

## **ANNEX B RESPONSIBILITIES OF SCHOOLS AND THE COUNCIL FOR SCHOOL BUILDING MAINTENANCE**

### **OVERVIEW**

- 1 The Authority retains ownership of most Community (County and Controlled) school premises and sites and will continue to have the responsibility for protecting and developing those assets.
- 2 The Authority is responsible for all Community (County and Controlled) school capital maintenance work, which will flow from the school's Asset Management Plan. The school is responsible for funding recurrent repairs and maintenance either directly or through participation in the Buyback schemes.
- 3 The schedule below identifies the division of responsibilities and is intended to cover the maintenance of all existing buildings on the school site provided by the Authority including caretakers' and staff housing and the school kitchen accommodation.

These are identified as follows:

### **CAPITAL MAINTENANCE**

**Capital Maintenance.** Work of a capital nature normally identified through the school's Asset Management Plan. Funded from County Council capital allocations or school Devolved Formula Capital (or a combination of both) at Community, Voluntary Controlled and Foundation Schools. Governors' responsibility at Voluntary Aided Schools in conjunction with DfE grant aid.

**County Council Capital.** Work that is only likely to be undertaken as part of a County Council funded capital improvement scheme at Community, Voluntary Controlled and Foundation Schools.

### **RECURRENT MAINTENANCE**

Non capital maintenance funded from school delegated revenue budgets. Applies equally to Community, Voluntary Controlled, Foundation and Voluntary Aided schools. The local authority offers Property Buyback Reactive and Buyback Compliance schemes. Schools may choose to participate in these in order to manage some of the categories of reactive works and compliance inspections which are school responsibilities under the scheme. The buyback schemes are not part of the Scheme for Financing Schools but are arrangements offered to schools, on a traded basis, to assist schools in managing their responsibilities under the Scheme. The categories of reactive work and compliance inspections included in the buyback arrangements remain school responsibilities under the Scheme and are shown as such in the following schedule.

The property buyback schemes are mutual schemes run by the Workplace and Facilities Team and their delivery partner and suppliers which schools may choose to opt into. The buyback schemes are overseen by a Buyback Committee made up of five school representatives and four Land and Property Services representatives. The precise categories of works and inspections covered by the property buyback arrangements, and the terms under which buyback may be offered, may change from time to time following discussions between Land and Property Services and school representatives via the buyback committee.

**School's Responsibility.** Recurrent maintenance for which all schools have responsibility.

**Schedule of capital and revenue building maintenance responsibilities**

	<b>CATEGORY OF WORK</b>	<b>Responsibility</b>
<b>1.0</b>	<b>BUILDING STRUCTURE</b>	
1.1	<b>Foundations</b> - All structural work to walls or wall supports below and including DPCs, underpinning, propping, piles, ground beams, piers, bases and brick or concrete footings	Capital Maintenance
1.2	<b>Frames</b> - All works to structural members in steel, timber, or concrete frames including ties, bracings, bolts, base plates and wedgings	Capital Maintenance
1.3	<b>Floors</b> - Substantial renewal of floor structures and ducting. See also 1.7 and 2.2	Capital Maintenance
1.4	<b>Flat &amp; pitched roofs</b> - Significant or substantial renewals on planned or emergency basis of roof structures, finishes and verandas, including top floor ceiling timbers, eaves and verge finishings and catwalks. Redesign of roof or roof details. <b>Excludes</b> glazing and ceiling finishes	Capital Maintenance
	All repairs, including minor replacements on localised basis.	School
1.5	<b>Rainwater goods</b> - Substantial renewal of all rainwater goods including rainwater tanks, butts, parapet outlets and perimeter gutters including joints, couplings and gullies	Capital Maintenance
	Repairs and renewals on a localised basis.	School
	Cleaning out of gutters, downpipes and associated gullies.	School
1.6	<b>Skylights and rooflights</b> - Significant renewal of rooflights, skylights, laylights with frames, casings, kerbs, beading and ironmongery ( <b>excluding glazing unless integral part of roof structure as determined by Buyback Manager</b> )	Capital Maintenance
	Major repairs and replacement to rooflight glazing, excluding minor cracking or replacement of plastic roof lights, subject to UV deterioration	Capital maintenance
	Localised replacement of frames and parts of frames.	School
	Repairs and replacement to rooflight glazing.	School

