for evidence before they get the job; • Look into contractors' procedures for health and safety to make sure they can fit in with yours; • Plan for the contractor's job and assess the hazards at each stage; • Inform them of the hazards on site and of your emergency procedures before they start; • Keep track of their progress until the job finishes; • After the job, we talk to the contractor about the work, including health and safety; • Keep records. <p>If you manage contractors you need to be familiar with the requirements of the:</p> <ul style="list-style-type: none"> • Health and Safety at Work Act (HSWA) 1974; • Management of Health and Safety at Work Regulations (MHSW) 1999; • Construction (Design and Management) (CDM) Regulations 2007; • Control of Substances Hazardous to Health (COSHH) Regulations 2002. <p>Other construction regulations you may need to know about deal with a wide range of health and safety problems, such as:</p> <ul style="list-style-type: none"> • The structure of working platforms; • Provision of guard rails to prevent falls; • Use of lifting tackle and lifting equipment, including cranes and hoists; • Welfare arrangements. 	
13	Manual Handling	Legislation Manual Handling Operations Regulations 1992 (as amended) Health and Safety at Work etc. Act 1974	

		<p>Background The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either inanimate - such as a box or a trolley, or animate - a person or an animal.</p> <p>Manager's Duties</p> <ul style="list-style-type: none"> • Consider the risks from manual handling to the health and safety of your staff; • Consult and involve the workforce. Your staff and their representatives know first-hand what the risks in the workplace are and can probably offer practical solutions to controlling them. <p>Manager's must ensure they comply with the following hierarchy of control measures:</p> <ul style="list-style-type: none"> • Avoid hazardous manual handling operations so far as is reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanising the process. • Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided. • Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, you should provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, look at ways of changing the task, the load and working environment. 	
14	Monitoring health and safety	<p>Legislation Management of Health and Safety at Work Regulations 1999 Health and Safety at Work etc. Act 1974</p> <p>Background Measurement is essential to maintain and improve health and safety performance. There are two ways to generate information on performance:</p>	

		<ul style="list-style-type: none"> • Active systems which monitor the achievement of plans and the extent of compliance with standards; • Reactive systems, which monitor accidents, ill health and incidents. <p>Monitoring health and safety performance against pre-determined plans and standards is a line management responsibility.</p> <p>Manager's Duties Identify and report:</p> <ul style="list-style-type: none"> • Injuries and cases of ill health (including monitoring of sickness absence records); • Other losses, such as damage to property; • Incidents, including those with the potential to cause injury, ill health or loss; • Hazards; • Weakness or omissions in performance standards. 	
15	Movement of people and vehicles	<p>Legislation Workplace (Health, Safety & Welfare) Regulations 1992 Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999</p> <p>Background Workplace transport means any vehicle that is used in a work setting, such as forklift trucks, compact dumpers, tractors or mobile cranes. It can also include cars, vans and large goods vehicles when these are operating off the public highway.</p> <p>Manager's Duties Check, in consultation with your employees, that your level of management control/supervision is adequate. In particular you must ensure:</p> <ul style="list-style-type: none"> • There are documented site rules for vehicle and pedestrian activities and that these rules are distributed to all those affected by those activities; • Supervisors, drivers and others, including contractors and visiting 	

		<p>drivers, are aware of the site rules and ensure they are aware of their responsibilities in terms of helping to maintain a safe workplace and environment;</p> <ul style="list-style-type: none"> • That a risk assessment is completed for all workplace transport hazards; • The level of supervision is sufficient to maintain safe standards; • Sanctions are applied when employees, contractors, etc fail to maintain these standards; • Adequate steps are taken to detect unsafe behaviour of drivers of both site and visiting vehicles as well as pedestrians and ensure the underlying reasons are investigated in order to correct unsafe behaviour; • There is good co-operation and liaison on health and safety matters between staff and those who collect or deliver goods. <p>Check what your drivers and other employees actually do when undertaking their work activities. In particular you must ensure:</p> <ul style="list-style-type: none"> • Drivers drive with care, e.g. use the correct routes, drive within the speed limit and follow any other site rules; • Drivers and other employees have enough time to complete their work without rushing or working excessive hours; • Monitor “job and finish” work to ensure drivers are not rushing to cut corners; • Check to ensure that employees are using safe work practices, e.g. when (un)coupling, (un)loading, securing loads, carrying out maintenance, etc; • Unsafe behaviour is routinely challenge and investigated; • Set a good example, for instance by obeying vehicle / pedestrian segregation instructions, and by wearing high visibility garments where these are needed. <p>Site layout and internal traffic routes. In particular you must ensure:</p> <ul style="list-style-type: none"> • Roads and footways are suitable for the types and volumes of 	
--	--	--	--

		<p>vehicular traffic and pedestrian traffic using them;</p> <ul style="list-style-type: none"> • Vehicles and pedestrians are kept safely apart; • Where necessary there are suitable pedestrian crossing places on vehicle routes; • There are safe pedestrian routes that allow visiting drivers to report for instructions when entering the site; • There are adequate numbers of suitable parking places for all vehicles and that they are used; • Where necessary there are properly designed and signed one-way systems used on vehicle routes within the workplace; • The level of lighting in each area is sufficient for pedestrian and vehicle activity. • That vehicle traffic routes are suitable for the type and quantity of vehicles which use them; • That traffic routes are wide enough; have firm and even surfaces; are free from obstructions and other hazards and are well maintained; • That vehicle routes avoid sharp and/or blind bends; • That suitable safety features are provided where appropriate; • Roadways are marked where necessary, e.g. to indicate the right of way at road junctions; • Road signs, as used in the Highway Code, are installed where necessary; • Features such as fixed mirrors (to provide greater vision at blind bends), road humps (to reduce vehicle speeds), or barriers (to keep vehicles and pedestrians apart) provided where necessary. <p>Vehicle Movements. In particular you must ensure:</p> <ul style="list-style-type: none"> • That the need for reversing is kept to a minimum, and where reversing is necessary that it is undertaken safely and in safe areas; • One-way systems are used, wherever possible to reduce the need for reversing; • Where reversing areas are needed they are clearly marked and obvious to both drivers and pedestrians; 	
--	--	---	--

		<ul style="list-style-type: none"> • Non-essential personnel are excluded from areas where reversing occurs; • Banksmen are adequately trained and highly visible. 	
16	Noise at Work	<p>Legislation Control of Noise at Work Regulations 2005 Health and Safety at Work etc. Act 1974</p> <p>Background The Noise Regulations 2005 require actions to prevent or reduce risks to health and safety from exposure to noise at work.</p> <p>Manager's Duties</p> <ul style="list-style-type: none"> • Assess the risks to your employees from noise at work; • Take action to reduce the noise exposure that produces those risks; • Provide your staff with hearing protection if you cannot reduce the noise exposure enough by using other methods; • Ensure that where hearing protection is provided it is used; • Ensure any other controls are properly used; • Make sure the legal limits on noise exposure are not exceeded; • Provide your staff with information, instruction and training; • Carry out health surveillance where there is a risk to health; • Review what you are doing if anything changes that may affect the noise exposures where you work. 	
17	Permits to work	<p>Legislation Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Confined Spaces Regulations 1997 Electricity at Work Regulations 1989 COSHH Regulations 2002 (as amended) Dangerous Substances and Explosive Atmospheres Regulations 2002</p>	

Ionising Radiations Regulations 1999
Pressure Systems Safety Regulations 2000
LOLER 1998
PUWER 1998

Background

A permit-to-work system is a formal recorded process used to control work, which is identified as potentially hazardous. It is also a means of communication between site/installation management, plant supervisors and operators and those who carry out the hazardous work.

A permit-to-work system is an integral part of a safe system of work and can help to properly manage the wide range of activities which can take place close together in a small space, such as in a storage area or process plant.

Permit-to-work systems form an essential part of the task risk assessment process. When a task is identified an appraisal should be carried out to identify the nature of the task and its associated hazards.

Next, the risks associated with the task should be identified together with the necessary controls and precautions to mitigate the risks. The extent of the controls required will depend on the level of risk associated with the task and may include the need for a permit-to-work.

A permit-to-work is not simply permission to carry out a dangerous job. It is an essential part of a system which determines how that job can be carried out safely, and helps communicate this to those doing the job. It should not be regarded as an easy way to eliminate hazard or reduce risk.

The issue of a permit does not, by itself, make a job safe - that can only be achieved by those preparing for the work, those supervising the work and those carrying it out.

