



School Premises Management Handbook

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Haringey
LONDON

Introduction

This Handbook provides an overview of school premises management and has been created by the Corporate Landlord team at Haringey Council. The Handbook covers the roles and responsibilities of both the schools and the council, safety and compliance, funding, expenditure, and processes to follow from start to finish to ensure the best outcome for everyone. Included is an Annex of additional resources which should be helpful for anyone managing school premises.

The Corporate Landlord team works collaboratively with schools to ensure buildings and their systems are maintained and fit for purpose. Together with the Head Teacher, school Site Managers and Business Managers, the team is responsible for the upkeep of Haringey maintained schools.

The team is made up of a wide range of expert professionals including Building Surveyors, Statutory Compliance and Fire Safety Officers, Mechanical and Electrical Surveyors and Inspectors, and Project Managers.

The Corporate Landlord team is here to support and guide school communities through the process of managing school premises effectively.

The **School Premises Management Handbook** has been created specifically for Haringey schools.



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This Handbook:

- ➔ Sets out the roles and responsibilities of the school and the council for the management of the school premises, including obligations under the Health and Safety at Work Act
- ➔ Assists schools to prioritise how to spend revenue and capital funding
- ➔ Helps schools to manage their premises work effectively
- ➔ Sets out the process to follow to inform or get consent from the council

There are different types of schools in England.

Academy Schools

Public funded independent schools. The Academy Trust (a charitable company) is the employer of staff. Land may be freehold owned by the Academy Trust, occupied under a lease (for example from a council), or occupied with the permission of the freehold owner (for example, a faith organisation). The Academy Trust is responsible for maintaining the land and buildings occupied by the school, in accordance with the lease when there is no lease in place.

Maintained Schools

There are four types of 'maintained schools', which are those where the council oversees the schools. The differences between the schools are based on:

- ➔ Who employs the staff
- ➔ Who is the owner of the land and buildings
- ➔ Who controls the admissions arrangements

Community Schools

The council employs the staff, sets the admissions arrangements and owns the land and buildings.

Foundation and Trust Schools

The Governing Body employs the staff and sets the admission arrangements. The land and buildings are usually owned by the governing body or a charity.

Voluntary Aided Schools

The majority of Voluntary Aided Schools are faith schools. The Governing Body (majority comprised of individuals appointed by the foundation body) employs the staff. The land and buildings are usually owned by the religious organisation.

Voluntary Controlled Schools

The council employ the staff and sets the admissions arrangements. The Foundation or Trust usually owns the land and buildings, and usually appoints a quarter of the Governing Body.

This Handbook is tailored towards Community and Voluntary Controlled Schools, but includes information that may be useful to Foundation, Voluntary Aided and Academy Schools.

All schools

The Head Teacher and Governing Body of all types of school are responsible for the safety and compliance of their site. The Head Teacher is the 'responsible person' for premises management and is responsible for day-to-day management and health and safety on site. It is the responsibility of the Head Teacher to ensure suitable arrangements are in place for the professional assessment and management of the site, including a compliant inspection and assessment regime.

The Head Teacher, working with the Governing Body, is responsible for ensuring:

1. Suitable policies and procedures are in place and embedded to enable safe occupation of the site (including Health and Safety, fire, security, and risk assessments)
2. Staff involved in premises management and health and safety are suitably qualified and receive appropriate and adequate training
3. Inspections, assessments (including risk assessments) and servicing of buildings, plant, trees, equipment and any other infrastructure on site are undertaken in accordance with legislation and best practice (see Section 3. Premises inspections and servicing, and Annex A)
4. Where inspections/assessments identify non-compliance, that action is urgently taken to ensure compliance and the council is involved where appropriate
5. Where inspections/assessments make recommendations, these are properly considered as part of the school priority and budget setting processes
6. A sufficient revenue budget is identified for inspections and maintenance work – both reactive maintenance (i.e. responding to urgent works such as a broken window) and planned maintenance (i.e. work that improves the usability of the school or prolongs the lifespan of a building or equipment – examples include redecoration or refurbishment, equipment updating/replacing, furniture replacement)
7. Available revenue and capital funds (including Devolved Formula Capital) have been prioritised appropriately, with highest priority being to address condition issues or risks that could result in parts of the building becoming unavailable for use (see Section 4. Priorities for school revenue and DFC funds)
8. Consent is received from the council prior to certain types of capital project works being commissioned (see Section 5. When council permission is required)
9. Premises projects undertaken by the school are managed to ensure they are undertaken in a manner that ensures compliance, quality and value for money
10. If a school has residential accommodation, a swimming pool, or an astroturf pitch, they are managed in accordance with Annexes B, C, and D, respectively

Every school must take good care of the site and buildings so that if an accident happens, they can demonstrate they carried out statutory compliance and maintained a safe working environment and equipment so far as is reasonably practicable.