	<b>CATEGORY OF WORK</b>	<b>Responsibility</b>
1.7	<b>Staircases</b> – Internal staircases, ramps and landing structures. Excludes ceiling finishes, screeds, nosings and similar finishes.	Capital Maintenance
	Balustrades, handrails, external access steps, ramps and landings.	School
1.8	<b>External walls and chimneys</b> - Significant repair or renewal of load bearing, structural, framed, panelled and curtain walls, including tile hanging and wall cladding, and brick or concrete chimneys.	Capital Maintenance
	Repairs or renewals on localised basis (usually included in external redecoration) including replacement of chimney pots and renewal / refixing of flashings.	School
1.9	<b>Internal walls and partitions</b> - Complete replacement of internal walls and fixed partitions ( <b>excluding</b> applied finishes and glazing)	Capital Maintenance
	Repairs or renewals on localised basis excluding finishes (see 2.1 on internal wall finishes).	School
1.10	<b>Windows and fittings</b> - Significant renewal of windows, borrowed lights with frame casings, architraves etc	Capital Maintenance
	Localised repair or replacement of frames and parts of frames, including repairs to electrically and manual operated windows and the fixed wiring.	School
	Ease and adjust windows, replace sash cords and fittings and internal window boards and repair and replacement of ironmongery including winding gear (see 2.7 on blinds/curtains).	School
1.11	<b>Doors and fittings</b> - Significant renewal of external doors and casings	Capital Maintenance
	Repairs to external doors to include localised replacement of frame or parts of frame and repairs to electric doors and its fixed wiring, but <b>excluding</b> ease and adjustment and ironmongery (see below).	School

	<b>CATEGORY OF WORK</b>	<b>Responsibility</b>
	Repair and renewal of internal doors, (including sliding/folding partitions) screens and casings. Ease and adjust of both external and internal doors, repair or replacement of ironmongery, locks, door closers, keys, glazing, etc.	School
1.12	<b>Glazing</b> – Where part of roof structure (excluding rooflights)	School
	All glazing throughout (i.e. windows, doors, rooflights, verandas, window walls, etc).	School
1.13	<b>Ceilings</b> – Substantial renewal of structural ceilings	Capital Maintenance
	Repairs and localised renewals to ceiling structures. Renewal of suspended ceiling systems. See also 2.3 for ceiling finishes	School
1.14	<b>Timber preservation</b> - All work on structural members associated with the treatment, prevention or eradication of wood rot or beetle (except through school maintenance default).	Capital Maintenance
1.15	<b>External decoration</b> - External redecorations and minor repairs to include individual repair or localised replacement of frames or parts of frames, small areas of repointing and general minor repairs to external fabric	School
1.16	<b>Internal decoration</b> - Cleaning down, preparing and decorating to walls, ceiling and all internal wood and metal work usually painted or stained, including stopping and filling done by the decorator	School
<b>2.0</b>	<b>FINISHINGS, FURNITURE AND FITTINGS</b>	
2.1	<b>Internal wall finishes</b> - Plaster, tiles or sheet wall finishes including welding or grouting of joints, including mastic sealing (sealants)	School
2.2	<b>Coverings and finishes to floors, steps, stairs and ramps</b> - See also 1.3 and 1.7	

