



Suffolk County Council

Core Service Packages Health and Safety Service Level Plan

For Maintained Schools

.....
(The premises)

.....
(Date)

The duty of the responsible person is to ensure the effective management of the services agreed in this SLP.

The Premises Responsible person:

Name (Print): Position: Headteacher.....

Signature: Date:

Email: Tel No:

The person with overall responsibility on behalf of Corporate Property is Assistant Director, Corporate Property.

January 2015

Version 4

Prepared by Property Management

This document is produced in large print. We will, on request, produce this service level agreement, or particular parts of it, in other languages and formats, in order that everyone can use and comment upon its content.

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INTRODUCTION

Suffolk County Council (SCC) is committed to fully comply with the Health and Safety at Work Act (1974) and to meet specific provisions of regulations under Legionella, Asbestos and Fire Safety, which is set out in SCC Premises Health and Safety Service Level Agreement Policy – HS48

SCC requires all County Council maintained schools to have completed a service level document for premises related safety to ensure that all those who are responsible for managing premises meet the requirements set out in the regulations

Corporate Property, Property Management delivers Landlord Responsibility Services (detailed in section 1) across a countywide portfolio to ensure Suffolk County Council carries out its landlord responsibilities in accordance with statutory compliance and health and safety legislation.

The purpose of this Service Level Plan (SLP) is to

- identify those property related responsibilities to be managed by the responsible person locally
- identify those responsibilities to be managed centrally by Corporate Property
- identify mandatory servicing, inspections and checks that must be carried out
- identify a responsible person, or persons, in each maintained school to ensure clarity of responsibilities,
- identify training for the responsible person(s) to undertake their role;

This document refers to SCC maintained schools

Property Management

De-delegated (budget provided)	Landlord Responsibility Services	Property Management deliver the Landlord Services detailed in Section 1
Delegated (Funded from Schools delegated budgets)	Core and Core Plus (Core +) Service Package (costs bespoke to individual school)	Managed on behalf of school by Property Management when the School subscribes. Detailed in Section 2
	Premises Responsibility/Local responsibility (Pay as you go)	Must be managed locally. Detailed in Section 3. Property services available from Property Management or Procurement led contracts on a Pay As You Go basis.

The SLP is between the named premises and Property Management as stated on the front page of this document.

This agreement requires the responsible person named on the front page to agree the following:

- Which testing and inspection regimes are relevant in the premises (Appendix 2)
- The local responsibilities that will be carried out. (Appendix 3)
- Which responsibility Services will be undertaken at the premises by which nominated person? (This must be recorded in Appendix 4.)

The checks, monitoring and servicing are required to ensure compliance with relevant health and safety legislation

The agreement once signed will run for a minimum period of 1 year, any changes of the responsible person or the statement of responsibility must be notified to Property Management

SECTION 1

LANDLORD RESPONSIBILITY SERVICES

Property Management carries out SCC's 'landlord responsibilities' as agreed with Children and Young People Services (CYP) as set out in this document.

Property Management will:

- Undertake annual asbestos condition reviews
 - Maintain an asbestos register
 - Provide management support in case of an incident involving asbestos
- Undertake annual maintenance reviews
- Complete Building condition surveys
 - Develop buildings maintenance rolling programmes
- Provide and maintain a fragile roof register
- Provide and maintain a confined spaces register
- Provide professional and technical property advice and support
- Manage and advise on legislative changes affecting the portfolio
- Provide premises Asset Management Plans to support CYP planning and reporting requirements

1. Asbestos Management: 1 annual visit; duration 1 to 3 days

To comply with legislation "Control of Asbestos Regulations 2012" the Corporate Property Advisor (CPA) will undertake an annual review of the asbestos management plan and survey the condition of Asbestos Containing Materials (ACM). The annual review will be undertaken within the same month as the dated Asbestos plan unless re-negotiated by the school. Where new or changed ACM condition is identified, algorithm sheets will be completed by the CPA. The CPA will provide an updated asbestos register and will update SCCs online asset database K2, which the school has access to.

The register comprises

- Schematic drawings
- All annual asbestos reports
- Risk assessments
- Asbestos survey results
- Waste transfer certificates for removal of onsite ACM

The updated asbestos report will be made available online via SCCs online asset database K2, and will be delivered to premises manager/responsible person. It must be retained in the asbestos log book on site. The on-site register enables contractors to undertake work in a safe and effective environment.

This service will be via a pre-planned site visit, of duration between one and three days depending on the size and condition of the school. Where significant changes have occurred, the end to end process from survey visit to delivery of the asbestos report, can be up to 60 days. Where changes have occurred or immediate action needs to be taken, the CPA will bring this to the attention of the Premises Responsible Person whilst on site. This will allow appropriate action to be taken immediately.

