



# School Premises Management Handbook Annex E

# Annex E

## Catering equipment



### Roles and responsibilities

The Governing Body is responsible for:

1. Ensuring there is a life cycle approach to budgeting for medium term and/or more substantial equipment investment requirements, either through school funds and/or through the catering contract
2. Statutory tests, inspections, or servicing required are undertaken
3. Any non-compliance identified by tests, inspections, or services is urgently remedied

4. Recommendations from tests, inspections, or services are given due regard in the school's priority and budget setting processes
5. Undertaking maintenance as required to ensure continued safe use as set out in this section
6. Identifying and raising with the council any required works that fall within the council's responsibilities as set out in this section.

The council is responsible for:

1. Funding and managing works within its areas of responsibility as set out in this section.

The following table summarises the responsibilities of the school and council for kitchens and catering.

Topic / area	School	Council
Undertaking inspections/tests / servicing	Full responsibility	No responsibility
Equipment repair and replacement (including servery)	Full responsibility	No responsibility
Ventilation and extraction	Service, ongoing maintenance / repairs	Replacement/major refurbishment
Flooring	Full responsibility	No responsibility unless replacing as part of a major project
Utility infrastructure (water, gas, electrics)	Service, ongoing maintenance / repairs	Replacement/major refurbishment

Broadly speaking, if something needs doing approximately every 10 years or less, it is school responsibility. If it generally requires doing less frequently then it is council responsibility.

# Additional Resources

## Traded Services for Schools



[www.tradedservices.haringey.gov.uk/contacts](http://www.tradedservices.haringey.gov.uk/contacts)

## Haringey Governors Online

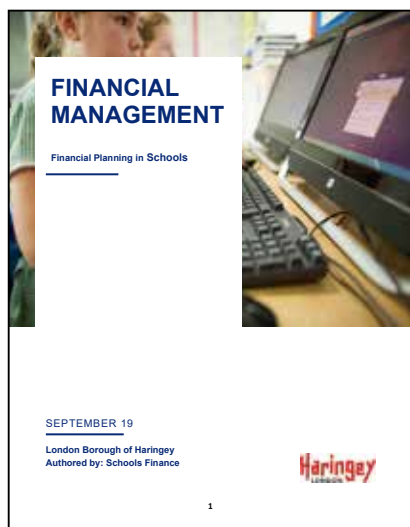


[www.governors.haringey.gov.uk](http://www.governors.haringey.gov.uk)

## School Financial Procedure Manual

This Manual contains operational guidance for schools' finance and related subjects.

Visit the school finance pages and download your copy at [www.haringey.gov.uk](http://www.haringey.gov.uk)



## Get in touch

### Corporate Landlord

Haringey Council  
Housing, Regeneration & Planning  
River Park House  
225 High Road  
London N22 8HQ



[capital@haringey.gov.uk](mailto:capital@haringey.gov.uk)



[www.haringey.gov.uk](http://www.haringey.gov.uk)

### Schools Finance team

Haringey Council  
Housing, Regeneration & Planning  
River Park House  
225 High Road  
London N22 8HQ



[s-SchoolsReturns@haringey.gov.uk](mailto:s-SchoolsReturns@haringey.gov.uk)



020 8489 4491



[www.haringey.gov.uk](http://www.haringey.gov.uk)

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Every effort has been made to ensure the accuracy of the content of this Handbook at time of publication.