	<b>CATEGORY OF WORK</b>	<b>Responsibility</b>
	Repair and renewal of floor finishes including screeds: All floor step, stair and ramp coverings including skirtings, nosings, etc, of carpet, lino, PVC sheeting, vinyl tiles, quarry tiles, ceramic tiles, granwood tiles, cover and expansion strips. Minor repairs and sanding and sealing of timber boarded and timber block floors.	School
2.3	<b>Ceiling finishes</b> - Plaster, tiles or sheet finishes, including suspended ceiling finishes and systems	School
2.4	<b>Internal joinery fixtures</b> - Kitchen units, lockers, cupboards, shelving, picture rails, coat rails, movable partitions or screens, notice or display boards, fixed benches and handrails (timber or metal), toilet cubicle screens	School
2.5	<b>Fixed seating</b> – All permanent internal fixed seating together with its coverings	School
2.6	<b>Gymnasium equipment</b> – Safety inspections, repairs and replacement of all fixed sports and gym equipment including court markings in Sports Halls, etc	School
2.7	<b>Blinds, nameplates, curtains, etc</b> – Cleaning and repair and replacement of all internal signs, blinds, curtains and nameplates including supports	School
2.8	<b>Enclosed fires and fireplaces</b> - Includes fire grating, cheeks, hearth and surrounds with appropriate ventilation.	School

	<b>Category of work</b>	<b>Responsibility</b>
<b>3.0</b>	<b>COLD WATER SERVICES</b>	
3.1	<b>Water supply &amp; distribution systems</b> - Major refurbishment or renewal of all internal and external service pipework, water storage tanks, cylinders and cisterns and water booster pumps	Capital Maintenance
	Minor repairs and localised renewals of pipework, ball valves and thermostatic mixing valves.	School
	<b>Water hygiene</b> – Routine testing and monitoring of water temperatures (Legionella) within the school including quarterly shower head cleaning, annual tap scale cleaning and cold water tanks.	School

	<b>Category of work</b>	<b>Responsibility</b>
	<b>For hot water services see under 7.8 (electric) or 8.0 (gas/oil)</b>	
3.2	<b>Sanitary fittings</b> - Major refurbishment and replacement	Capital Maintenance
	Cleansing, repair and localised replacement of sinks and drainers, drinking fountains, baths, washbasins, shower trays and enclosures, urinal slabs and bowls, WC pans and connecting flush equipment.	School
	Repair and localised replacement of taps and fittings, stands, brackets and bath panels in connection with the foregoing items including connection to service and waste pipes.	School
	Remaking or regrouting of joints for 3.2	School
3.3	<b>Waste pipework</b> - Major renewal (internally and externally)	Capital Maintenance
	Repairs and renewals on a localised basis.	School
	Cleansing and replacement of traps, waste pipes, soil and vent pipes, anti-syphonage pipes, wire balloon guards, sleeves and flashings to pipes.	School

	<b>Category of work</b>	<b>Responsibility</b>
<b>4.0</b>	<b>EXTERNAL WORKS</b>	
4.1	<b>Demolition</b> - Taking down, removal and clearance of buildings or sites, including sealing off all drains and services. <b>Excludes 4.9 and 4.10</b>	County Council Capital
4.2	<b>Roads, playgrounds, car parks and paths</b> - Paths, courts, patios, drying areas, steps, ramps, fire escapes and fire appliance hard standings, car standings, playgrounds, garage approaches, roads and driveways, including kerbing. Remarking of lines, designs and figures <b>only if part of tarpaving scheme</b> , otherwise school's responsibility	School
	All repairs to traffic calming humps, bollards and control barrier arms.	School

