

# School premises inspection and maintenance

## Monthly

TASK	COMPLETE?	COMMENTS/ACTIONS
Inspect boiler pipes, valves, insulation and general surfaces in boiler house	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Check flow and return water temperature for hot water calorifiers (flow temperature should be at least 60°C ; return temperature should be at least 50°C)	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Check water temperatures at point of use (POU) and combined water heaters are between 50-60°C	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Check water temperature in cold water storage tanks and cold-water sentinel outlets (and a selection of other points on a rotational basis) to ensure a temperature below 20°C within two minutes	<input type="checkbox"/>	N/A
Record meter readings for electricity, water, gas and oil	<input type="checkbox"/>	
Inspect and repair waste disposal system, including sewerage pumps and chambers	<input type="checkbox"/>	N/A
Ensure safety and hazard signs are visible	<input checked="" type="checkbox"/>	Managed by BSM
Test emergency lighting	<input checked="" type="checkbox"/>	Managed by BSM
Safety-check electronic powered gates and doors	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Check and clean kitchen ventilation systems	<input type="checkbox"/>	N/A
Check radon sump is working (extract fan should be audible)	<input checked="" type="checkbox"/>	N/A

Conduct microbiological water test of swimming pool water	<input type="checkbox"/>	N/A
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## Termly

TASK	COMPLETE?	COMMENTS/ACTIONS
Check and replenish contents of first aid boxes and replace out-of-date items	<input checked="" type="checkbox"/>	Carried by out Mrs. Bhopal (First Aid)
Health and safety inspection to be conducted by governor with responsibility for health and safety, site manager, business manager, and, if customary, a union representative responsible for health and safety; report to be made to relevant governing body committee	<input checked="" type="checkbox"/>	Carried out by BSM
Check names and contact details of keyholders are up to date	<input checked="" type="checkbox"/>	Managed by SBM
Heads of department to review department health and safety arrangements	<input checked="" type="checkbox"/>	Managed by SLT
Check for and record any outstanding maintenance issues	<input checked="" type="checkbox"/>	Managed by BSM
Conduct and record whole-school fire drill; check that issues identified are resolved	<input checked="" type="checkbox"/>	Carried out by SLT
Check that fire risk assessment and procedures are up to date	<input checked="" type="checkbox"/>	Managed by SLT
Test fire alarm call points (a different call point to be tested each week on a rotational basis)	<input checked="" type="checkbox"/>	Carried out by BSM
Check that regular tests of fire alarms and emergency lighting have been conducted and recorded	<input checked="" type="checkbox"/>	Carried out by BSM
Ensure new members of staff have received fire precaution briefing	<input checked="" type="checkbox"/>	Managed by SLT
Check that personal emergency evacuation plans (PEEPs) are up to date	<input checked="" type="checkbox"/>	Carried out by SLT/SEN

Clean out kitchen grease traps	<input type="checkbox"/>	N/A
Clean and de-scale taps, shower heads and hoses	<input type="checkbox"/>	N/A
Flush through and purge expansion tanks	<input type="checkbox"/>	N/A
Conduct detailed inspection of floors, stairs and corridors	<input checked="" type="checkbox"/>	Carried out by BSM
Inspect and repair roof coverings	<input checked="" type="checkbox"/>	Carried out by 3D Facilities
Contractor to inspect and repair external walls, ceilings, partitions and cladding	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Check that any removal or treatment of asbestos has been reported to asbestos managers and recorded on the asbestos management plan; removal and treatment of asbestos should only be carried out by a licensed contractor	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Specialist contractor to inspect trees surrounding school for disease, weakness etc. and to ensure they do not present a danger	<input checked="" type="checkbox"/>	Managed by 3D Facilities

### Every 6 months

TASK	COMPLETE?	COMMENTS/ACTIONS
Inspect and repair gutters, roof outlets, rain pipes etc.	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Contractor to check and service security system	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Contractor to test and service emergency lighting	<input checked="" type="checkbox"/>	Carried out by BSM
Contractor to service oil boilers, including pumps, pipes, etc.	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Safety-check hot water blending valves	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Inspect air conditioning systems and duct hygiene	<input checked="" type="checkbox"/>	Managed by 3D Facilities

Service all lifts and hoists used to move or carry people	<input type="checkbox"/>	N/A
Check waste pipes and above ground drainage for blockages	<input checked="" type="checkbox"/>	Managed by BSM
Clear debris and silt from traps below drain covers; this to be done more frequently if puddles are forming around the covers or if heavy rain is expected	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Test and service workshop machinery; use specialist contractors as appropriate	<input type="checkbox"/>	N/A
Conduct a visual inspection of frequently-used portable electrical appliances	<input checked="" type="checkbox"/>	Carried out by BSM
Check all lifts and hoists used to move or carry people	<input type="checkbox"/>	N/A

## Annually

TASK	COMPLETE?	COMMENTS/ACTIONS
Review log of maintenance issues and check whether issues have been resolved	<input checked="" type="checkbox"/>	Carried out by BSM
Inspect and repair outdoor play equipment	<input checked="" type="checkbox"/>	Managed by Sports Safe
Contractor to inspect fixed sports and gym equipment	<input checked="" type="checkbox"/>	Managed by Sports Safe
Check driving licenses of any staff operating school vehicles for any penalties that might affect insurance	<input checked="" type="checkbox"/>	Checked by SBM
Send all school vehicles for MOT and servicing	<input checked="" type="checkbox"/>	Managed by SBM
Service lightning conductors (including electrically tested by a competent person)	<input checked="" type="checkbox"/>	Managed by 3D Facilities
A full duration test is carried out for lighting systems	<input checked="" type="checkbox"/>	Managed by 3D Facilities