SCC Asbestos Management Plan, procedures and working forms can be found here:

[https://suffolknet.sharepoint.com/sites/myscc/myjob/healthandsafety/Documents/Policies/HS48 SLAs \(1.1\).doc](https://suffolknet.sharepoint.com/sites/myscc/myjob/healthandsafety/Documents/Policies/HS48 SLAs (1.1).doc)

2. Maintenance Review: 1 annual visit; duration ½ to 1 day

Property Management will undertake an annual audit of statutory maintenance to ensure compliance and responsibilities are being met on site. The School Premises Log book, a statutory requirement for which the school is responsible for keeping updated, is audited to

ensure hand written documentation and certification, or is available on-line, is in place and any actions/issues identified during service visits have been actioned/resolved. Prior to the visit the CPA will check for records of inspection and servicing which are available from the Contractors data records. They will match these records with any that are found in the Premises Log Book. If there is any discrepancy, the CPA will either update the Premises Log Book with up to date information, or report back to the Contractor the nature of the discrepancy, in order that the Contractor can rectify. This annual maintenance review also includes ensuring fragile roofs are identified and added to the SCC Fragile Roof Register.

During the audit the CPA will identify additional fixed assets that the School may have installed which have not been included in the servicing plan, and identify missing/un-auditable evidence and rectify with the SCC Contractor or, where Schools have employed their own Contractors, with the Premises Responsible Person on site. This audit is an opportunity to ensure responsibilities are outlined to site staff. On completion of the visit both the CPA and Premises Responsible Person will sign off the form as the record of the visit.

Where the School is serviced by Corporate Property's Core Maintenance buy back services: The CPA will report any requirements to the SCC Contractor where the maintenance has not been carried out.

Where the School has arranged its own maintenance Contractors or direct with Property Management contracts:

The CPA will report any requirements to the named Premises Responsible Person on site where the maintenance has not been carried out. However, the form shall be completed as found; no adjustments made if the evidence is not found on site or via an alternative source. The CPA will not check the competence of your own appointed contractors.

The Corporate Property Advisor shall investigate and provide the information on the Maintenance Review as detailed in the quality management procedure QM WF1710.

This service will be via a site visit of duration between half and one day, pre-planned with the school.

3. Building Condition Survey and Review: 1 annual visit; duration 1 to 5 days

Property Management will undertake an annual review of building condition. Condition survey elements will be assessed and prioritised following the format outlined by DfE Asset Management Plans: Condition Assessment, guidance note issued in April 2000.

The last survey will be reviewed to update the following items:

- Condition of all elements
- Priority of works identified
- Quantities for work identified e.g. area of roof
- Estimated budget for works*
- Consideration of "green improvements"

The condition survey data will be used to develop the Capital Condition Programme for prioritised expenditure from SCC retained capital budget and should also be used as a basis for the School development plan

During the survey, if any new areas/alterations or amendments do not appear on the floor plan, these are to be noted, with measurements, for the plan to be updated. The building plan will be passed to a Property Management CAD Technician to allow for updating on the system.

On completion of the survey the CPA will provide the Premises Responsible Person with a de-brief of the findings and inform them how to use the Condition Survey. They may choose to arrange a more suitable time to de-brief the Premises Responsible Person, depending on

the schedule of the visit.

This service will be via a site visit of duration between one and five days depending on the size and condition of the school, pre-planned with the school.

The Condition Survey report is available as a live document through the K2 Schools Portal. This can be viewed, printed and downloaded through the web-based system.

**This budget figure is for high level prioritisation only; costs will be known when works are scoped and consequential works identified*

4. Display Energy Certificates (DEC)

Property Management will ensure that School buildings with floor areas of more than 1000m² (10,760ft²), will be provided with a Display Energy Certificate (DEC) which will be updated annually if there are any changes to the floor area. The regulations apply to individual buildings, so School sites with several large buildings will need more than one certificate. Similarly, where individual buildings, for example smaller blocks and temporary classrooms are each less than 1000m² a DEC is not required even if the total floor area of the school exceeds 1000m². Advisory reports are valid for 7 years. As they become ready for renewal, Property Management will implement a programme on an individual basis.

School buildings between 500 to 1000m² require a certificate and advisory report which is valid for 10 years. The certificate for this size of premises does not get renewed annually and is valid for 10 years.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/50268/A_guide_to_energy_performance_certificates_for_the_construction_sale_and_let_of_non-dwellings.pdf

The above link is from the department of energy and climate change, which provides an explanation of what and why an EPC is required.

For information: Energy Performance Certificates (EPCs) An Energy Performance Certificate (EPC) is additionally required when a building is constructed, sold or let. The EPC rating shows how the building has been constructed, not how it is used. See Energy Performance of Buildings Directive (EPBD) webpage from CLG. What is this website?

5. Professional and Technical Property Advice and Support – 24/7

A locality based Corporate Property advisor (CPA) will be designated to your school to undertake the asbestos, condition and maintenance reviews, and will act as your first port of call for all premises related issues. The CPA will be available via telephone, email and face to face contact. All CPAs will have disclosure and barring service (DBS) checks.