	<b>Category of work</b>	<b>Responsibility</b>
	Minor repairs to and releveling of paving slabs and remarking of lines, repairs to potholes etc.	School
4.3	<b>External perimeter walls, piers, gates and retaining walls</b> Repairs or renewals of perimeter or boundary walls, piers, gates and retaining walls	School
	Major rebuilding of retaining walls.	Capital Maintenance
4.4	<b>Fencing</b> – Renewal and major repairs of all fencings and gates including screens to bin or kitchen areas, tennis courts, safety barriers, nursery areas, playgrounds etc	School
	Minor repairs	School
4.5	<b>External Joinery Fixtures</b> – All sign boards, notices, names plates, flag poles and other external joinery fixtures, e.g. seats	School
4.6	<b>Bins, refuse containers, clothesline posts etc</b> - Upkeep and maintenance of refuse containers, litter bins, dustbins, etc	School
4.7	<b>Pest control</b> - special works carried out to the fabric of a building solely through the need for disinfection (e.g. insecticidal spraying, wasp, rodent and vermin control)	School
4.8	<b>Drainage</b> - Major renewal of drains, soakaways, manholes, gullies etc	Capital Maintenance
	Maintenance and localised repairs or replacement to drains, gullies, inspection chambers, gratings, channels etc, including initial investigation for diagnosis and removal of root growth	School
	General cleaning/maintenance, including clearance of blockages and silt removal	School
4.9	<b>Cycle sheds</b> – Repair, renewal or removal, including sealing of any access points and making good	School
4.10	<b>Air raid shelters</b> - Repair or renewal or removal, including sealing of any access points and making good	School



	<b>Category of work</b>	<b>Responsibility</b>
<b>5.0</b>	<b>TEMPORARY BUILDINGS</b>	
	Planned replacement or renewal of movable classrooms required for educational or statutory purposes	County Council Capital
	Servicing, maintenance and repairs to temporary buildings required for educational or statutory purposes - responsibilities are as for permanent buildings in accordance with the relevant sections of this schedule	
	Temporary buildings of a non-statutory nature or not required for educational purposes	School
<b>6.0</b>	<b>ASBESTOS</b>	
	Testing, monitoring and specialist removal or treatment at a <b>VA School</b>	VA school responsibility
	Testing, monitoring and specialist removal and treatment associated with County Council funded capital scheme	County Council Capital
	Testing, monitoring and specialist removal and treatment associated with school funded capital scheme	School
	Other testing, monitoring and specialist removal and treatment	School
	Specialist removal and treatment due to damage or deterioration of existing asbestos containing materials, where the cost of the works is greater than £2,000	Capital Maintenance
	Specialist removal and treatment due to damage or deterioration of existing asbestos containing materials, where the cost of the works is below £2,000	School
	Annual reinspection of asbestos containing materials	School
	Management of risks associated with asbestos on a day to day basis	School
<b>7.0</b>	<b>ELECTRICAL ENGINEERING</b>	
7.1	<b>Electrical testing</b> 5 year Electrical testing by Contractors of all fixed wiring	School

	<b>Category of work</b>	<b>Responsibility</b>
	All operational electrical testing by Premises Staff	School
	Electrical testing of equipment (ie Portable Appliance testing)	School
7.2	<b>Fixed internal and external lighting</b> - Major replacement of internal and external lighting including associated wiring	Capital Maintenance
	Repairs and replacement of complete internal and external light fittings including time switches, photoelectric cells, light switches and sockets	School
	Lamp and diffuser replacement	School
	Significant renewal of street lighting	Capital Maintenance
	Repairs and localised replacement of external lighting columns, illuminated bollards and street lighting	School
7.3	<b>General electrical installation</b> - Major replacement of electrical wiring installations	Capital Maintenance
	General repairs including those highlighted in the fixed wire testing of all electrical isolation panels and inter-connecting cables, protective conduits and trunkings and fixings including labels and circuit lists. See 1.11 on electric doors	School
7.4	<b>Fire alarms and detection system</b> - Major replacement including replacement of wiring	Capital Maintenance
	Inspection and testing	School
	Repairs and replacement including control panels, class change equipment, alarms, automatic fire detectors, door controls and associated battery units, whether integral or not	School
	Testing of alarms on a weekly basis	School
7.5	<b>Intruder alarm and security systems</b> - Servicing, repairs and replacement	School
7.6	<b>Lockdown Alarm</b> Installation, service maintenance and repair	School