In addition to the permit-to-work system, other precautions may need to be taken – e.g. process or electrical isolation, or access barriers - and these

		<p>will need to be identified in task risk assessments before any work is undertaken.</p> <p>The permit-to-work system should ensure that authorised and competent people have thought about foreseeable risks and that such risks are avoided by using suitable precautions.</p> <p>Those carrying out the job should think about and understand what they are doing to carry out their work safely, and take the necessary precautions for which they have been trained and made responsible.</p> <p>Manager's Duties Managers must ensure that permit-to-work systems are used for the following:</p> <ul style="list-style-type: none"> • Non-production work (e.g. maintenance, repair, inspection, testing, alteration, construction, dismantling, adaptation, modification, cleaning etc); • Non-routine operations; • Jobs where two or more individuals or groups need to co-ordinate activities to complete the job safely; • Jobs where there is a transfer of work and responsibilities from one group to another. <p>More specifically, the following are examples of types of job where manager's must consider the use of permits-to-work or isolation certificates as appropriate:</p> <ul style="list-style-type: none"> • Work of any type where heat is used or generated (e.g. by welding, flame cutting, grinding etc); • Work which may generate sparks or other sources of ignition; • Work which may involve breaking containment of a flammable, toxic or other dangerous substance and/or pressure system; • Work on high voltage electrical equipment or other work on electrical equipment which may give rise to danger; • Entry and work within tanks and other confined spaces; 	
--	--	--	--

		<ul style="list-style-type: none"> • Work involving the use of hazardous/dangerous substances, including radioactive materials and explosives; • Well intervention; • Diving, including onshore operations near water; • Pressure testing; • Work affecting evacuation, escape or rescue systems; • Work involving temporary equipment, e.g. generators, welding equipment etc; • Work at height; • Any operation which requires additional precautions or personal protective equipment (PPE) to be in place; • Any other potentially high-risk operation. <p>Manager's must also ensure:</p> <ul style="list-style-type: none"> • A senior manager is assigned responsibility to ensure an appropriate permit-to-work system is introduced; • Appropriate procedures are established and maintained for all work done under the permit-to-work system; • Arrangements are made for the workforce to be made aware of the permits and systems, and trained in their operation; • The permit-to-work system is monitored to ensure that it is effective and correctly applied; • The permit-to-work system is audited and reviewed; • Copies of permits, or records of their issue, are kept for a specified period to enable auditing or incident investigation; • Sufficient resources are provided to enable the permit-to-work system to be properly implemented. • All work requiring a permit-to-work is identified; • The permit contains a clear description of the work to be done, its location, start time and duration; • Permits for work activities that may interact or affect other site activity are adequately controlled; • All other work that would create a hazard if undertaken at the same time is suspended and made safe; 	
--	--	---	--

		<ul style="list-style-type: none"> • Limitations on the timing and scope of the work are defined as well as actions to be taken in the event of site emergencies; • All personnel engaged in the preparation of permits, and responsible for the supervision and performance of the work, are identified and competent; • Sufficient information is given to oncoming shifts about work for which there is a permit and which has not been completed; • All personnel (including contractors) working within the permit system have sufficient knowledge and competence to carry out their duties. 	
18	Risk Assessment	<p>Legislation Management of Health and Safety at Work Regulations 1999 Health and Safety at Work etc. Act 1974 Regulatory Reform (Fire Safety) Order 2005 Control of Asbestos Regulations 2006 Confined Spaces Regulations 1997 Control of Noise at Work Regulations 2005 Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) Health and Safety (First Aid) Regulations 1981 Manual Handling Operations Regulations 1992 (as amended)</p> <p>Background A risk assessment is an important step in protecting your staff and your area of operational responsibility, as well as complying with the law. It helps you focus on the risks that really matter in the workplace under your control – the ones with the potential to cause harm.</p> <p>In many instances, straightforward measures can readily control risks e.g. ensuring spillages are cleaned up promptly so people do not slip or cupboard drawers kept closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable</p>	

		<p>asset – your staff – are protected.</p> <p>The law does not expect you to eliminate all risk, but you are required to protect people as far as is ‘reasonably practicable’.</p> <p>A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.</p> <p>Staff and others have a right to be protected from harm caused by a failure to take reasonable control measures. You are legally required to assess the risks in your workplace so you must put plans in place to control risks.</p> <p>When thinking about risk assessment, remember:</p> <ul style="list-style-type: none"> • A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc; and • The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be. <p>Manager’s Duties</p> <p>Managers are responsible for ensuring that suitable and sufficient risk assessments are carried out for workplaces, work process or work areas under their control.</p> <p>They must examine and assess all premises and areas under their control on a regular basis to identify significant risks to the health and safety of their staff and other persons and to take appropriate measures to ensure their health and safety.</p> <p>In particular you must:</p> <ul style="list-style-type: none"> • Identify the hazards • Decide who might be harmed and how 	
--	--	---	--

		<ul style="list-style-type: none"> • Evaluate the risks and decide on precaution • Record the findings and implement them • Review the assessment and update if necessary • Undertake risk assessments for any building or services related works that are planned. • Act on the outcome of the risk assessments in order to remove the risk completely or reduce it to an acceptable level • Carry out and record basic assessments of the risks associated with workplace hazards pertinent to Building Managers • Recommend suitable control measures <p>Responsibility for the assessment of “common” areas in buildings that are shared between Departments must be agreed between the local managers concerned.</p>	
19	Work at Height	<p>Legislation Work at Height Regulations 2005 (as amended) Health and Safety at Work etc. Act 1974</p> <p>Background</p> <p>The regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.</p> <p>A place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level.</p> <p>‘Work’ includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.</p> <p>Manager’s Duties</p> <ul style="list-style-type: none"> • Do all that is reasonably practicable to prevent anyone falling; • Avoid work at height wherever possible; • Where working from height cannot be avoided use work equipment or other measures to prevent falls; 	

		<ul style="list-style-type: none"> • Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur; <p>Manager's must also ensure:</p> <ul style="list-style-type: none"> • All work at height is properly planned and organised; • All work at height takes account of weather conditions that could endanger health and safety; • Those involved in work at height are trained and competent; • The place where work at height is done is safe; • Equipment for work at height is appropriately inspected; • The risks from fragile surfaces are properly controlled; and • The risks from falling objects are properly controlled. 	
20	<p>Provision and Use of Work Equipment (PUWER)</p> <p>NB! Please refer to Part B for technical detail on this subject.</p>	<p>Legislation Provision and Use of Work Equipment Regulations 1998 Health and Safety at Work etc. Act 1974</p> <p>Background In general terms, the Regulations require that equipment provided for use at work is:</p> <ul style="list-style-type: none"> • Suitable for the intended use; • Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; • Used only by people who have received adequate information, instruction and training; and • Accompanied by suitable safety measures, e.g. protective devices, markings, warnings. <p>Generally, any equipment which is used by an employee at work is covered e.g. hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts), dumper trucks and motor vehicles. Similarly, if you allow staff to provide their own equipment,</p>	

it too will be covered by PUWER and you will need to make sure it complies.

Manager's Duties

You must ensure that the work equipment provided meets the requirements of PUWER. In doing so, you should ensure that it is:

- Suitable for use, and for the purpose and conditions in which it is used;
- Maintained in a safe condition for use so that people's health and safety is not at risk; and
- Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. You must ensure that a competent person carries out the inspections and that a record is kept until the next inspection.

You should also ensure that risks, created by the use of the equipment, are eliminated where possible or controlled by:

- Taking appropriate 'hardware' measures, e.g. providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- Taking appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

A combination of these measures may be necessary depending on the requirements of the work, your assessment of the risks involved, and the practicability of such measures.


You need to ensure that people using work equipment have received adequate training, instruction and information for the particular equipment.


		<p>In addition to these general requirements which, apply to all work equipment, PUWER contains specific duties regarding mobile work equipment e.g. fork-lift trucks and dumper trucks.</p> <p>You should ensure that where mobile work equipment is used for carrying people, it is suitable for this purpose. Measures should be taken to reduce the risks (e.g. from it rolling over) to the safety of the people being carried, the operator and anyone else.</p>	
21	Workplace Safety	<p>Legislation Health and Safety at Work etc. Act 1974 Workplace (Health, Safety & Welfare) Regulations 1992 Management of Health and Safety at Work Regulations 1999</p> <p>Background The Workplace Regulations expand on duties contained in the Health and Safety at Work etc Act 1974 and are intended to protect the health and safety of everyone in the workplace, and ensure that adequate welfare facilities are provided for people at work. They aim to ensure that workplaces meet the health, safety and welfare needs of all members of a workforce, including people with disabilities.</p> <p>Manager's Duties Undertake regular routine health and safety building checks and regular formal recorded health and safety inspections to ensure the following items are provided and maintained to the level required by legislation. Formal recorded health and safety inspections must be carried out quarterly as a minimum:</p> <p>Health</p> <ul style="list-style-type: none"> • Ventilation • Temperatures in indoor workplaces 	


		<ul style="list-style-type: none"> • Work in hot or cold environments • Lighting • Cleanliness and waste materials • Room dimensions and space • Workstations and seating <p>Safety</p> <ul style="list-style-type: none"> • Maintenance • Floors and traffic routes • Falls into dangerous substances • Transparent or translucent doors, gates or walls and windows • Windows • Doors and gates • Escalators and moving walkways <p>Welfare</p> <ul style="list-style-type: none"> • Sanitary conveniences and washing facilities • Drinking water • Accommodation for clothing and facilities for changing • Facilities for rest and to eat meals 	
--	--	--	--

Part B – Building Services Statutory, Mandatory & Essential Schedules of Maintenance

Note: Where legislation and guidance does not stipulate specific frequencies of maintenance and checks, the minimum frequencies stated are developed from industry standards and good practice.