The council is the employer and has ultimate responsibility for the health and safety of maintained schools. However, the Head Teacher as the Head of Service, is responsible for the day to day running of the school, including health and safety. The Head Teacher has the authority and the control of the resources to carry out those activities this Handbook points out as the responsibility of the school, eg., those items done less than every 10 years.

The council is the land and building owner for Community and Voluntary Controlled Schools in Haringey, and so fulfils a landlord role. For Voluntary Aided Schools, the council generally owns playing fields, with the built up part of the site owned by trustees (often, but not always, the Diocese). For Academy Schools, the council may be the landlord with the Academy Trust occupying under a 125 year lease – this is the situation if the school was previously a Community School.

For Community and Voluntary Controlled Schools, the council is the legal employer of staff. Community Schools must not grant or enter in to leases or licenses (or arrangements that appear to be leases or licenses) without the written permission of the council.

The council is responsible for ensuring:

1. For Community and Voluntary Controlled Schools where the council is the land and building owner and also the employer, schools are complying with statutory and best practice requirements with regard to inspections and compliance (including undertaking compliance works required from inspections) and health and safety
2. For Academy Schools occupying under a lease from the council, that the school is complying with the terms of the lease
3. There are sufficient school places to meet demand from residents
4. For the schools where the council has capital investment responsibility:
 - a. the sufficiency, suitability and condition of the school estate is understood
 - b. available funding is prioritised effectively
 - c. premises projects undertaken by the council are managed to ensure they are undertaken in a manner that ensures compliance, quality, and value for money.
5. Requests for landlord consent are responded to swiftly and professionally
6. Any periods of school closure because of premises issues are minimised



The following table summarises roles and responsibilities between the school and the council:

	School	Council
Premises inspections	Full responsibility	No responsibility
Health and Safety Audit	Full responsibility	No responsibility
Equipment servicing	Full responsibility	No responsibility
Risk assessments	Full responsibility	No responsibility
Reactive revenue maintenance	Full responsibility	No responsibility
Planned revenue maintenance	Full responsibility	No responsibility
Capital works (general guidance, see 'specific infrastructure' below exceptions) (and Note 1 below)	If it would normally require doing more often than every 10 years Includes all redecorations internal and external	Advice regarding prioritisation Works normally undertaken every 10 years or less frequently (excludes all internal and external redecoration)
Managing capital projects	Project commissioner responsible for project management and delivery	
Specific infrastructure		
Residential accommodation	Full responsibility (See Note 2 below)	No responsibility
Swimming pools	Full responsibility (See Note 3 below)	No responsibility
Astroturf pitches	Sinking fund for refurbishment (See Note 4 below)	'Top up' funding for pitch replacement
Catering equipment	Full responsibility (See Note 5 below)	

Notes

1. This applies to reactive (i.e. a boiler fails unexpectedly and needs replacing) and planned works (i.e. window replacement programme for part/all of a building)
2. Community or Voluntary Controlled Schools are not permitted to grant new service occupancy agreements (i.e. not to employ new residential staff) and must discuss potential future use of residential accommodation with the council as it becomes vacant
3. The school should ensure income from lettings is sufficient to cover the running costs and contribute to lifecycle maintenance costs
4. The school should have established a sinking fund from its own lettings income to cover the running costs and most lifecycle maintenance, including pitch replacement costs
5. The school should include equipment life cycle costs in their budget and/or their catering contract. If the kitchen is being refurbished or extended, the council would look to reuse equipment where possible and the school would be responsible for subsequent maintenance and replacement

In summary, as a broad guide

- Anything that needs doing every ten years or more frequently is school responsibility, including 'patch repairs'
- Things that need replacing/major upgrades once every ten years or less frequently is council responsibility

To support schools

- The **School Financial Procedure Manual** provides guidance about the proportion of revenue budget that should be allocated to premises management
- The council intends to develop and provide advice regarding premises management and health and safety, such as SLAs and/or template policies and procedures and/or training

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Premises inspections and servicing



The Head Teacher is responsible for establishing and implementing a programme of inspections and servicing of the site, building, plant, and equipment to ensure it is safe and compliant. Undertaking inspections and servicing helps prolong the life of the buildings, plant, and equipment, which reduces the potential for failure and associated costs.