	<b>Category of work</b>	<b>Responsibility</b>
7.7	<b>Emergency lighting</b> - Major replacement	Capital Maintenance
	Periodic Testing	School
	Repairs and localised replacement of complete units	School
	Testing of emergency lighting system on a daily/monthly basis and replacement lamps and diffusers	School
	Lamp and diffuser replacement	School
7.8	<b>Clocks, master clock systems and call bells</b> - Major replacement	School
	Clock repair and replacement, setting and adjusting in accordance with school timetable, summer/wintertime alterations etc	School
7.9	<b>Heating, hot water and ventilation</b>	
	<b>Fan convectors</b> - Major replacements	Capital Maintenance
	Individual replacement of fan convectors, repairs to internal wiring, fans and motors. Repairs/replacement of flexes from spur outlet, isolators, time switches, wall mounted remote thermostats, and other external controls	School
	Periodic cleaning of fan convector elements and casings and the cleaning or replacement of air filter screen	School
	<b>Electrical storage and instantaneous water heaters and shower units</b> - Major replacements	Capital Maintenance
	Individual replacement, repairs/replacement of time switches, isolators, thermostats and flexible cable connections	School
	<b>Off peak heating</b> e.g. Electric Aire storage units - Major replacements	Capital Maintenance
	Individual replacements and repairs to internal components including: elements, internal fans, refractory blocks, thermal insulation, grilles and casings. Repairs and replacements to external components including: controls, time switches, final wiring from spur	School
	Repairs and replacements to fixed guards	School

	<b>Category of work</b>	<b>Responsibility</b>
	<b>Electric ‘on peak’ heating, i.e. wall fixed convector heaters, infra red heaters, blower heaters, panel heaters and tubular heaters</b> - Major replacements	Capital Maintenance
	Individual or localised replacement	School
	Repairs including isolators, time switches, thermostats and final wiring connections	School
	General repairs including elements, wiring, controls, isolators and thermostats	School
	<b>Electric incinerators and macerators</b> - Repairs to fixed wiring	School
	Replacement of individual units (including installation or reconnection of fixed wiring)	School
	<b>Wall and roof mounted electric fans and extractors</b> - All replacement and repairs to fans, extract ductwork, flat traps, hoods and grilles. External repairs including isolators, wiring from spur and connections. See 12 for works associated with school kitchens.	School
	Testing, repair and replacement of portable fans	School
7.10	<b>Passenger and goods lifts (electrical and hydraulic)</b> - Replacement/major refurbishment of lift	Capital Maintenance
	Periodic inspections, testing and servicing	School
	Repairs and replacements, including rewires, doors and controls, motor gearbox, pulleys, cables, safety equipment, lift car finishings, main control panels	School
	Daily testing of installation	School
7.11	<b>Lightning protection installation</b> - Major replacement	Capital Maintenance
	Inspection and testing	School
	General repairs and maintenance	School
7.12	<b>Aerials systems</b> - All repairs and replacements including masts, amplifiers, outlets and cabling systems	School

	<b>Category of work</b>	<b>Responsibility</b>
7.13	<b>Stage lighting</b> – Repairs to fixed wiring, time switches, photoelectric cells, light switches and sockets	School
	Repairs and replacement to individual lights, including lamps, chokes, starters and diffusers	School
<b>8.0</b>	<b>MECHANICAL ENGINEERING</b>	
8.1	<b>Boilers, heaters, and domestic hot water plant and equipment</b> - Major replacement of all heating and domestic hot water appliances inclusive of direct fixed water heaters and calorifiers and storage cylinders, replacement of leaking boiler sections, welding repairs and re-bricking refractories	Capital Maintenance
	All servicing and testing of boilers and domestic hot water plant	School
	Emergency call-outs and minor repairs	School
	<b>Direct fired water heater and calorifiers</b> – Annual legionella test	School
	<b>Oil and gas burners</b> - Replacement of complete forced draught gas and pressure jet oil burners inclusive of associated controls, fuel pumps and refractory lining associated with burner	School
	<b>Heat pumps</b> (where used as primary heat source within school) – Major replacement	Capital Maintenance
	<b>Heat pumps (air and ground)</b> (where used as primary heat source) – Minor repairs, servicing and maintenance	School
	<b>Air conditioning (where used for cooling only) in server rooms only</b>	School
	<b>Air conditioning which provides heat AND cold to rooms</b>	School
	<b>Control panels for main boiler and heating distribution</b> - Replacement of complete control panels	Capital Maintenance
	Repairs to the main boiler control panel and controls, including the individual replacement of boiler controllers, optimisers, zone valves, prolong timers, motorised valves, TMVs and temperature sensors	School