SCHEDULE OF MAINTENANCE		Contractor Type		
Plant / Installation / Equipment	Workplace (Health, Safety & Welfare) Regulations 1992, Sections 4 & 5. This legislation requires all building services to be subject to a suitable system of recorded maintenance including cleaning.			
Gas & Oil fired boilers, appliances heaters & Controls 	Annually – Landlords CP12 Gas Safety Inspection & Gas Certificate for all gas-fired installations required.		Requires a specialist contractor	
	LAW	FREQUENCY	TASKS	
	Mandatory	As necessary	Inspect clean and report any defects on boilers, flues and ancillary equipment	Advice by a specialist contractor
	Mandatory	Once a year	Inspect, clean, service, adjust and overhaul boilers and flues, controls and ancillary equipment	Advice by a specialist contractor
	Statutory	Once a year	Arrange thorough examination report by a competent person	Requires a specialist “Gas Safe” contractor

<p>Pressure vessels</p>	<p>HSE: The Pressure Systems Safety Regulations 2000, The Pressure Equipment Regulations 1999 <i>Essential reading:</i> Pressure systems: Safety and You HSE INDG261 & The Approved Code of Practice <i>Safety of pressure systems.</i> L122</p> <p>Note: Generally, pressure systems and equipment operating in excess of 0.5 bar above atmospheric pressure where combined pressure times volume exceeds 250 bl where 'b' is the pressure in bars (1 bar is approximately 14.5 p.s.i. above atmospheric pressure) and l is the volume in litres. Pressure vessels are vessels that contain liquid, gas, air or steam under sufficient pressure that a sudden and unexpected release of contents may cause potential harm. Examples of pressure systems and equipment are: boilers and steam heating systems, Compressed air systems (fixed and portable), Pressure cookers, Autoclaves and retorts, Heat exchangers and refrigeration plant, valves, Steam traps and filters, Pipework and hoses, and Pressure gauges and level indicators, Hot water systems.</p> <p>A Written "Scheme of Examination" by a competent person is mandatory for most pressure systems as a requirement of the Pressure System Safety Regulations 2000. A trained and competent person must examine the pressure system in accordance with the Written Scheme of Examination.</p> <p>Maintenance: Regulation 5 of the Provision and Use of Work Equipment Regulations 1998 requires that work equipment is maintained so that it does not give rise to risks to health and safety. LBM recommend each school enter into a service contract with an appropriate specialist contractor accredited to BS EN ISO/IEC 17020: 2004 to conduct relevant maintenance and servicing annually.</p>	
<p>Annual - statutory "insurance" inspections required</p>		
<p>LPG installations</p>	<p>LPG storage due to its nature comes under the Pressure Systems Safety Regulations 2000 and requires regular inspection and testing of installations to ensure proper compliance.</p> <p>Annually: Carry out a visual inspection, testing, calibration and servicing and provide proper records suitable to meet HSE requirements. Produce Safety Certification for the school.</p> <p>Essential reading: Pressure systems: Safety and You HSE INDG261 & The Approved Code of Practice <i>Safety of pressure systems.</i> L122</p>	<p>Use a</p>  <p>Contractor accredited to BS EN ISO/IEC 17020: 2004</p>

<p>Gas detection equipment</p>	<p>LABORATORIES IN SCHOOLS – Essential reading CLEAPSS G14 “Designing & Planning laboratories”, IGEN “Gas Installations for educational establishments”</p> <p>Where fitted, It is extremely important to have an inspection (function check), calibration and maintenance routine. Detector performance is affected by operational life. The initial accuracy upon commissioning will be degraded depending on the type of detector and operating conditions (e.g. dusty environment). These factors will affect the frequency of inspection, maintenance and calibration. Refer to BS EN 50073 (BSI 1999) clauses 6.4, 7 & 8 and COGDEM (1999) for more detailed information.</p> <p>Frequency of maintenance, testing and calibration is to be guided by the manufacturer/supplier. LBM require calibration, testing and inspection to be conducted at least Annually.</p>	<p>To be conducted by specialist contractors</p>
<p>Gas proving systems & Gas soundness testing</p>	<p>Gas soundness testing: LBM require this to be conducted on gas installations Annually within schools.</p> <p>Note: During the above testing it would be advisable to test any gas proving systems installed in the school laboratories and kitchen etc.</p> <p>Gas proving systems: Carry out tests, inspections and servicing at frequencies recommended by the manufacturer/supplier. LBM require this to be conducted at least Annually.</p>	<p>To be conducted by specialist contractors</p> 
<p>Fuel oil storage tanks and pipework</p>	<p>Control of Pollution (Oil Storage)(England) Regulations 2001</p> <p>These regulations require anyone in England who stores more than 200 litres of oil to provide more secure containment facilities for tanks etc. to prevent oil escaping into the environment.</p> <p>Oil Tanks & Bunds: Installation must comply with the above regulations. (LBM Requirement) Annual visual inspections.</p> <p>Underground pipework: Must be pressure tested for leaks Every 5 years.</p>	<p>To be conducted by a specialist contractor</p>

<p>Sewage plant</p>	<p>The Water Resources Act 1991 as amended by The Environment Act 1995 Consent to Discharge section stipulates that 'a log of maintenance shall be kept for inspection by Agency Officers for a period not less than five years'.</p> <p>The 2002 Building Regulations Part H2 states that 'regular maintenance and inspection should be carried out in accordance with the manufacturers instructions' and 'the owner is legally responsible to ensure that the system does not cause pollution, a health hazard or a nuisance.'</p> <p>Note: Discharge Consent must be requested from the Environmental Agency if you have sewage plant. They will monitor your plants discharge on a regular basis, minimum annually.</p> <p>LBM require schools with sewage plant to have a service agreement that incorporates the manufacturers maintenance frequencies and tasks.</p>	<p>To be conducted by a specialist contractor.</p>
----------------------------	---	--


<p>L.E.V. Systems & Fume cupboards</p>	<p>Generally</p> <p>Note to duty holder: All works to be carried out in strict accordance with HSE publications HS(G)37, HS(G)54 respectively and Control of Substances Hazardous to Health Regulation 9 (COSHH) 2002. Only competent persons (as defined by the COSHH Regulation 2002) will be authorised to carry out Inspection and Testing. A person shall be deemed competent to carry out the appropriate Inspection and Testing only if they have sufficient knowledge and experience of the test equipment, the installation being tested and testing procedures. It is the responsibility of those undertaking Inspection and Testing:</p> <ol style="list-style-type: none"> 1. To ensure no danger occurs to any person or damage to property 2. To compare the inspection and testing results with the design criteria 3. To take a view on the condition of the installation and advise on remedial works 4. In the event of a dangerous situation, to make an immediate recommendation to the Duty Holder to isolate the defective part. <p>Daily checks (or before use): There is a specific requirement for users of fume cupboards to check the following:</p> <ol style="list-style-type: none"> 1. Operation of the on/off controls. 2. Operation of the sash mechanism. 3. Note the reading of a performance indicator (i.e. manometer) if fitted. 4. Operation of internal light. <p>The check will present the opportunity to note any deficiencies in the system performance, which should be recorded and brought to the attention of the Duty Holder as soon as possible who should take immediate actions to correct faults before the fume cupboard can be used.</p> <p>The record of this check must be signed and dated and should be displayed within close proximity of the cupboard at all times. Completed record sheets shall be made available for inspection by LBM Safety Advisers.</p> <p>6-Monthly: Conduct a face velocity test on fume cupboards. An in-house person can conduct this <u>if trained and competent</u> in the use of a hot wire anemometer and in following NERC Guidance.</p> <p>14- Monthly: Full thorough examination, inspection, testing (and “containment testing” for fume cupboards) for L.E.V. and Fume Cupboards. This frequency may be increased as determined from the risk assessment and the manufacturers recommendations. <u>Minimum frequency expected will be 14-monthly.</u> The L.E.V. & Fume Cupboard system must be labeled with the inspection and testing date information. Records to be kept for five years.</p> <p>Warning: Following major repairs or alterations to the fume cupboard or room, or prior to the start of a high hazard process a “Containment test” must be conducted.</p> <p>Essential reading: NERC GUIDANCE ON THE SAFE USE, MAINTENANCE AND TESTING OF LABORATORY FUME CUPBOARDS.</p>	<p>14-monthly Examination, Test & Inspection to be conducted by a Specialist Contractor.</p>
---	---	--

