



School Premises Management Handbook

Annex A

Annex A

Information about required inspections or equipment testing or servicing

NOTE: This is offered for guidance only. It is the responsibility of the Head Teacher to ensure the inspection and testing regime at their school is compliant with requirements.

Asbestos

Plant / Equipment	Service Interval
Asbestos surveys for all the school premises	Every 5 years and updated after any works
Asbestos management plan	Annually and review prior to any works or subsequent to any asbestos incident or change in legislation
Asbestos re-inspections	Annually or more frequently depending on risk assessment recommendation or due to deterioration of asbestos containing material

Electrical

Plant / Equipment	Service Interval
CCTV	Annual
Electric heaters	Every 2 years or more frequently if required by risk assessment
Emergency lighting	Test monthly, annual service and certification
Extraction / ventilation fans	Clean annually
Fixed wire test	Every 5 years
Lightning conductor	Annual inspection
Non passenger lifts / platform lifts	Annual service and certification
Passenger lifts / platform lifts / hoists	Every 6 months
Portable Appliance Testing (PAT)	Every 2 years or more frequently if required by risk assessment
Powered / automatic gates	Every 12 months plus safety checks by school at intervals depending on frequency of use
Powered pedestrian doors	Every 6 months plus safety checks by school at intervals depending on frequency of use
Roller shutters	Annual inspection
Security alarm	Monitored test every 6 months; Annual inspection and certification

Fire	
Plant / Equipment	Service Interval
Fire alarm	Test weekly, annual service and certification
Fire doors	Annual
Fire evacuation practice	At least each term
Firefighting equipment	Annual servicing and certification
Fire risk assessment review	Annual
Fire service facilities (including risers, shutters, fixed fall arrest systems)	Annual
Fire sprinklers	Annual

Gas	
Plant / Equipment	Service Interval
CO2 emissions	Annual
Gas appliances	Annual
Gas supply shut off valve	Annual
Gas tightness	Annual testing of supply
Kiln servicing	Annual testing of appliances and flues

Kitchen	
Plant / Equipment	Service Interval
Catering extract systems	Annually servicing; termly cleaning of extraction filters; annual deep clean of extraction system
Commercial catering equipment	Annual
Laundry equipment	Annual

Mechanical	
Plant / Equipment	Service Interval
Air Conditioning plant	Twice yearly inspections, maintenance and certification
Air conditioning systems	An annual certificated inspection must be completed to make sure that there is no leakage of refrigerant
Boiler plant	Annual
Ventilation systems	Annual

Specialist equipment

Plant / Equipment	Service Interval
Drama and stage lighting	Annual
Design and technology equipment	Annual
External play equipment	Annual
Fume cupboards / exhaust ventilation	14 monthly
Grounds and trees	3 yearly
Internal gym equipment	Annual
Ladder / scaffold tower inspection	Termly
Minibuses	As required by manufacturer
Playground equipment	Annual
Pottery kilns	Annual
Pressure vessels	Annual
Radioactive source inspection and leak tests	Annual
Rollershutters	Annual
Swimming pools (microbiological water testing), including hydrotherapy pools	Subject to assessment but at least annually, monthly testing for hydrotherapy pools
Swimming pools (equipment)	Service in accordance with manufacturer's guidance
Games pitch (i.e. astroturf / MUGA) - lighting	Annual

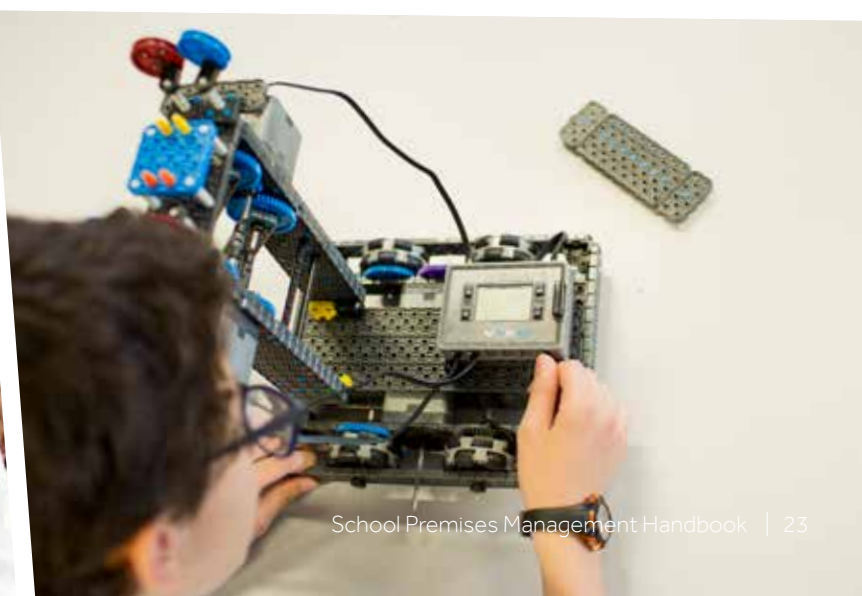
Water

Plant / Equipment	Service Interval
Legionella testing/water hot and cold testing	Annual inspection, monthly checks
Legionella Risk Assessment	Update depending on the state of the water system. The competent person (contractor) will advise how often the water risk assessment should be done. If in doubt, or if there is no guidance, then every 2 years
Water flushing (dead legs and unused taps)	Weekly

NOTE: If the school has residential accommodation, it must ensure the inspections and servicing requirements of a landlord of residential properties are complied with.

NOTE: Zurich Municipal (the council's insurers) will undertake inspections to passenger lifts, hoists, lifting equipment, pressure vessels (including pressurised steam ovens) and local exhaust ventilation systems. The council's insurance section should be notified to any changes and/or acquisitions of these types of equipment to

✉ insurance@haringey.gov.uk



Additional Resources

Traded Services for Schools



www.tradedservices.haringey.gov.uk/contacts

Haringey Governors Online

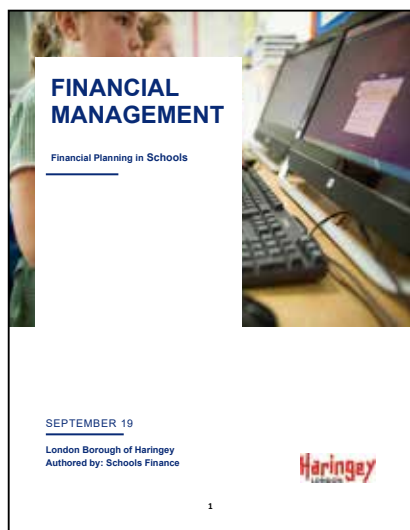


www.governors.haringey.gov.uk

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



Get in touch

Corporate Landlord

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



capital@haringey.gov.uk



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



020 8489 4491



www.haringey.gov.uk

If you would like this publication in a different format, such as large print, please write to us at: Corporate Landlord, Housing, Regeneration and Planning, Haringey Council, River Park House, London N22 8HQ.

Copyright Haringey Council 2020

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