	<b>Category of work</b>	<b>Responsibility</b>
	<b>Boiler ancillary equipment</b> – Inspection of heating and hot water circulating pumps, valves, thermal insulation and pipework associated within boiler house	School
	Emergency call-outs and minor repairs	School
	<b>Underfloor heating</b> systems – Inspection and servicing	School
	Minor repairs	School
8.2	<b>Chimneys</b> – Major structural renewals to metal chimneys. (For brick or concrete chimneys see 1.8). Replacement of flue liners	Capital Maintenance
	General repairs, repointing, terminals and cowls, guy ropes securement, draught stabilisers, fan dilution motors etc	School
	Cleaning of boiler flue ways and flue pipework up to chimney	School
	Periodic cleaning of chimney including access doors and condensate drain points	School
	<b>Pipework distribution systems, and ancillaries for heating, domestic hot water and gas services</b> - Planned and major pipework replacements including all internal and external service, piping and thermal insulation. Renewal of feed and expansion tanks including cold feed .and expansion pipes and water booster pumps, pressurisation units and descaling equipment.	Capital Maintenance
	Pressure testing of gas pipework	School
	Localised repairs to leaking pipework not requiring extensive replacement	School
	Repair or replacements of thermostatic mixing valves including shower mixing valves	School
	Inspection of oil tanks and associated pipework and fittings including the servicing of oil tank gauges	School
	Repairs to oil tanks and associated pipework and fittings	School

	<b>Category of work</b>	<b>Responsibility</b>
	Inspection and testing of pressurisation units serving boilers and hot water heaters, including any necessary safety valve replacement required as part of a written scheme of examination	School
	Repairs to pressurisation units serving boilers and hot water heaters	School
	Individual replacement of fan convectors, repairs to internal wiring, fans and motors. Repairs/replacement of flexes from spur outlet, isolators, time switches, wall mounted remote thermostats, and other external controls. Individual replacement of radiators.	School
	Periodic cleaning of fan convector elements and casings and the cleaning or replacement of air filter screen.	School
8.5	<b>Domestic hot water terminals</b> - Major renewal	Capital Maintenance
	The repair and replacement of thermostatic shower units and tap blending valves on a localised basis	School
	Repair and localised replacement of taps and shower heads	School
8.6	<b>Sewage pumps</b> - Replacement	Capital Maintenance
	Repair and service of pumps, chambers, control gear etc	School
	Cleaning and emptying sewage chambers	School
<b>9.0</b>	<b>SWIMMING POOLS</b>	
	All servicing, repairs, replacement and renewals, including pool structure, surrounds, enclosure and dedicated heating, ventilation and filtration equipment	School
9.1	<b>Hydrotherapy pools (<i>Special Schools</i>)</b> - Major replacement or upgrading of the pool and structure including the roof and cladding and major replacement of heating, water treatment and filtration plant, controls, pipework and ancillaries	Capital Maintenance