Records must be kept of the inspection and servicing regime (whether undertaken by school staff or contractors), including Notes of Visit from any contractors.

Schools are required to secure professional advice about the inspection and servicing regime that are suitable for their site and equipment. Failure to undertake this programme, and failure to undertake

required works identified through these processes, in a way that increases health and safety risk may lead to prosecution by the Health and Safety Executive.

Annex A outlines areas where inspection and/or services may be required. It is offered for guidance. It is the responsibility of the Head Teacher to ensure a suitable programme for their site.

If a school has residential accommodation, a swimming pool, or an astro turf pitch, Annexes B, C, and D provide more information about specific requirements for these aspects.



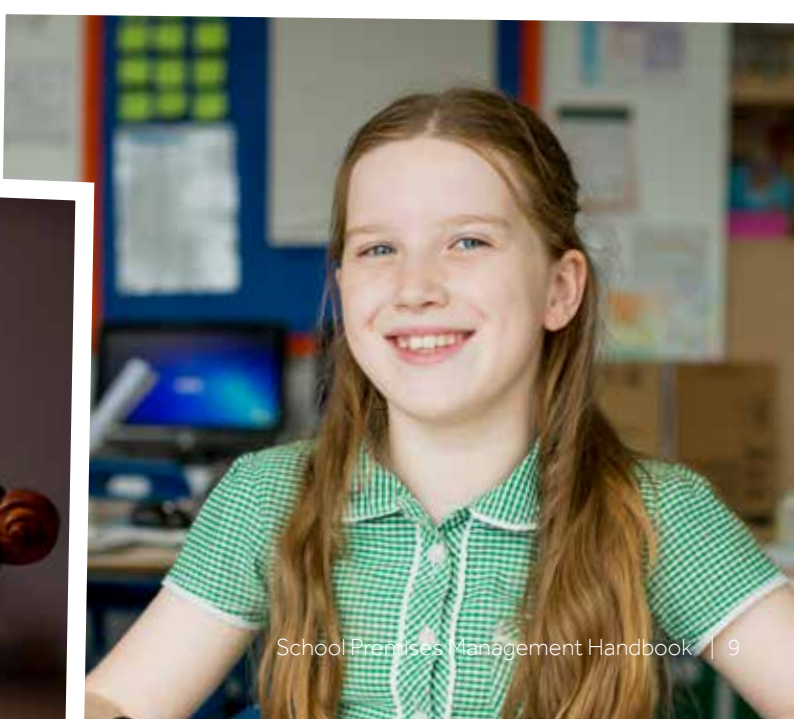
4 Priorities for school revenue and Devolved Formula Capital (DFC) funds



While the many demands on school budgets are recognised, for premises the expectation is that schools should undertake appropriate inspections and equipment servicing and then prioritise their available funds to address:

- High risk to personnel on site and/or risk of site being unable to operate – i.e. heating failure, significant health and safety issues
- Compliance issues and any urgent works identified through inspections or equipment servicing

- Planned maintenance to reduce risk/scale of future likely expenditure – i.e. internal and external redecoration and refurbishment (e.g. wall, floor, ceilings, rainwater guttering, roof finishes such as soffits – works that help keep the building weather-tight and pleasant to occupy)
- Work to improve the suitability of the accommodation for effective education – such as ICT investments, curriculum led refurbishments



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When council permission is required

For Community and Voluntary Controlled Schools

Community and Voluntary Controlled Schools need prior written approval from the council if proposed work involves one or more of the following:

1. Any structural implications for load bearing walls or the roof
2. Addition/removal of any means or entrance to or exit from a building
3. Requirement for planning permission
4. Requirement for Building Regulations approval
5. Disturbance or removal of asbestos
6. Changes of use of room(s) into or out of being teaching rooms
7. Any changes to fire compartmentation or impact upon fire strategy
8. The works value is greater than £25k (primary) or £50k (secondary or all-through)

Schools should apply for consent while the project's objectives are being developed. Consent must be obtained prior to applying for planning permission and prior to entering into contracts with contractors.