<p>Lifts and lifting equipment including:</p> <p>Mechanical and Electrical. Passenger & Goods Lifts Disabled Manual Lifting equipment / hoists / ropes / slings / etc.</p>	<p>Maintenance, testing and inspection (or as required by manufacturers/suppliers) with an issue of a safety test certificate from the specialist maintenance contractor.</p> <hr/> <p>Statutory L.O.L.E.R. Requirements</p> <p>(i) <u>Introduction</u></p> <p>The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 apply to any lifting equipment used at work for lifting or lowering loads whether it is goods or people, including all attachments used for anchoring, fixing or supporting it.</p> <p>They apply to the safe installation, marking and thorough examination and inspection of lifting equipment. The recording of thorough examinations and inspections is also a duty under the legislation.</p> <p>(ii) <u>Thorough Examination</u></p> <p>Thorough examination of lifting equipment must take place every 6 months if the equipment is used to lift people such as the passenger lift.</p> <p>The purpose of the examination is to verify that the equipment remains safe for continued use and is a complete and thorough check of the equipment and safety-critical parts, carried out at specified intervals by a competent person and concluded with a written report.</p>	<p>To be conducted by a specialist contractor.</p>
--	---	--


	<p>The statutory inspection report must include the date of the thorough examination and the date the next one is due. It should also specify any defects that are / are about to become a danger to people. Schedule 1 of LOLER details the requirements of a report. Please contact Safety Services for further details.</p> <p>Where serious defects are identified, the competent person carrying out the examination must report this verbally to the duty holder, in this case the head teacher and chair of the governing body and then provide this information in a written report. A copy of the report must also be sent to the relevant enforcing authority.</p> <p>Before use: Conduct a visual inspection to ensure soundness and integrity.</p> <p>6-monthly Thorough examination with written report</p> <p>Maintenance. A written scheme of examination will also be required for these items, this must be done by a competent person. This can be arranged through insurers or another competent body. The frequency of examination under a written scheme of maintenance, testing and inspection should be no more than 6 monthly, however the written scheme of maintenance, testing and inspection may require the frequency to be less. This is in addition to the statutory thorough examination.</p> <p>Note: If any part of the equipment is repaired or replaced in service a new thorough examination must be undertaken by the competent person.</p>	<p>To be conducted by a specialist contractor.</p>
<p>Air Supply Handling Systems</p>	<p>Workplace (Health, Safety & Welfare) Regulations 1992, Sections 4 & 5.</p> <p>Note to Duty Holder: This legislation requires all building services to be subject to a suitable system of recorded maintenance including cleaning. Air introduced to work areas should as far as reasonably practical, be free from any impurities likely to cause offence or ill health.</p> <p>Hygiene maintenance - Annually: Conduct hygiene inspection of air handling systems components and internal areas.</p>	<p>To be conducted by a specialist contractor.</p>

Abrasive wheels	<p>An abrasive wheel is usually defined as a wheel consisting of abrasive particles bonded together using organic or inorganic substances such as resin, for example a grinding wheel.</p> <p>LEGISLATION: Provision and Use of Work Equipment Regulations 1998 (PUWER 98), Supply of Machinery (Safety) Regulations 1992 (as amended) and HSE's Guidance Document 'Safety in the Use of Abrasive Wheels' (HSG17).</p> <p>Schools check list:</p> <ol style="list-style-type: none"> 1. Have you informed and adequately trained those involved in the use, mounting, and supervision of persons to mount abrasive wheels? 2. Have you recorded relevant details of the above training and distribution of information, instructions, etc.? 3. Do you have a procedure/system for maintaining your grinding machine? 4. Do you keep records of maintenance/inspections of machines? 5. Do you provide & maintain suitable eye protection/shields/dust protection? 6. Do you provide suitable storage for abrasive wheels? 7. Do you check that safety precautions are being observed? 		Annually: Legislation compliance Audit by a H&S Specialist
	<p>Maintenance: LBM CS&F Department minimum frequencies of maintenance.</p> <p>Before each use: Conduct a visual inspection for integrity, security, and condition of: wheels, motor, guards and rests. Correct any faults and replace any damaged/cracked wheels immediately.</p> <p>Rare use (example once every 3 months) - Annually:</p> <p>A competent person is to visually examine unit and if practicable test wheel by conducting a 'ring' test with a light non-metallic implement.</p> <p>Constant use – 6-monthly: As for annual testing above.</p>		By a trained and competent person


Fire suppression equipment	Fire extinguishers BS5306 Part 3: 2003	Annual test and inspection	Fire hose reels BS 5306 Part 1: 2006	Annual test and inspection Plus. 5-Yearly hose & fittings pressure and flow rate test.	Use a company registered by the British Approvals for Fire Equipment (BAFE).
-----------------------------------	--	-----------------------------------	--	---	--

Fixed electrical installations	<p>The Duty Holder should be familiar with these documents: The electricity at work regulations 1989, BS 7671: 2001 <i>Requirements for electrical installations</i>. IEE Wiring Regulations 17th edition. <i>Electricity at work - safe working practices</i> HSG85 (Second edition) HSE Books 2003 ISBN 0 7176 2164 2 and guidance notes INDG231</p>	<p>Use a NIC EIC UKAS accredited electrical specialist contractor</p> 
	<p>Maintenance:</p> <p>12 Monthly – Testing and inspection of fixed electrical installations in areas of the school jointly used by the public and community.</p> <p>5-Yearly – Testing and inspection of fixed electrical installations of whole school.</p>	


Portable electric appliances	The Duty Holder should be familiar with these documents: <i>Maintaining portable and transportable electrical equipment</i> HSG107 (Second edition) HSE Books 2004 ISBN 0 7176 2805 1 and <i>Maintaining portable electrical equipment in offices and other low-risk environments</i> INDG236 HSE Books 1996			Annually: Legislation compliance Audit by a H&S Specialist
	Maintenance:			
	Equipment / Environment	User / Checks	Formal visual inspection by a specialist	Combined inspection and testing by a specialist
	Battery operated less than 20.0 volts	No	No	No
	Extra low voltage (Less than 50.0volts A/C) e.g. telephone equipment, low voltage desk lights etc.	No	No	No
	Information technology Computers, VDU screens and TVs etc	No	Yes 2 – 4 Years	No if double insulated otherwise up to 5 years
	Photocopiers, fax machines Not hand held. Rarely moved.	No	Yes 2 – 4 Years	No if double insulated otherwise up to 5 years
	Double insulated equipment: Not hand held. Moved occasionally e.g. fans, table lamps, projectors etc	No	Yes 2 – 4 Years	No
	Double insulated equipment: Hand held e.g. some floor cleaners	Yes	Yes 6-months – 1 Year	No
	Earthed equipment (Class1): e.g. Electric kettles, some floor cleaners	Yes	Yes 6-months – 1 Year	Yes 1 – 2 Years
Cables (Leads) and plugs connected to the above. Extension leads mains voltage	Yes	Yes 6-months – 4 Years depending on the type of equipment it is connected to as above, cross referenced to the equipment / environment column in this table	Yes 1 – 5 Years depending on the type of equipment it is connected to	
				As described under maintenance

<p>Lightning conductors</p>	<p>Lightning protection, conductor systems should be visually inspected and tested at regular intervals in accordance with the recommendations of the British Standard 6651-1999. The visual inspection is to check the mechanical condition of all the conductors, reporting on any defects, noting any new additional items of plant / metal that require bonding or any structural changes to the building. The earthing system is tested to record the earth resistance and ensure the readings are within the British Standard recommendations.</p>	<p>Specialist contractor</p>
	<p>Maintenance:</p> <p>6-monthly: A visual inspection for damage is to be conducted by a competent in house person where safe to do so and any damage reported to the duty holder (Head Teacher). Any repairs are to be conducted by a specialist contractor.</p> <p>11-monthly: A specialist contractor is to conduct a TEST & INSPECTION: To comply with BS6651 and BSEN 62305 and issue school with an appropriate test certificate.</p>	

<p>Emergency lighting</p>	<p>Ref: "British Standard 5266: Part8, 2004 (BS EN 50172:2004) – Emergency Lighting Systems" and "Regulatory Reform (Fire Safety) Order 2005"</p> <p>Head Teachers Duties: To create and maintain an Emergency Log Book to record the following:</p> <ol style="list-style-type: none"> 1. Dates of each periodic inspection and tests 2. Dates and brief details of any of each service inspection or test carried out 3. Dates and brief details of any defects and of remedial action taken 4. Any alterations to the emergency lighting system 5. The log book must be made available to any authorised person 	<p>Annually: Legislation compliance Audit by a H&S Specialist</p>
----------------------------------	---	---