Property Management will provide professional and technical property advice and support 24/7. Including front line support in case of premises breakdowns that threaten school closure and will provide emergency response for incidents e.g. fire, flood, asbestos breakout.

6. Premises Management Training

Property Management has developed a unique Premises Management Training course to improve staff competency in premises management and to ensure any property related risks at your site are recognised and mitigated efficiently.

The course content provides understanding of:

- your roles and responsibilities within your premises

- the roles and responsibilities of Property Management
- information on asbestos, fire management and electrical risks
- your responsibilities regarding water hygiene and confined spaces
- the process for control of contractors
- the facts regarding Construction, Design and Management (CDM) regulations
- how to use the premises log book plus general housekeeping
- Requests for permission to locally undertake building work and the Service Level Plan (SLP) for Premises Management

With full participation and understanding you should be able to:

- discharge your Health & Safety responsibilities regarding your property
- know who to contact for advice and information regarding property issues.

Premises Management Training is mandatory for all SCC employees with responsibilities for management of premises. The training is carried out at various venues around the County. There is an e-learning module which must be completed before attendance at one of the face to face events. Information can be found at:

<http://suffolk.learningpool.com/course/index.php?categoryid=51>

7. Online Asset Management Data

Property Management manages all asset management data on behalf of SCC and holds the data in the K2 asset management system. The system enables us to monitor statutory Health and Safety compliance within our premises.

Along with the K2 asset management system, Property Management has developed the K2 Schools Portal, which can be accessed through Schools' Choice. The K2 Schools Portal enables Schools to view the asset data we hold on their premises through a convenient web interface.

The K2 Schools Portal supplies premises with easy to access data on sufficiency, suitability, building components, asbestos condition and maintenance reports as well as building and asbestos plans, which can all be used when compiling Asset Management and Schools Building Development Plans.

The suitability and net capacity information available through the K2 Schools Portal, when combined with the buildings plans also available through the portal, enable Schools to plan for future increases in the demands on School capacity and to make the greatest use of their resources through minimum expenditure.

Reactive Maintenance calls can also be raised through the K2 Schools Portal 24/7, which also allows properties to track the status of their calls so they can estimate timeframes on the handling of their calls.

8. Added Benefits

The information and data collected from the Asbestos, Condition and Maintenance reviews and frontline interaction, directly informs the prioritisation of SCC capital maintenance programmes. This data is used to develop our understanding of the estate for effective specification of requirements for specialist maintenance of mechanical, electrical and building fabric contractors. These contractors will deliver the Planned Preventative Maintenance (PPM) schedules of statutory test and inspections and reactive response to breakdowns which are offered to Schools via the Schools Core and Core Plus Maintenance packages.

SECTION 2

CORE SERVICE PACKAGE

Property Management offers schools the opportunity to buy-back, on an annual basis, a core service package for the fixed plant and equipment outlined in Appendix 2, which require servicing by a competent and qualified person. These services are provided through Property Management who will co-ordinate and manage the contractor frameworks to ensure work is carried out by appropriately qualified staff to the standards required.

The Core Service Package offers:

- 5 yearly electrical testing and inspection, including C1 (category 1) repairs in accordance with Guidance Note 3: BS7671.
- A planned preventative maintenance programme, **not** including repairs.
- A 24 hour, 365 day emergency response service. The response pot can be used for any event.
- The response Pot can be used for anything the school wishes to spend it on in respect to premises maintenance. However when it is used up an additional sum will need to be purchased or the school will need to order work on a Pay As You Go basis
- Fully audited and DBS checked contractors
- A fixed plant and equipment asset register

Core Plus (Core +) Service Package

Property Management offers schools the opportunity to buy-back, on an annual basis, a core plus service package for the fixed plant and equipment outlined in Appendix 2, which require servicing by a competent and qualified person. These services are provided through Property Management who will co-ordinate and manage the contractor frameworks to ensure work is carried out by appropriately qualified staff to the standards required.

The Core Plus (Core +) Service Package offers:

- 5 yearly electrical testing and inspection, including C1 (category 1) and C2 (category 2) repairs in accordance with Guidance Note 3: BS7671.
- A planned preventative maintenance programme.
- A 24 hour, 365 day emergency response service to **make safe, isolate**. The response pot can be used for any event.
- The response pot can be used for anything the school wishes to spend it on in respect to premises maintenance. However when it is used up an additional sum will need to be purchased or the school will need to order work on a Pay As You Go basis
- Fully audited and DBS checked contractors
- A fixed plant and equipment asset register
- Annual Guttering Clearance in accordance with the Working at Height Regulations 2005
- Annual Inspection of external lighting, including cost of lamp replacement.
- Annual Inspection of surface water drainage and flush through if required. However if blockages are found to be caused by misuse, the school will need to fund them.
- A comprehensive Fire Risk Assessment and Report

The above Service Packages cannot be provided unless the Landlord Responsibility Services have been purchased.