Inspect and repair all internal and external finishes, including tiling, masonry and paintwork	<input checked="" type="checkbox"/>	Carried out by BSM
Competent person to test any items of frequently used or high-risk portable electrical equipment (PAT testing)	<input checked="" type="checkbox"/>	Carried out by BSM
Competent person to service electronic powered gates and doors	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Inspect fixed wiring and all distribution boards and safety devices	<input checked="" type="checkbox"/>	Managed by Lunar Electrical Services
Inspect ladders (and other equipment used for working at height) and review ladder register and checklist	<input checked="" type="checkbox"/>	Carried out by BSM
Service fixed electrical installations in swimming pools	<input type="checkbox"/>	N/A
Contractor to inspect and safety test all gas appliances, including gas boilers	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Clean and service boiler flues and chimneys	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Contractor to pressure-test gas pipework	<input type="checkbox"/>	N/A
Contractor to test gas appliances and gas soundness for gas safety certificate	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Contractor to inspect oil supply pipes and tanks	<input type="checkbox"/>	N/A
Contractor to inspect pressure vessels, such as gas cylinders	<input type="checkbox"/>	N/A
Conduct visual inspection of liquefied petroleum gas tanks, including above-ground pipework, fittings and emergency control valves, for damage and corrosion	<input type="checkbox"/>	N/A
Inspect and repair cold water distribution pipework, pumps, cold water storage tanks and insulation	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Check pipework is adequately insulated to prevent freezing	<input checked="" type="checkbox"/>	Managed by 3D Facilities

Check water temperature in cold water storage tanks and incoming mains supply	<input type="checkbox"/>	N/A
Drain and clean water storage tanks and cylinders	<input type="checkbox"/>	N/A
Service and disinfect base exchange water softeners	<input type="checkbox"/>	N/A
Inspect and service hot water blending valves and inspect hot water calorifiers internally for damage	<input type="checkbox"/>	N/A
Check waste pipes, surface water drainage and above-ground drainage systems for damage and blockages	<input checked="" type="checkbox"/>	Carried out by BSM
Review water risk assessment and ensure previous actions have been carried out	<input type="checkbox"/>	N/A
Carry out fire risk assessment or assessment review and check that actions have been carried out	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Competent person to inspect and maintain firefighting equipment (including fire extinguishers, sprinkler system, fire blankets, hose reels)	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Contractor to service fire alarm system	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Facilities for the fire service maintained and tested (including dry risers, access for emergency vehicles, emergency switches for installations)	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Check school evacuation plan is up to date	<input checked="" type="checkbox"/>	Managed by SBM
Conduct accessibility audit and update access management plan	<input checked="" type="checkbox"/>	Managed by SLT
Audit risk assessments to ensure they are fit for purpose; create, update or replace as necessary	<input checked="" type="checkbox"/>	Managed by SBM
Review care plans for individuals with complex medical needs	<input checked="" type="checkbox"/>	Managed by SLT
Deliver a general health and safety briefing to all staff	<input checked="" type="checkbox"/>	Managed by SLT

Ensure that first aiders' training is up to date and ensure refresher courses have been completed by those that require them	<input checked="" type="checkbox"/>	Managed by SLT
Service oil- and gas-powered heaters	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Service powered ventilation	<input type="checkbox"/>	N/A
Service local exhaust ventilation such as fume cupboards and wood dust extraction systems	<input type="checkbox"/>	N/A
Inspect air conditioning for 'certification inspection'	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Service catering equipment and check safety valves	<input type="checkbox"/>	N/A
Review inventory of chemicals	<input checked="" type="checkbox"/>	Carried out by BSM
Asbestos surveyor to re-inspect school site and carry out risk assessment	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Ensure asbestos management plan is up to date	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Service goods lifts and hoists	<input type="checkbox"/>	N/A
Inspect and repair outbuildings	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Inspect any residential accommodation, including caretaker's housing	<input type="checkbox"/>	N/A
Check all relevant commissioning, testing and inspection certificates are stored safely and are up to date	<input checked="" type="checkbox"/>	Managed by BSM
Review tree safety survey report for outstanding actions	<input type="checkbox"/>	N/A
Review all storage arrangements, including those of gas bottles and highly flammable materials	<input checked="" type="checkbox"/>	Managed by BSM
Conduct general health and safety audit and ensure actions from previous year's audit and governors' termly health and safety check have been completed	<input checked="" type="checkbox"/>	Managed by SBM

## Every 2 years

TASK	COMPLETE?	COMMENTS/ACTIONS
Review health and safety policy (to be signed by headteacher and chair of governors)	<input checked="" type="checkbox"/>	Managed by SLT
Review lettings policy	<input checked="" type="checkbox"/>	Managed by SBM

## Every 3 years

TASK	COMPLETE?	COMMENTS/ACTIONS
Asbestos authorised officers to attend refresher training courses	<input checked="" type="checkbox"/>	SBM and BSM

## Every 5 years

TASK	COMPLETE?	COMMENTS/ACTIONS
Test fixed wiring and all distribution boards	<input checked="" type="checkbox"/>	Managed by Lunar Electrical
Contractor to pressure-test oil line pipework	<input type="checkbox"/>	N/A
Air conditioning system to be inspected by an energy assessor	<input checked="" type="checkbox"/>	Managed by 3D Facilities
Staff operating and managing swimming pool to refresh relevant training	<input type="checkbox"/>	N/A