	<p>Maintenance:</p> <p><i>In-House by a competent person:</i></p> <p>Daily – visual check to ensure that emergency lighting systems are operating correctly and that indicators are working. This will be carried out by the ‘responsible person’ delegated to the task by the Head Teacher. Any faults should be logged and corrected asap.</p> <p>Monthly – Check all luminaires for signs of damage or disrepair. Briefly test all emergency lights to ensure that they operate in the event of mains electricity supply failure. This will usually be carried out by the ‘responsible person’. Any faults should be logged and corrected asap.</p> <p><i>By a Specialist Contractor:</i></p> <p>6-monthly – 3rd of battery duration discharge test and inspection.</p> <p>Annually – A full system inspection and duration/discharge test of the emergency lights should be performed by a ‘<i>competent person</i>’, this being a person with the necessary skills, training and knowledge to perform emergency lighting maintenance and servicing. Compliance with BS5266 should be considered and produced in the emergency lighting certification report. Any faults should be rectified.</p>	<p>As described under maintenance</p> 
--	--	---



<p>Fire alarm systems</p>	<p>British Standards BS 5839:2002</p> <p>Note: The Fire Safety Regulatory Reform Order, which came into effect on October 1, 2006 has consolidated requirements of existing fire regulations into one piece of legislation requiring a 'responsible person or persons' to implement a fire risk assessment of the school. Schools are responsible for their own fire safety risk assessment and have to judge what fire precautions are necessary to protect the users of the school. There are no longer specific requirements set out in a Fire Certificate to rely on.</p> <p>Head Teachers Duties: To create and maintain a Fire Alarm System Log Book to record the following:</p> <ol style="list-style-type: none"> 1. Dates of each periodic inspections and tests 2. Dates and brief details of each service inspection or test carried out 3. Dates and brief details of any defects and of remedial action taken 4. Any alterations to the fire alarm system 5. The log book must be made available to any authorised person 	<p>Annually: Legislation compliance Audit by a H&S Specialist</p>
	<p>Maintenance:</p> <p><i>In-House by a competent person:</i></p> <p>Weekly – user tests consisting of the operation of one manual call point ensuring that the alarm panel processes the fire signal and operates the alarm sounders, with a record of each test in the company's log book. This should be combined, for Grade A systems, with periodic inspection and testing of the system by a 'competent' person based on a risk assessment.</p> <p><i>By a Specialist Contractor:</i></p> <p>3-Monthly – Service, test and inspections of control panels etc. Carry out maintenance in accordance with BS5839</p> <ul style="list-style-type: none"> • Check entries in log book and take any necessary action also examine batteries and their connections • Operate 25% of all devices to ensure system operates properly and ensure that 100% of devices are operated over a full year, checking that all functions of alarm control panel operate by simulating fault conditions. • Visually check that structural alterations have not been made that could have an effect on the siting of detectors and other trigger devices complete event log with details of date, time, trigger device tested. Any defects or alterations to equipment should also be entered <p>6-Monthly – Full test, inspection and maintenance of the whole system to be conducted and a certificate issued to the school by the specialist contractor. The following must be included in their works:</p> <ol style="list-style-type: none"> 1. The system log book should be examined to ensure that recorded faults have been rectified 2. A visual inspection of the building structure and occupancy level should be verified in order to ascertain compliance 3. The standby batteries should be disconnected, inspected and load tested 4. The output functions of the control panel should be verified via the operation of one detection device per circuit 5. The operation of all sounders should be verified, sound pressure levels being measured upon appointment of a new servicing organisation 6. All controls and visual indicators should be energised 7. Each automatic fire detector and manual call point should be tested over a 12 month period 8. Upon completion, a service certificate should be issued to the responsible person 	<p>As described under maintenance</p> 

Security / Access systems & CCTV	Maintenance: Annually - Carry out a full test, inspection, service and maintenance of system.	By specialist contractors
---	--	---------------------------

Hot & Cold Water Services	Maintenance: Subject to the inspection, maintenance, testing and monitoring regime as given within the H.S.E. "Legionnaires' disease - The control of legionella bacteria in water systems Approved Code of Practice and guidance (L8)" – Page 49 & 58 and LBM requirements as follows:			As described under maintenance
	Service	Task	Frequency	
	Hot water services	Arrange for samples to be taken from hot water calorifiers drain valve, in order to note condition of drain water and test for legionella.	Annually	
		Check temperatures in flow (>60.0°C) (LBM 66.0°C) and return (>50.0°C) (LBM 55.0°C) pipework at calorifiers. Check water heaters are operating at 60.0°C (LBM 66.0°C)	Monthly	
		Check water temperature at one minute to see if it has reached >50.0°C (LBM 55.0°C) in the sentinel taps. If sentinel tap is TMV protected then measure the temperature to the TMV at one minute.	Monthly	
		Visually check on internal surfaces of calorifiers for scale, sediment and sludge.	Annually	
		Check representative taps for temperature as above on a rotational basis	Annually	
	Cold water services	Check cold-water storage tank water temperature remote from the float valve and mains water temperature at the float valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted. (Desired <20.0°C)	6 - Monthly	
		Check that temperature is below 20.0°C after running the water for up to two minutes at the sentinel taps.	Monthly	
		Visually inspect cold-water tanks for rust, algae, contamination, stagnation, bio films etc. and carry out remedial work where necessary.	Annually	
		Check all cold water taps (as for sentinel) for temperature (desired <20.0°C) on a rotational basis.	Annually	
	Showerheads	Dismantle, clean, descale and disinfect showerheads and hoses	3 – Monthly	
	Little used outlets	Flush through and purge to drain immediately before use, without release of aerosols	Weekly	
	Review Risk Assessment	By a specialist contractor	Annually	
Legionella sampling (LBM requirement)	A specialist contractor is to take samples from all risk assessment identified high risk locations for analysis by a UKAS accredited laboratory	Annually		
TMV's, Mixing valves and Thermoscopic taps	Conduct a fail-safe test on every installation. Ensure water from outlets is controlled to <41.0°C.	Annually		
Note: All the above tasks are to be recorded into the site water hygiene log book by the schools nominated legionella technician, who is to sign and date the written entries. The Duty Holder (Head Teacher) is to ensure that the nominated legionella technician is trained, competent and equipped to conduct their duties above and that the tasks are being conducted and recorded. The schools maintenance engineers should be requested to adjust the building services to achieve the desired temperatures where necessary.				

<p>General Repairs to Schools Building Fabric – Internal & External</p>	<p>Following 'Fair Funding' LEA responsibility for revenue repairs and maintenance was delegated to schools. Authorities retain the responsibility for monitoring schools and for ensuring that buildings meet educational needs. LBM advise inspections to be conducted of school buildings by a qualified and competent building surveyor at least Every 2 years and their recommendations budgeted for and actioned.</p> <p>Schools Responsibility: The requirement for maintenance shall not be less than that necessary to meet statutory health and safety and current legal requirements.</p>	<p>Advise use of a qualified and competent building surveyor</p>
<p>Intruder alarm systems</p>	<p>Maintenance:</p> <p>Annually - Carry out a full test, inspection, service and maintenance of the system which must include but not be limited to the following:</p> <ol style="list-style-type: none"> 1. Check history of alarm system since last maintenance service 2. Visual inspection of all major alarm components including cabling & connections where accessible for signs of deterioration or damage 3. Check mains power supply including charging rates 4. Check battery power supply including charging rates 5. Check and walk test all detectors 6. Check satisfactory operation of manually operated devices e.g. panic buttons 7. Check and test all audible warning devices, sirens and speakers. 8. Check and test remote signalling equipment (where appropriate) 9. Make adjustments as necessary 10. Repair minor faults where necessary (Note: this will result in additional costs to service contract) 11. Retrain the users on the use of the alarm system (if required) 12. Log all test results 13. Return the alarm system to operational status 14. Provide a test and inspection certificate for the school records. 	<p>By a specialist contractor</p>
<p>Swimming pools</p>	<p>H.S.E. – Managing Health & safety in Swimming Pools HSG179</p>	<p>As described under maintenance of pools</p>

Maintenance

IN-HOUSE TASKS

Chemical testing/monitoring:

Schools, and less busy public pools should be **testing at least 5 – 6 times per day**. Not all the tests need to be carried out each time the water is tested. The essential tests are pH value and Free & Combined Chlorine (assuming chlorine is used as the disinfectant)

There are 3 main types of chemical tests that need to be addressed:

1. Residual disinfectant and disinfectant by-products. – i.e. Free Chlorine and Combined Chlorine
2. Water Balance. – i.e. pH, Total Alkalinity, Calcium Hardness, and Temperature.
3. Undesirable residual chemicals. – i.e. Sulphates, Chlorides, and Cyanurates (if used).