The above core maintenance packages are chargeable and offered to schools to buy-back from Property Management on an annual basis via Schools Choice website. Schools will commit to the service on a non-refundable annual membership basis. Schools may leave during the membership year by the written submission of a 6 months' notice to quit however; funds will remain in the scheme. Any School wishing to re-join, the annual membership will

be charged, also a re-joining fee, following a review of the school buildings, before being accepted.

If in the following year a school leaves the scheme, and the 5 year Electrical Testing or Gas Pressure Testing has been carried before the school has completed five years in the scheme, the remaining balance of the full cost of the work will either be deducted from any outstanding value or the school will be invoiced for the remaining amount.

When Schools convert to Academy status during the membership year and, where the Core Maintenance Package is to be continued, a pro-rata refund will be made to the school and the Academy will be re-charged the equivalent amount.

Property Management will set up and manage contract arrangements with our service partnering contractors to undertake comprehensive servicing for all fixed electrical and mechanical plant, equipment and lifts. Property Management will ensure compliance with relevant statutory and regulatory obligations, in line with relevant health and safety policies and guidance.

The inspection and testing regimes and schedules of frequency are outlined in Appendix 2. The servicing, inspections and testing will be undertaken at statutory, regulatory and recommended frequency for all identified plant and equipment. Property Management will keep these frequencies and categories under continuous review.

For schools **not** using the core maintenance packages, the **Premises Responsible Person** is responsible for ensuring that all the relevant servicing is carried out and work is completed to the standard required by Corporate Property.

A copy of all service records must be retained in the premises log book or made available on-line.

SECTION 3

PREMISES RESPONSIBILITIES

It is essential that premises Health and Safety related matters are managed effectively by the Responsible Person. For schools this is relatively straight forward as the Headteacher is the designated premises responsible person.

In schools this agreement will provide the formal record of who holds which elements of the responsibility. It is therefore the responsibility of the Headteacher to ensure the following tasks are undertaken:

- To inform Property Management of any core and/or supplementary services NOT undertaken by Property Management contractors when expected.
- To control access to the site.
- To make arrangements including delegation and cover that reliably fulfils the local responsibilities.
- To liaise and co-operate with other services and agencies that jointly occupies the premises, so that each fulfils its own responsibilities in respect of the use and management of the premises. This includes coordinating emergency and evacuation procedures.
- To ensure staff undertaking premises' related tasks are competent to do so and, where appropriate, have suitable training.
- To maintain records in the premises log book of the core, supplementary and local services undertaken.

When a site is shared between different organisations the local responsibilities can be shared between the respective occupiers concerned. An agreement must be reached between all the occupiers concerned to ensure clarity of responsibilities and budget provision.

Any additional arrangements or information agreed by the services sharing the premises should be detailed on the notes page at the back of this document (Appendix 5).

LOCAL RESPONSIBILITY – THE RESPONSIBLE PERSON

The **Responsible Person** is responsible to ensure that the relevant checks, monitoring and maintenance listed in the Appendices to this document are carried out.

The Local Responsibilities refer to those duties and activities which the premises Responsible Person **must** ensure are carried out and provided locally. SCC has a duty to ensure such responsibilities are discharged appropriately. These duties may be delegated by the Responsible Person to service staff as part of their normal routine.

These responsibilities include:

- Inspection, testing and servicing of non-fixed equipment, play equipment, educational equipment and trees
- Risk Assessments for: fire, swimming pools, use of the premises, equipment, H&S issues
- Daily, weekly and monthly water hygiene tasks
- Asbestos Onsite Monitoring
- Daily and weekly and monthly testing to fire systems including exit routes.
- Pest Control
- Appointment of First Aider's/ Appointed Persons
- Provision of First Aid Box(es)
- CCTV Monitoring
- Named responsible person **must** ensure sufficient numbers of staff are trained as Fire Wardens appropriate for the premises and risk,

The full schedule and frequencies can be found in Appendix 3.

A copy of all service records must be retained in the premises log book or made available on-line. The log book should be kept in the reception area of the premises.

Where premises staff are used to carry out any of these duties the Responsible Person **must** ensure that they are competent to do so, relevant training courses are available on [MY SCC](#) or through MYHR.

Many of the above services can be provided through SCC either via Corporate Property, Property Management This will provide the user with vetted and approved contractors. Alternatively the School can engage their own competent and qualified provider. Schools must expect to pay for all Pay As You Go Services as additional costs since these are **not** included in the Core Service. The schedule of frequency can be found in Appendix 3.

PAY AS YOU GO

Further PAYG services are available from.

Property Management also provides a wide range of other services to schools on a Pay As You Go basis.

