Building Maintenance, Health and Safety Schedule: The Queen's CE Primary School

Interval Inspection Key		
Internal premises staff	I	Mandatory
External contractor	E	Recommended
		Optional

Document Register Key	
Document not in place.	
Action required soon.	
Document in place.	

Interval of inspection/maintenance

Area	By whom	Daily	Weekly	Monthly	Quarterly	6 monthly	Annual	3 year	5 year	Other	Mandatory certification/documentation	Certification status	Notes	Name of external Contractor	Cost
Asbestos															
Management Survey															
Fire															
Fire Risk Assessment	Competent Person						E			E	Fire Risk Assessment		Requirement to update and review as per RA or on significant change including personnel		
Fire Detection System	Internal/External		I				E				Fire Alarm Test Certificate				
Fire Extinguisher	Internal/External		I				E		E	E	Test Certification		Annual, 5 and 10 year inspections		
Fire Escape Routes	Internal	I	I												
Fire Doors	Competent Person		I	I							Records		Test hold opens and condition of fire doors and record		
Fire Shutter	Competent Person					I	E				Records		6 month test, annual maintenance		
Water/Drainage															
Legionella risk assessment	External									E	Risk Assessment		Review every two years		
Periodical inspection of underground drainage	External								E		CCTV Survey Report		5 year inspection		
Rainwater harvesting system	External						E				Maintenance Record		Annual inspection		
Lift															
Platform Lift	External					E					Inspection Report				
Electrical															
Lightning protection	External									E	Test Compliance Certification		11 month cycle to allow testing in each month		
Fixed electrical	Internal/External								E	E	Periodical test report		Certification also on significant changes to system		
Electrical PAT testing	Internal/External					I	E				Records		6 monthly visual inspection and log, 12 monthly full inspection and test		
Electric powered doors	External					E	E				Records		Service every 6 months, inspect and test 12 months		
Electric powered gates	Internal/External					I	E				Records		Service every 6 months, inspect and test 12 months		
Emergency lighting	Internal/External		I	I			E				Annual Test NICEIC Certificate		Monthly test and record, annual full 3 hour load test.		
Intruder alarm	External					E	E				Inspection Report				
CCTV	External						E				Inspection Report				
Door access controls	Internal			I											
Disabled WC alarms	Internal			I							Records				
Photovoltaic panels	External						E				Records		As manufacturers instructions		
Practical Room electrical cooking equipment	External						E				Records		As manufacturers instructions		
Door maglocks	Internal						I				Records				
Other															
Ladder check	Internal					I					Records				
Fall arrest system	External						E				Inspection Report				
First aid equipment	Internal						I				Records				
Play / PE equipment	Internal/External		I		I/E		I/E				Records		Weekly log book internally, other nspections by staff if trained or external contractor.		
Tree Safety	Internal						E				Risk assessment review		Risk assessment required not seen?		
Energy	External						E				Display Energy Certificate				
Access Audit	External							E		E	Access Audit Report				
Substances hazardous to health (CoSHH)	Internal						I				COoSHH Risk Assessment		Annual audit		
Mechanical services															
Air Handling units	Internal/External			I		E	E								
Comfort cooling & Air Conditioning	Internal/External			I			E				F Gas Records				
Dosing Set	Internal/External			I			E				Maintenance Records				
Ductwork	External						E				Maintenance Records				
Extract Fans	External						E				Maintenance Records				
Heat Recovery Units	External						E				Maintenance Records				
Fire Dampers	External						E				Maintenance Records				
Float operated valves	Internal		I	I							Maintenance Records				
Gas mains	Internal	I	I								Gas Certification				
Heating pressurisation units	Internal/External		I			E					Maintenance Records				
indicating gauges	Internal/External		I	I		E					Maintenance Records				
Insulation	Internal/External			I			E				Maintenance Records				
Low Pressure hot water boiler/flue	Internal/External		I	I			E				Maintenance Records		by Gas Safe Engineer		
LPHW Pump Sets	Internal/External			I			E				Maintenance Records				
Heater Batteries	Internal/External		I	I			E				Maintenance Records				
Pipework Fittings and Valves	Internal/External		I	I			E				Maintenance Records				
Radiators	Internal/External		I	I							Maintenance Records				
Safety relieve valves	External					E	E				Maintenance Records				
Ventilation grilles	Internal		I	I							Maintenance Records				
Acoustic control dampers	External						E				Maintenance Records				
Catering Equipment	External						E				Records		Examination, testing and maintenance records		
gas appliance	External										Maintenance Records				
Gas Pipework	External						E		E		Maintenance Records		Inspection annually, 5 year tightness testing		
														Total £	0.00

DRAFT