FREE CHLORINE: Min – 1.5 p.p.m / Ideal – 1.5 – 3.0 p.p.m / Max – 5.0 p.p.m

COMBINED CHLORINE: Max – 0.5 p.p.m / Absolute Max – 1.0 p.p.m / The Free Chlorine level should always be more than 3 times the Combined Chlorine level

pH TESTS: Min – 7.2 pH / Ideal – 7.4 pH (usually) / Max – 7.6 pH

TOTAL ALKALINITY TEST: Min – about 60 p.p.m / Ideal – 90 p.p.m – 120 p.p.m / Max – about 160 p.p.m

CYANURIC ACID TEST: Min – 0 p.p.m (indoor pools) / Min – 20 p.p.m (outdoor pools only) / Ideal – 0 p.p.m (indoor pools) / Ideal – 30 p.p.m (outdoor pools only) / Max – 50 p.p.m (operational, to avoid chlorine 'lock') / Max – 200 p.p.m Maximum safe level for health

SULPHATES TEST: Max – about 300 p.p.m

CHLORIDES TEST: Max - about 600 p.p.m

Temperature maintenance:

Children's teaching, Leisure pools must be maintained at **29.0°C** - (84.2°F)

**Swimming pools
cont.**

Backwashing the Filters

There are THREE criteria for prompting filter backwashing:

1. Each filter must be backwashed at least **once per week**
2. Each filter must be backwashed **when the pressure gauges indicate a pressure RISE of around 3 lbs sq inch.**
3. Filter backwashing will be prompted in order that sufficient topping up with fresh water follows so that one or more residual chemicals are controlled by dilution. (NB - Residual control could be achieved by simply dumping water, however it is a more efficient use of resources to use the water to clean the filters while discarded it.)
4. In the absence of residual testing, **all pools should dump at least 10% of the pool volume per week.**
5. European recommendations are that **30 litres of pool water per bather per day is replaced with fresh.**

Filter Media maintenance:

1. The filter media in a normal leisure pool sand filter should be checked at least **once per year**. This is achieved by opening the filter and examining the media. Any signs of contamination should prompt a media change.
2. Hot water pools such as Teaching Pools, Hydrotherapy Pools, and Spas should have the **filter media checked every 3 months.**

RCDs Tests and checks:

- a. Installed in a damp-proof enclosure (the test button and reset button should be accessible but exclude the ingress of damp) and all cable entries should be properly sealed (see the manufacturer's instructions);
- b. Protected against mechanical damage and vibration;
- c. **Checked daily** by operating the test button;
- d. **Inspected weekly**, together with the equipment it is supplying, during the formal visual inspection;

SPECIALIST CONTRACTORS TASKS

Biological testing / monitoring:

Swimming pools
cont.

Pools should have regular **microbiological testing at a suitable frequency anywhere between 4 and 26** times per year. Often, a simple plate count or total viable count (TVC) will be sufficient, with further investigation and more specific testing if these initial tests show a significant presence of bacteria.

Gas Safety:

In the UK, by Law, all businesses installing or servicing gas appliances **MUST** be registered with GAS SAFE. Any person working on a gas appliance must be recognised and approved by GAS SAFE. There are heavy fines for persons not registered with GAS SAFE and found working on gas appliances.

One of the most important aspects of gas heater installation is the provision of sufficient air to enable the combustion to take place correctly. If the gas heater is not supplied with enough air, - Carbon Monoxide will be produced in large quantities, and this odourless GAS KILLS.

Even a relatively small swimming pool gas heater can require quite large wall ventilator openings, correctly positioned.

Gas heaters should be serviced every year (ideally in the spring) by a Qualified and Registered GAS SAFE Engineer who is fully familiar with swimming pool gas heaters.

Electrical installation maintenance: (to be conducted by a NIC EIC approved contractor)

1. Fixed electrical installations and any subsequent alterations, extensions and repairs should be to a suitable standard, such as *Requirements for electrical installations* BS 7671:200827 (also known as the Institution of Electrical Engineers (IEE) Wiring Regulations, though these Regulations are not in fact statutory duties). BS 7671:2008 sets out, among other things, the types of electrical systems suitable for different locations within the pool complex, the application of measures against electric shock, and the types of switchgear and accessories that may be suitable.
2. The responsibility for ensuring that the electrical installation is effectively earthed and bonded where necessary rests with the pool operator. The integrity and effectiveness of the **earthing and bonding needs to be verified by inspection and tested every 12-months**. Pool operators may need to seek specialist advice on this.
3. Where possible, switches should be fitted to enable parts of the installation to be disconnected from the supply. These switches should be of the type designed to provide electrical isolation so that maintenance, modification and/or repair can be undertaken safely.
4. Socket outlets should not normally be located in wet areas. Where they are, they should be of a type suitable for that environment, in accordance with EN 60309-2:199941 (formerly known as BS 4343). Particular care should be taken where hoses or water jets are used. Managing health and



**Swimming pools
cont.**

	<p>safety in swimming pools Page 80 of 118 Health and Safety Executive</p> <ol style="list-style-type: none"> 5. The supply to these outlets, and those used to supply leads and equipment to be used in wet areas, should be protected to reduce risk from electric shock. This can be either by the use of earth monitoring systems (particularly for 415 V ac supplies) or supplies fed via non-adjustable residual current devices (RCDs) with a rated tripping current not exceeding 30 mA. Pool operators may need specialist advice regarding installation of RCDs. 6. RCDs should be: Tested every three months by an electrician using appropriate electrical test equipment. 7. The tests should not be carried out on RCDs at a time when loss of power may adversely affect other work activities or the public in the complex. 8. Fixed electrical installations of the premises including the pool installations are subject to a 5-Yearly installation, testing and inspection. 	
--	--	--

Aerated water installations	<u>Spa Bath Cleaning & Maintenance Routine</u>	
------------------------------------	---	--

Start-up and Re-Start - When setting up your spa, begin by oxidising the water with a Spa Granular Shock or Non-Chlorine Shock product.

Daily Routine - Check your sanitiser and pH level, and clean dirty waterlines with a spa surface cleaner.

Weekly Routine - Oxidise your water with a Spa Granular Shock or Non-Chlorine Shock product. Products to give sparkle for extra clarity and anti-foam for controlling foam or suds can be used. Hard water areas and in areas of high (calcium) hardness, use a spa anti-scalant.

Fortnightly/Monthly Routine - Clean any cartridge filters using a suitable cartridge cleaner. A well managed system should have a spare filter soaking in cartridge cleaner whilst the other is in use.

Note: Rebalance water for alkalinity and hardness (calcium) – see water-testing section below.

Spa Water Testing - Always test your spa water with the air blowers off as air bubbles heighten pH and reduce total alkalinity in test results.

Draining and Refilling your Spa - Your small volume of hotter water and relatively heavy bathing loads will promote a more rapid build-up of Total Dissolved Solids (TDS) which affect sanitiser effectiveness and can induce scaling. To prevent TDS rising above 1500ppm, drain the spa monthly.

Water Testing: Same as for hydrotherapy pools below.

IMPORTANT - If you've not used your spa for a while whilst the tub holds water, do not turn your air blowers on without first oxidising the water as per start-up instructions above and/or sanitising as per the daily routine. This will eliminate potential aerosol borne bacteria, which can be inhaled.

Maintenance of Hydrotherapy pools

IN-HOUSE MAINTENANCE TASKS

Aerated water installations cont.

POOLSIDE MAINTENANCE

1. The pool chamber should be designated a clean area.
2. The poolside area should be cleaned **daily** with pool water.
3. The poolside area should be cleaned **weekly** using a solution containing 200 p.p.m of free chlorine using appropriate dilution of chlorine-releasing tablets.
4. In the event of soiling, the area should be cleaned immediately according to the spillage policy.
5. **Annual** inspection and maintenance must take place of the pool chamber, to coincide with pool emptying.

PATIENT HYGIENE

1. Before using the pool the patient should have defaecated and micturated.
2. Patients should shower and remove any creams and lotions before entering the pool.
3. Persons who are catheterized or wearing Paul's tubing should have the tube spigotted prior to entry to the pool clean area.
4. There should be separate staff and patient showering facilities, swimwear and towels.
5. Patients with open infected wounds should not be allowed in the pool or pool areas.
6. All other wounds should be covered with an impermeable dressing

MAINTENANCE OF THE HYDROTHERAPY POOL WATER

1. There should be regular monitoring and record keeping.
2. The appearance of the water at the beginning of **each day** should be noted with respect to colour and turbidity (turbidity - Having sediment or foreign particles stirred up or suspended). The pool water should appear clear before a patient enters. The pool water turnover time should not exceed 60 minutes.
3. The number of patients treated in the pool at each session should be recorded. Each hour of use should be divided into three 15-minute treatment sessions with a 5-minute break. Patients should not stay in the pool for more than one session.
4. **Back flushing should occur at a frequency sufficient to maintain water quality.** The pool volume should be made up with fresh mains water.
5. The following points should also be recorded: Incidents of pool soiling and remedial action taken and health complaints by staff or patients.