- All building related work by fully safety-audited contractors and designers
- External repairs and re-decoration
- Internal repairs and re-decoration
- Strategic master planning of buildings and site
- Feasibility studies on building projects
- CDM co-ordinator under Construction Design and Management Regulations (CDM) – a statutory health and safety requirement
- Environmental and Sustainable buildings expertise including energy efficiency measures and sustainable forms of heating
- Landscaping and external design services to get the best out of your external space
- Display energy certificates
- Air Conditioning Survey
- Landlord and Tenant for your licences and lettings
- Acquisitions and disposals
- Rating advice and appeals
- Health and Safety training courses
- Project Management
- Planning Submissions
- Environmental Checks
- Design for all minor works and building services projects.

REVIEW

The SLP **must** be reviewed by the premises and Corporate Property Adviser (CPA) on an annual basis and/or as and when there are changes to the responsible persons or those services that use the premises e.g. single use to multi use. Any changes must be notified to Corporate Property.

AMENDMENTS

The Pay As You Go Services and Local Responsibilities to be provided can be amended at any time by agreement between Property Management and the responsible person. Once this has been agreed the SLP will be updated and a copy kept in the premises log book.

CHARGING ARRANGEMENTS

Core Service Package and Core Plus Service Package Charges

Schools can notify their intention to purchase the core service packages offer via the Schools Choice website. .

Local Responsibility Charges

Where these services are provided through Property Management, a cost centre code at the time of ordering the work will be required.

CONTACTS

Property Management Locality Office
(Coastal, Ipswich and Lowestoft &
Waveney localities)

Telephone: 01502 674800

Email: building.repairsAH@suffolk.gov.uk

Property Management Locality Office
(Central, South Suffolk and West
localities)