	<b>Category of work</b>	<b>Responsibility</b>
	Service contracts including annual fixed wire testing, emergency call-outs and minor repairs to plant and equipment including repairs to pipework within the plantroom, replacement of defective parts and consumables, repair and replacement of pool covers and associated equipment, routine cleaning, dosing and day to day maintenance of pool	School
	Internal wall finishes including plaster, tiles or sheet walls finishes including welding or grouting of joints and internal decoration of pool enclosures	School
	Coverings and finishes to floors, steps, stairs and ramps including sheeting, tiles and slabs together with skirtings, nosings, etc	School
<b>10.0</b>	<b>FIRE FIGHTING EQUIPMENT</b>	
	Servicing, repair and replacement of portable gas, water and foam extinguishers, fire blankets and their containers, fixed hose reels, auto rewind mechanisms and nozzles.	School
<b>11.0</b>	<b>LABORATORY EQUIPMENT</b>	
11.1	<b>Fume cupboards</b> - Major replacement or upgrading	County Council Capital
	Servicing and repairs of:- electric fans, motors, electrical safety devices, warning signs and test labels and gas/water services. Repairs to all ductwork, terminals and testing of air flows	School
11.2	<b>Laboratory bench stopcocks, taps etc</b> - Major refurbishment and upgrading	County Council Capital
	Minor repairs and replacement, testing and safety inspections	School
11.3	<b>Sintacel booms and columns</b> - Major refurbishment and upgrading	County Council Capital
	Minor repairs and replacement	School



	<b>Category of work</b>	<b>Responsibility</b>
12.0	<b>KITCHENS</b>	
	Major refurbishment or upgrading of school kitchen	Capital Maintenance
	Servicing of gas cooking equipment	School
	Repairs and replacement of gas and electric cooking equipment, steriliser sinks, dishwashers etc. Cleaning and replacement of grease filters etc	School
	Repairs to pipework and fixed wiring to cooking equipment etc, and repairs and replacement on a localised basis to fans and ductwork	School
	Replacement of complete ventilation system	Capital Maintenance
	Cleaning of ventilation ductwork upstream of grease filters	School
	Cleaning and replacement of grease filters	School

### **Statutory Inspections**

There are certain statutory inspections that Property Services are unable to undertake. For example the Management of Health and Safety at Work Regulations 1999 need be complied with by those who have day to day responsibility for health and safety at the premises.

Property Services can assist with ensuring that the school complies with the statutory inspection and testing of the services within your premises, as noted below, it is ultimately the school's responsibility to ensure compliance across all areas within the school. By relieving yourselves of meeting these requirements, this allows you to focus on meeting those requirements for which you cannot delegate responsibility, thereby enabling more effective management

### **Schedule of statutory inspection services**

<b>Service</b>	<b>Requirements</b>	<b>Regulations</b>
Asbestos (see note 1 below)	Testing, remedial work and removal of asbestos containing materials	Control of Asbestos regulations 2012
Electricity (excluding portable appliance testing)	5 yearly testing	Electricity at Work Regulations 1989

<b>Service</b>	<b>Requirements</b>	<b>Regulations</b>
Lightning protection	Annual test and inspection	Insurance company requirements to meet BS6651
Boilers	Annual service and half yearly inspection (twice yearly service for oil plant)	Gas (Installation and Use) Regulations 1998
Gas pipework	Annual testing and inspection	Gas (Installation and Use) Regulations 1998
Oil tanks	Six monthly inspection and compliance audit	Control of Pollution (Oil Storage) (England) Regulations 2001
Lifts	Six monthly testing and inspection and as required under the written scheme of examination	Lifting Operations and Lifting Equipment Regulations 1998
Pressure vessels	Written Scheme of Examination then once yearly inspection. Testing as required under the scheme.	Pressure Systems Safety Regulations 2000
Fire alarms <sup>(note 2)</sup>	Quarterly and annual inspection and testing	Regulatory Reform (Fire Safety) Order 2005
Emergency lighting (note 2)	Six monthly and 3 yearly inspection and testing	Regulatory Reform (Fire Safety) Order 2005
Air conditioning	Annual inspection of plant containing 3kg or more of refrigerant and energy assessment	F-Gas Regulations 2014 and Energy performance of Buildings Regulations 2012
Display energy certificates	Initial certificate and annual update together with energy report	Energy performance of Buildings Regulations 2012

Note 1 This only relates to maintenance works. Any asbestos testing, encapsulation and/or removal required as part of County Council Capital or school related work is not included. Also excluded is any survey work required under the Control of Asbestos at Work Regulations 2006.

2

Note 2 Day to day compliance with these regulations are the responsibility of the school.