Note: The kits used for measuring pH, chlorine, and water balance should be kept in a good state of repair. Only the recommended cuvettes should be used and the testing performed in one designated area that has constant incident light.

WATER TESTING

1. **PH** - Should be measured at the beginning of the day, then every 2 hours and finally at the end of

**Aerated water
installations cont.**

each day. It should fall within the range 7.2 - 7.8.

2. **Temperature** - Should be recorded twice daily and should be kept between 35.5 and 36.0°C
3. **Chlorine** - The **free chlorine should be measured a minimum of three times a day** and should fall between 1.5 and 5.0 mg/L. The **total chlorine should be measured once with the free chlorine** to give the combined chlorine (total chlorine-free chlorine). Free chlorine should not exceed 1/3 of the total chlorine. Cyanuric acid and **total dissolved solids (TDS) should be measured daily**. The values should not exceed 200mg/L and 1500mg/L respectively.
4. **Microbiological quality** - Should be tested **once a week**: The counts ideally should be below 10 cfu/ml and remedial action should be taken if the counts exceed 100 cfu/ml. Coliforms, *E. coli* and *Pseudomonas aeruginosa* should be less than 1cfu/100ml.

ACOP L8 Recommendations:

1. Check filters - sand filters should be backwashed **daily**
2. Check water treatment - pools should be continuously treated with an oxidising biocide **3 times daily**
3. Clean and disinfect entire system **weekly**

Note: Hydrotherapy pools and spa baths should be included in the whole buildings Legionella Risk Assessment and be subject to the specific scheme of prevention/control measures for all the hot and cold-water services within the building.

SPECIALIST MAINTENANCE TASKS

Electrical installation maintenance: (to be conducted by a NIC EIC approved contractor)

1. Fixed electrical installations and any subsequent alterations, extensions and repairs should be to a suitable standard, such as *Requirements for electrical installations* BS 7671:200827 (also known as the Institution of Electrical Engineers (IEE) Wiring Regulations, though these Regulations are not in fact statutory duties). BS 7671:2008 sets out, among other things, the types of electrical systems suitable for different locations within the pool complex, the application of measures against electric shock, and the types of switchgear and accessories that may be suitable.
2. The responsibility for ensuring that the electrical installation is effectively earthed and bonded where necessary rests with the pool operator. The integrity and effectiveness of the **earthing and bonding needs to be verified by inspection and tested every 12-months**. Pool operators may



Aerated water installations cont.

	<p>need to seek specialist advice on this.</p> <ol style="list-style-type: none"> 3. Where possible, switches should be fitted to enable parts of the installation to be disconnected from the supply. These switches should be of the type designed to provide electrical isolation so that maintenance, modification and/or repair can be undertaken safely. 4. Socket outlets should not normally be located in wet areas. Where they are, they should be of a type suitable for that environment, in accordance with EN 60309-2:199941 (formerly known as BS 4343). Particular care should be taken where hoses or water jets are used. Managing health and safety in swimming pools Page 80 of 118 Health and Safety Executive 5. The supply to these outlets, and those used to supply leads and equipment to be used in wet areas, should be protected to reduce risk from electric shock. This can be either by the use of earth monitoring systems (particularly for 415 V ac supplies) or supplies fed via non-adjustable residual current devices (RCDs) with a rated tripping current not exceeding 30 mA. Pool operators may need specialist advice regarding installation of RCDs. 6. RCDs should be: <ol style="list-style-type: none"> a. Tested every three months by an electrician using appropriate electrical test equipment. 7. The tests should not be carried out on RCDs at a time when loss of power may adversely affect other work activities or the public in the complex. 8. Fixed electrical installations of the premises including the pool installations are subject to a 5-Yearly installation, testing and inspection. <p><u>INHOUSE ELECTRICAL TASKS</u></p> <p>RCDs should be:</p> <ol style="list-style-type: none"> 1. Checked daily by operating the test button. 2. Inspected weekly, together with the equipment it is supplying, during the formal visual inspection. 	
<p>Kitchen Extract/Ventilation systems</p>	<p>References: <i>Gas safety in catering and hospitality</i> Catering Information Sheet CAIS23 (rev1), <i>Precautions at manually ignited gas-fired catering equipment</i> Catering Information Sheet CAIS3 <i>Safety in the installation and use of gas systems and appliances</i>, <i>Standard for kitchen ventilation systems</i> DW172 Heating and Ventilating Contractors' Association, BS 6173: 2001 <i>Specification for installation of gas fired catering appliances for use in all types of catering</i></p>	<p>As described under maintenance</p>



establishments.

Gas Safety (Installation and Use) Regulations 1998 & ACOP L56: These Regulations will apply to gas appliances found in most catering premises. Some gas appliances will be a type (known as type B) that requires a flue to comply with the Regulations. Where extraction is provided to serve that purpose it will be considered to be a flue and will require an appropriate interlocking system connecting the airflow to the gas supply.

Note to Duty Holder: Deciding upon when cleaning should take place and how often, is mostly subjective and responsibility is ultimately with the manager of the facility. Regular inspections are recommended and should cover both the internal and external canopy surfaces. As a rough guide to cleaning schedules LBM advise the following minimum maintenance tasks and frequencies:

Extract hood, ductwork and ancillaries maintenance

Component	Task	Frequency of maintenance
Baffle filter	Wash by competent person	7 Days
Canopy	Clean down externally by a competent person	7 days
Electrostatic filter	Swap out* by a competent person	6 Months
Carbon filter	Replacement* by a competent person	6 Months
U.V. Tube	Wipe down* by a competent person	2 Months
U.V. Tube	Replacement* by specialist	8000 Hrs
Grease drawers	Clean by a competent person	7 Days
Gas interlocking system	Test and inspection by a specialist	12 Monthly Plus maintenance as advised by the manufacturers
Ductwork	Clean** by a specialist contractor	12 Months


Note! Regular visual inspection should be carried out on all components. * Where fitted. **If there is U.V. in system, increase cleaning interval by 3 times.

**Kitchen
Extract/Ventilation
systems cont.**

Training: Cleaning and maintenance of kitchen canopies and associated items should only be carried out by suitably skilled and trained operatives, in the absence of such operatives a specialist sub-contractor should be engaged and retained for the purpose. If in-house staff members are to be used, they will require training in monitoring, testing and

	<p>handling of the various components.</p> <p>Handling components: When handling any components of a canopy, it is imperative that operatives wear proper, gripping, cut-resistant work-gloves for protection against metal edges, as well as the detergents and cleaning agents used. No matter how well finished a filter panel may be, it is easy to cut soft water-soaked skin during the cleaning process. Grease filters by their very nature will have a coating of grease and therefore will be slippery and difficult to handle. Suitable gloves can be obtained easily through most suppliers of personal protective equipment. Access to filters for removal & replacement will often mean reaching above head height and as such, suitable access equipment and or safe working procedures may be required. <i>It is strongly recommended that an in-house, site-specific risk assessment of these hazards be carried out.</i></p>	
--	--	--

<p>Nurse / emergency call systems</p>	<p>MAINTENANCE</p> <p>Specialist contractor to work to the following: BS EN 60950-1:2006 Information technology equipment – safety, BS7671: 2001 Requirements for Electrical Installations, IEE Wiring Regulations. 17TH Edition HS (G) 107 Maintaining portable electrical equipment, BS EN 61000 Electromagnetic Compatibility, Electromagnetic Compatibility Amendment Regulation 1995, Electricity at Work Regulation 1989</p>	<p>Use a specialist contractor</p>
	<p>Hard wired system</p> <p>6-Monthly:</p> <ul style="list-style-type: none"> ▪ Clean and examine bells, buzzers, pull cords, pushes, indicators, relays, contact boxes & fuses. ▪ Ensure terminal connections are sound. ▪ Examine flexible cables for wear, fraying braid and brittle insulation. ▪ Test dry batteries; renew as necessary and ensure their security ▪ Visually inspect printed circuit boards. ▪ Clean, examine and test all components of the system, resetting as required. <p>Annually: Examine and test chargers, low voltage wiring and transformers.</p> <p>3-Yearly: Carry out a periodic inspection with associated circuit tests in accordance with BS7671: Requirements for Electrical installations.</p>	