Telephone: 01284 758680

Email: building.repairsWSH@suffolk.gov.uk

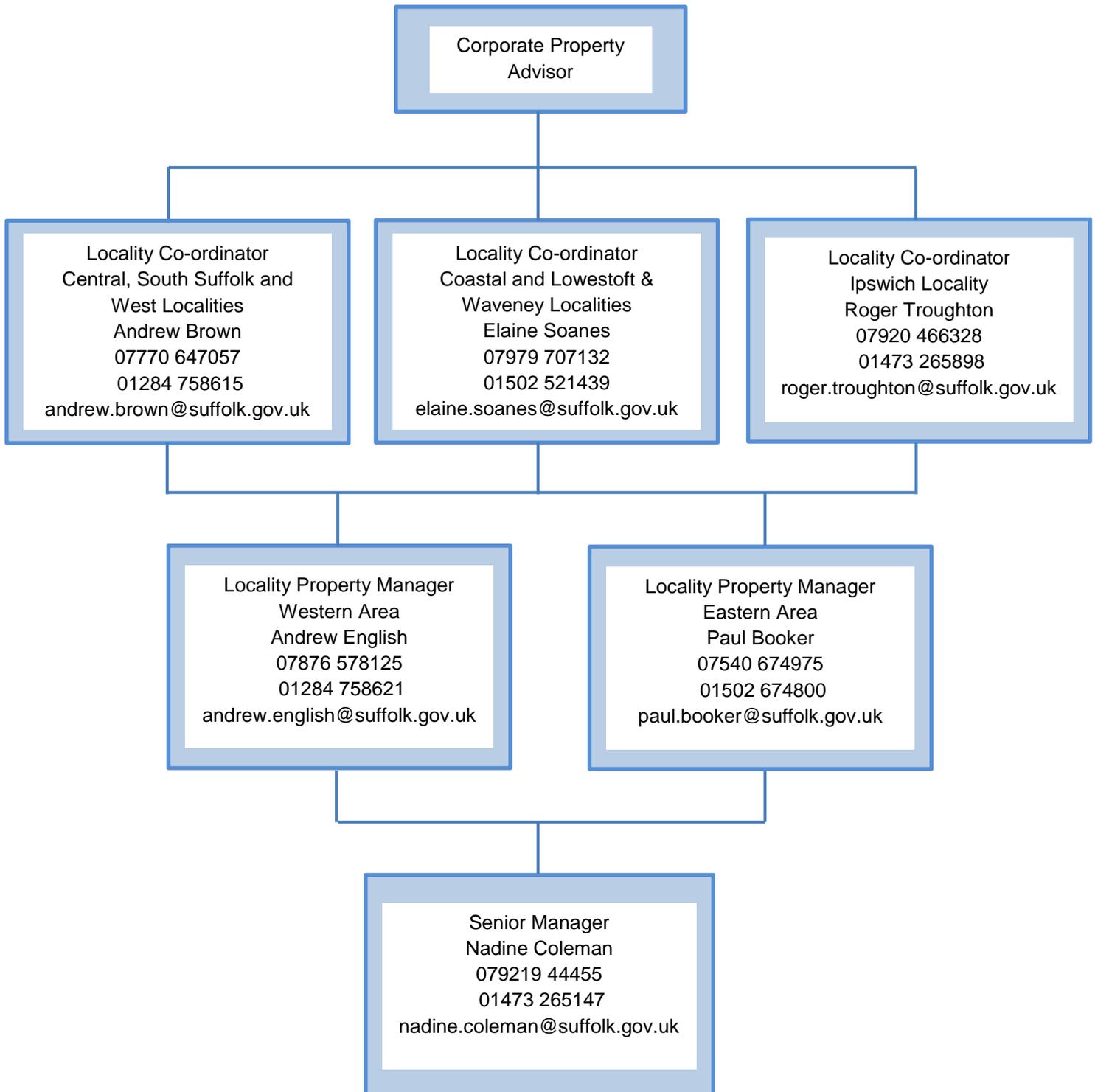
Escalation

The emphasis of our escalation procedure is problem solving by the staff who work directly with our customers. This involves trying to resolve customers' problems at the earliest possible stage and deal with them 'on the spot' or within a short space of time. Our Quality Management System encompasses escalation routes within each process. The escalation route, for all comments, compliments and complaints is as shown in the diagram below.

Suffolk County Council

Corporate Property – Client Support

Escalation process for property related services



Appendix 1 - Schedule of Frequency - Landlord Responsibility Services		
These services will be undertaken by Corporate Property		
	Frequency	Applicable to premises (Y/N)
Asbestos Condition Survey (annual check on condition of asbestos containing materials, provision of asbestos register)	Yearly	Y
Asbestos emergency response	As required	Y
Premises Condition Surveys	Yearly	Y
Maintenance Review	Yearly	Y
Confined space register – provide and maintain	As required	Y
Fragile roof register – provide and maintain	As required	Y
Premises Asset Management Plans to support CYP planning and reporting	As required	Y
Review of SLP	Yearly	Y

Appendix 2 – Schedule of Frequency
Test and Inspection Regime Core Maintenance Package
and Core Plus Maintenance Package

All servicing and inspection paperwork must be retained in the premises logbook or made available on-line.

These services will be managed by Property Management and carried out by a competent contractor if the school buys back this service. If any of these are not currently being undertaken but are applicable please notify your Property Advisor.

Schools choosing not to purchase the core maintenance package from Property Management must ensure that all of the applicable services below are carried out by a competent and qualified contractor organised by the school.

Note: - many of these core services are statutory requirements. Failure to undertake these could result in prosecution.

	Frequency	Applicable to premises (Y/N)
Natural Gas Installations	5 Yearly	
Inspection and Testing of Fixed Electrical Installations	5 Yearly	
Water Hygiene Risk Assessment	2 Yearly	
Fan Convectors, Unit Heaters, Perimeter (Skirting) Heating and Fan Assisted Electric Storage Heaters	Yearly	
Checking Dry Risers	Yearly	
Checking Fire Hydrants	Yearly	
Gas and Oil Fired Heater Appliances – Conventional / Balanced Flue	Yearly	
Gas and Oil Fired Boiler House Plant including the "Primary" side of direct Hot Water Boilers – Pressure Jet or Blown Gas Burners, Atmospheric and Boiler Flues	Yearly	
Gas-fired Absorption Chiller Air Conditioning	As per manufacturer's instructions	
Gas Fired Ceramic Plaque Infra-Red heaters	Yearly	
Nor Ray Vac Infra-Red Heating System	Yearly	
Heating Pressurization Units, including Mikrofill Units and Water Booster Pumps	Yearly	
Plenum Heating/Air Conditioning Systems – Ducted	Yearly	
Sump Pumps (Effluent) and their Pits	Yearly	
Fixed Water Chilling Machines	Yearly	
Building Management Energy Systems (BMES or BMS)	Yearly	
Kitchen Extraction Fan Servicing and Cleaning, with Ductwork Installations no longer than 2m (total length)	Yearly	
De-scaling Mixer and Shower Valve Installations	Yearly	
Testing of Underground Fuel Tanks and Lines	Yearly	
Servicing of a Wood Fuel Boiler	6 Monthly	
Fire Alarm System service	3 Monthly	

	Frequency	Applicable to premises (Y/N)
LPG Installations	Yearly	
Servicing of Engineering Plant Manually & Electronically Operated Door Service	Yearly	
Chimney Inspection	Yearly	
Lighting Conductors Inspection	9 Monthly	
Servicing and De-scaling of Modular Heating Boilers	Yearly	
Servicing for Air Conditioning Split Systems including Heat Pumps	Yearly	
Servicing Gas Fired Indirect Air Heaters with Pressure Jet Burners	Yearly	
Cleaning Ducted Air Systems with Ductwork more than 2m (in total length)	Yearly	
Servicing Water Softeners	Yearly	
Vehicle Exhaust Extraction Systems	Yearly	
Servicing of Fall Arrest Systems	As per to manufacturer's instructions	
Servicing Oil Fired Indirect Air Heaters with Pressure Jet Burners	6 Monthly	
Servicing of Engineering Plant – Passenger Lifts	6 Monthly (min)	
Ad-Hoc Supplementary Lift Service	Ad-Hoc	
Servicing of Engineering Plant – Platform Floor Lifts	6 Monthly	
Service and Maintenance Ultra Violet Disinfection Service	6 Monthly	
Servicing and Maintenance of Intruder Alarm Systems	6 Monthly	
Servicing and Maintenance of Generators	6 Monthly	
Emergency Lighting tests	6 Monthly	
Servicing of Engineering Plant Intruder Alarm Service Linked to police Unlinked	6 Monthly Yearly	
Summarisation, Winterisation and Servicing of swimming pool plant. (Items found on servicing are responsibility of premises with the exception of Special Schools).	Yearly	
Fixed hoists	6 Monthly	
Gutter clearing	Yearly	
External lighting inspection and replacement of lamps	Yearly	
Surface water drain flushing	Yearly	
Fire Risk Assessment	Yearly	

Appendix 3 – Schedule of Frequency – Local Responsibilities

The Local Responsibilities refer to those duties and activities that must be carried out and be provided locally at the premises. These duties may be provided by the local services/premises staff for which it can be a part of their day to day duties.

	Frequency	Action Required
Inspection and Testing of Portable Electrical Appliances (PAT Testing)	Yearly/as assessed per risk assessment	PAT test all consumer's electrical items (i.e. anything with a plug). A Property Management managed contract is available for this.
PV (Photovoltaic) System Maintenance	As manufacturer requirements	Specialist equipment following manufacturer's requirements. A Property Management managed contract is available for this.
Wind turbine maintenance	As manufacturer requirements	Specialist equipment following manufacturer's requirements. A Property Management managed contract is available for this.
Solar collector maintenance	As manufacturer requirements	Specialist equipment following manufacturer's requirements. A Property Management managed contract is available for this.
Fire Extinguisher Servicing	Yearly	Refer to the procurement catalogue for pre-approved SCC supplier details
Fire Sign Provision	Yearly	Refer to the procurement catalogue for pre-approved SCC supplier details
Gym Equipment Inspections	Yearly	Refer to the procurement catalogue for pre-approved SCC supplier details
Outdoor Play Equipment Inspections	Yearly	Refer to the procurement catalogue for pre-approved SCC supplier details
CCTV	Yearly	Refer to the procurement catalogue for pre-approved SCC supplier details
Tree Safety Checks	Yearly	This check should be carried out on all trees within the confines of the premises. This service can be contracted through County Grounds.
Swimming Pool Risk Assessment	Yearly	Risk assessment to be carried out on annual basis, this should be undertaken after the pool is summarised for the season. For further guidance see schools guidance on the schools portal.
Fire Risk Assessment	Yearly	To be completed and reviewed on an annual basis or when changes occur, see Fire Policy and Toolkit for further advice

	Frequency	Action Required
Fume Cupboards	Yearly	COSHH regulations, British Standard and Building Bulletin 88 require periodic checks on flow rates through fume cupboards and checks on the integrity of the extraction system. In addition, re-circulating fume cupboards require a filter check.
Beds	Yearly	Yearly inspections – See ACS guidance (see COLIN Health and Safety pages)
Check operation of RCD sockets	Yearly	Press button to ensure cut out operation works.
Stage Lighting	Yearly	
Compressors & Airlines	Yearly	
Hoists & Slings Servicing	6 Monthly	6 Monthly and pre-use visual checks must be completed – See ACS guidance (see COLIN Health and Safety pages)
Racking Inspections	6 Monthly	Visual inspections as assessed depending on use.
Provision and restocking of First Aid box(es)	6 Monthly	Premises are required to have either a first aider or an appointed person depending on risk assessment – further guidance available from the relevant Health and Safety advisor and/or First Aid Policy on COLIN. Boxes should be checked regularly appropriate for the use.
Showerhead De-scale/Disinfection	Quarterly/ Monthly as per premises risk assessment	As identified in the premises water hygiene risk assessment. To be recorded in the log book. If this is carried out in house the relevant staff must be trained and a COSHH risk assessment must be in place. The cleaning/flushing schedules to be recorded in the premises log book. Further guidance can be found in the Water Hygiene Management Plan.
Water Hygiene On site flushing regime	Weekly	
Water Hygiene Onsite Temperature Monitoring	Monthly	Monitoring to take place on a monthly basis, as identified in the premises water hygiene risk assessment. To be recorded in the log book. See the Water Hygiene Management Plan for further guidance on COLIN.
Emergency Lighting Testing	Monthly	Testing and checks to be carried out and recorded as identified in the fire risk assessment, for further guidance see Fire Policy and Toolkit.
Fire Hose Visual Checks	Monthly	
Fire Alarm Testing	Weekly	
Checking fire exits are clear	Weekly	
CCTV Monitoring	Weekly/Daily	Ensure tapes are replaced and retained as required.