<p>Nurse call systems cont.</p>	<p>MAINTENANCE</p> <p>Specialist contractor to work to the following: BS EN 60950-1:2006 Information technology equipment – safety, BS7671: 2001 Requirements for Electrical Installations, IEE Wiring Regulations. 17TH Edition HS (G) 107 Maintaining portable electrical equipment, BS EN 61000 Electromagnetic Compatibility, Electromagnetic Compatibility Amendment Regulation 1995, Electricity at Work Regulation 1989</p> <hr/> <p>Wireless Systems</p> <p>6-Monthly:</p> <ul style="list-style-type: none"> ▪ Clean and examine bells, buzzers, pull cords, pushes, indicators, relays, contact boxes & fuses. ▪ Ensure terminal connections are sound. ▪ Examine flexible cables for wear, fraying braid and brittle insulation. ▪ Test dry batteries; renew as necessary and ensure their security ▪ Visually inspect printed circuit boards. ▪ Clean, examine and test all components of the system, resetting as required. ▪ Examine antennae. <p>Annually:</p> <ul style="list-style-type: none"> ▪ Carryout signal strength / reception tests. ▪ Replace dry batteries. ▪ Examine low voltage wiring and transformers and test transformers. <p>3-Yearly:</p> <ul style="list-style-type: none"> ▪ Carry out a periodic inspection with associated circuit tests in accordance with BS7671: Requirements for Electrical installations. 	<p>Use a specialist contractor</p> 
--	--	--

Automatic Doors	<p>BS 7036:1996 is the code of practice for safety at powered doors for pedestrian use. It is published in five parts, part one is general, parts two to five are specific to door type. It is not a mandatory requirement to adhere to its recommendation but it is a generally accepted wisdom to do so and most often a specified requirement. Should an action be brought as the result of an incident the standard will certainly be referenced by investigators.</p> <p>Installation and site acceptance:</p> <ul style="list-style-type: none"> > Installation should be by trained and ADSA authorised engineers. > On completion an authorised technician checklist completed. > A copy should be held by the school for their records. <p>Maintenance: LBM require all automatic door installations to be regularly checked, tested and maintained in accordance with manufacturers/suppliers instructions and frequencies.</p>	<p>To be conducted by a specialist contractor</p>
------------------------	--	---

Electric Kilns

Essential reading: **HSE Information Sheet “Safe Use Of Electric Kilns in Craft & Education- ceramics education sheet No.3”** It is Important to consider when purchasing a furnace the process temperature, control requirements, dimensions of sample and inner dimensions of chamber or tube, pressure range, power supply requirements and the extraction of possible toxic fumes and substances. Expert advice should be sought.

Maintenance: LBM advise that a service contract be entered into with a specialist kiln maintenance, test and inspection company.

As Required (In-house): A competent person must Conduct visual safety inspections and checks as advised by the manufacturer/supplier.

Annually (Specialist): Electrical test and inspection must be conducted on all the kilns electrical components to include: connections and wiring, kiln controls, safety features & door interlocks, thermostats, heating elements, ventilation interlocks, extractor hoods etc.

14-monthly (Specialist): LEV testing to be conducted. Please refer to page 3 of this document entitled “L.E.V. Systems & Fume cupboards”

Notes:

- COSHH Data sheets must be read thoroughly for all substances put into kilns.
- Electrically fired kilns must be installed by a competent electrician in accordance with BS 7671:2001.
- It must have an accessible and labelled isolation point.
- Extension leads and multiway plugs not to be used to connect kiln.
- Interlock required between kiln and fume extraction system i.e. when kiln is on so is the extract system!
- Interlock required to prevent kiln door being opened when kiln is on/electrically live.
- Kiln safe operating and emergency procedures must be displayed near to the kiln.
- Suitable and appropriate “Personal Protective Equipment” (P.P.E.) must be supplied, maintained and used when working with kilns.
- A risk assessment must be written and risk control measures adhered to fully.

Activity, Play ground and P.E. Equipment	Information for Duty Holder: New playground equipment should comply with BSEN 1176 and BSEN 1177 (for surfacing). Existing playground equipment which predates the current standards, may not be unsafe and a careful assessment of it should be made to see if it can continue in use without modification, whether upgrading is appropriate or whether replacement may be required; <i>Management of Health and Safety at Work Regulations (MHSWR) 1992</i> – Play providers are required to carry out a suitable and sufficient risk assessment of their facilities to determine what controls are needed to ensure that the risks present are reduced to and maintained at an acceptable level. British Standard 1892 Part 1:1986 states "An inspection should be carried out at least once a year."	As described under maintenance
	Maintenance: 1. In House – Monthly: Conduct a visual inspection for integrity, wear, damage, and security and report any defects to the duty holder (Head Teacher). Decommission items until suitable repairs have been made. If equipment or playground is subject to vandalism or trespass these tasks will need to be conducted weekly. 2. Specialist – Annually: Equipment should be inspected by a competent person, one who is a member of the Register of Play Inspectors International (RPII), to ensure that it meets the standards both for safety, design and installation. A certificate of safety must be issued to the school for its records.	

D&T Machinery & Dangerous machines <i>Such as: lathes, pillar drills, buffing machines, milling machines, pottery wheels, grass cutting etc.</i>	Essential reading: BS4163: 2006 'Health and Safety for Design and Technology in Schools and Similar Establishments'. The Provision and Use of Work Equipment Regulations 1998 and The Supply of Machinery (Safety) Regulations 2008 must be read and strictly adhered to for all workshop equipment and machines used in school premises.	Annually: Legislation compliance Audit by a H&S Specialist
	Maintenance: In-house by a competent person: Before each use: Conduct a visual inspection for integrity, wear, damage, security, safety and report any defects to the duty holder (Head Teacher). Decommission items until suitable repairs have been made. Manufacturers recommendations: A competent person is to conduct all routine servicing, checks and maintenance as required. Any tasks that require a specialist must not be attempted in-house. Specialist Contractor: Annually – Conduct a safety test and inspection and any specialist servicing and maintenance tasks required.	As described under maintenance

**Access equipment –
Ladders and
Stepladders**

Note: Working At Height Regulations (WAHR) spells out the need to check and maintain ladders. WAHR are not requiring anything new, but they are clearly stating the general requirements of PUWER to maintain and inspect work equipment (Regulations 5 and 6 (2)).

Essential reading: “Safe use of ladders and stepladders - an employers guide INDG402”

Before use:

- All access equipment must have a pre-use check each working day and have no visible defects.
- Each item must have a current detailed visual inspection. (These should be done in accordance with the manufacturer’s instructions).
- Ladder feet should be in good repair (not loose, missing, splitting, excessively worn, secure etc); and clean – the feet should be in contact with the ground.

Annually: Ensure all access equipment has been maintained and stored in accordance with the manufacturer’s instructions.

British / European Ladder Standards and Classification.


Any ladder used within the UK should be approved to British or European Classification Standards. The current standards which apply to ladders are as follows:

- BS 1129:1990 (British) Applies to Timber Ladders
- BS 2037:1994 (British) Applies to Aluminium Ladders
- EN 131:1993 (European) Applies to both Timber and Aluminium Ladders
- BS 7377:1994 (British) Applies to Step-Stools
- Ladders Standard 1376 1000 (1986)

An important aspect of a ladders quality and strength is the load rating i.e. the maximum load that a ladder can safely support. Within the British Standard there are two classes of ladders – these are defined as Class 1 and Class 3.

The European Standard EN131 also specifies a safe working load that exceeds the Class 3 standard but comes in below the British Class 1 Standard. (The EN131 standard actually covers an earlier Class 2 Light Trade Standard that is no longer used.

	<p>The ratings of these standards are as follows:</p> <ul style="list-style-type: none"> • CLASS 1 (Industrial) Maximum static load – 175kg (27.5 stone) • EN131 (European Standard) Maximum static load – 150kg (23.5 stone) • CLASS 3 (Domestic) Maximum static load – 125kg (19.5 stone) <p>CLASS 1 Ladders are the highest rated ladders in terms of strength and quality and are suitable for use in heavy-duty industrial applications and environments.</p> <p>EN131 Ladders are most suitable for commercial light trade work and heavy duty DIY use.</p> <p>CLASS 3 Ladders are only suited to occasional light domestic tasks and are definitely not suitable for use within any commercial or trade environment.</p> <p><u>NOTE!</u> Only CLASS 1 ladders are to be used for work in LBM operational premises or schools.</p> <p>Ladders should always be colour coded to ensure that the operator is aware of the standard of Ladder that is being used. These colour codes are as follows:</p> <p>CLASS 1: Blue EUROPEAN STANDARD: Green CLASS 3: Red</p>	
--	---	--

<p>All other building services</p>	<p>Conduct: Maintenance, frequencies of maintenance and legislation requirements as advised by The Heating and Ventilating Contractors' Association (HVCA) for all other schools services not mentioned above.</p> <p>Record all maintenance activities in a site maintenance logbook.</p>	
---	---	--