	Frequency	Action Required
Swimming Pool Onsite Water Hygiene Monitoring	Daily	To be completed by the pool supervisor at least 3 times per day to monitor the quality of the water. For further guidance see Schools guidance on the Schools portal
Asbestos on-site management	Daily	Control access to site. Ensure contractors read and sign the register before commencing works. Ensure any locally managed or procured works follow the asbestos management plan.
Confined space on site management	Daily	Ensure staff adhere to the management plan. Control access to site. Ensure locally procured contractors read and follow the register and management plan.
Control of contractors	Daily	Control access to site. Ensure all locally procured/managed contractors follow SCC safety policies and applicable safety laws – e.g. for asbestos, CDM, confined space, COSHH, electricity, fire, gas, working at height, lifting operations, PPE, PUWER, workplace regs etc.
Pest Control	As required	If pest control is being managed in house the COSHH risk assessment must be in place and recorded.
Appointment of First Aider's/Appointed Persons.	As required	Ensure adequate number of first aiders are provided and training is kept up to date.
Appointment of Fire Wardens	As required in Fire Risk Assessment	Sufficient numbers of staff are trained as Fire Wardens appropriate for the premises and risk.
Lighting Consumables	As Required	Includes lights over 4m high
Swimming Pools Summarisation & Winterisation Water Quality	By risk assessment	Ensure water quality checks are carried out and necessary dosing / cleaning is carried out. A Property Management managed contract is available for this.
Spa Baths Water Hygiene (Specific advice must be obtained from Property Management prior to the purchase and full risk assessment must be in place).	By risk assessment	Specific requirements above manufacturer's requirements for non-domestic settings to be determined by bespoke legionella risk assessment. To be carried out at assessed frequencies. Property Management managed contracts can support this.
Asbestos On Site Monitoring	As per risk assessment	Local staff need to be aware of location of ACM's (asbestos containing materials) and the need to report damage to Property Management as part of onsite monitoring, see Asbestos Management Plan for further details.

	Frequency	Action Required
Safe system of work	By risk assessment	Responsible person must assess to ensure that the way your staff/pupils/customers interact with the premises is safe

Appendix 4 - Statement of Responsibility

I have read and fully understand the responsibilities of the responsible person as outlined in this SLP.

I confirm that the following services will be undertaken at premises by the people nominated as stated below. I understand that there will be a charge for services not carried out in house.

Premises Responsible Person: Date:

Services to be undertaken	Frequency	Please Tick			
		Own Service Staff	Property Management (Internal)	Contractor through SCC	Other Contractor
All Landlord Responsibility	As per Appendix 1				
All relevant Core/Core + Maintenance Packages	As per Appendix 2				
Local Responsibilities	Safe systems of work	By risk assessment			
	Inspection and Testing of Portable Electrical Appliances (PAT Testing)	Yearly/as per risk assessment			
	Swimming Pools Summarisation & Winterisation Water Quality	Yearly			
	PV (Photovoltaic) System Maintenance	As manufacturer requirements			
	Wind turbine maintenance	As manufacturer requirements			
	Solar collector maintenance	As manufacturer requirements			
	Fire extinguisher servicing	Yearly			
	Fire Sign Provision	Yearly			
	Gym Equipment Inspections	Yearly			
	Outdoor Play Equipment Inspections	Yearly			
	CCTV	Yearly			
	Tree Safety Checks	Yearly			
	Swimming Pool Risk Assessment	Yearly			
	Fire Risk Assessment	Yearly			
	Fume Cupboards	Yearly			
	Beds Servicing	Yearly			
	Hoists & Slings Servicing	6 Monthly			
Racking Inspections	6 Monthly				

Provision and Servicing First Aid box(s)	6 Monthly				
Showerhead De-scale/Disinfection	Quarterly/ Monthly as per risk assessment				
Water Hygiene Onsite Temperature Monitoring	Monthly				
Swimming Pool Onsite Monitoring	Monthly				
Spa Baths on site monitoring	By risk assessment				
Asbestos On Site Monitoring	As per risk assessment				
Asbestos On Site Management	Daily				
Confined Space On Site Management	Daily				
Control of Contractors	Daily				
Emergency Lighting Testing	Monthly				
Fire Hose Visual Checks	Monthly				
Fire Alarm Testing	Weekly				
Checking fire exits are clear	Weekly				
Pest Control	As required				
Appointment of First Aider's/ Appointed Persons, first aid kits.	As required				
Appointment of Fire Warden	As identified in the Fire Risk Assessment.				
CCTV Monitoring	Weekly/Daily				
<i>Please ensure a copy of this SLP and Appendix 4 - Statement of Responsibility is kept in premises log book</i>					

Appendix 5 - Notes

Please use this notes area to record any local arrangements and/or understandings of how the Service Level Agreement will be implemented within the premises.