How to apply for consent from the council

To apply for consent from the council, please send an email to the link below and provide a brief description of what your query is about:

 capital@haringey.gov.uk

The council will consider the consent application. The council will contact you if it has any queries or requires any further information before it is able to make a decision. Decisions will be notified to you in writing

(by email), including any conditions the council acting reasonably imposes.

This is the process for receiving the consent of the council as the landowner. It is separate from any other applications the school may need to make to the council in relation to the project, such as planning permission or building regulations. It is the responsibility of the school to ensure it submits the correct applications at the right time and adheres to any conditions attached to approval of those applications.

If a school undertakes a project without obtaining prior written consent, the costs of any compliance or rectification works required by the council would be fully met by the school.

For Academy Schools where the council is the landlord

Academy Schools where the council is the landlord (and the school occupies the site under a 125 year lease) are required to receive written consent from the council as landlord prior to commencing works for projects which involve one or more of the following (as set out in clause 3.5.2 of the DfE template lease):

1. Erecting new building(s) or structures, including extensions to existing buildings
2. Structural alterations additions or variations to any structure
3. External alterations additions or variations to any structure

Academy Schools are strongly encouraged to seek consent in advance while the project is being developed to reduce the risk of abortive/extra costs if consent is reasonably delayed or withheld in accordance with the lease. The DfE template lease requires the Academy School to "consult with the Landlord on the proposed erection alteration addition or variation and shall take into account any representations that the Landlord

may reasonably make ... [and] make any necessary variations or alterations to the plans and specifications in accordance with the reasonable representations of the Landlord" (clauses 3.5.3(a) and 3.5.3(b) of the DfE template lease).

How to apply for consent from the council

To apply for consent from the council, send an email to the link below and provide a brief description of what your query is regarding, together with any necessary attachments in accordance with the lease requirements (clause 3.5.3(a) of the DfE template lease), such as adequate plans and specifications describing the proposed change:

 capital@haringey.gov.uk

This is the process for applying for landlord consent in accordance with the lease. It is separate from any other applications the Academy School may need to make to the council, such as planning permission or building regulations. It is the responsibility of the Academy School to ensure it submits the correct applications at the right time.


If a school undertakes a project without obtaining prior written consent, the costs of any legal, compliance or rectification works required by the council would be fully met by the school.

Prior to any permission being sought, it is important to reference the DfE guidelines for the upper and lower measurements of space and facilities for schools.

If any project seeks to develop existing buildings or construct new, that go above and beyond those parameters given, the DfE and or council may reject the request for funding or permission, respectively.

Any school that undertakes works without first gaining permission from both bodies may also be required to cease those works and make safe or remove the structures.

The DfE guidelines and existing space calculator can be found here:

 www.gov.uk/government/publications/mainstream-schools-schedule-of-accommodation-tools





Property Consultant

It is not necessary to employ a Consultant for minor work such as the day-to-day repair jobs carried out by a caretaker as part of their normal duties. It is also not usually necessary to employ a Consultant for minor maintenance work carried out by a Contractor. However, minor work does need the advice of a consultant if there are health and safety implications (e.g. working at height, work affecting the means of escape, or work that disturbs the existing structure such as drilling holes in walls which could disturb asbestos). Some minor work may even require statutory approval or notification, such as Building Regulations or the Water Supply (Water Fittings) Regulations.

Schools are strongly advised to employ the services of a professional Property Consultant for all building or maintenance projects other than the works described in the preceding paragraph. A Property Consultant is a professionally qualified surveyor, architect, or engineer, depending on the nature of the project.

A Property Consultant should be engaged to:

- Ensure the appropriate technical specification for the project, which ensures the finished product/building will be compliant and fit for purpose
- Ensure procedural compliance in the delivery of the project – i.e. building regulations, planning permission, the Construction (Design and Management) Regulations (known as the CDM Regulations)
- Manage the development and delivery of the project, including leading the procurement and management of a suitable contractor (with the school being the client for the contractor)

The Property Consultant should be procured in accordance with the school financial procedures. When procuring and appointing, schools should confirm:

1. The Consultant has suitable experience and expertise, including:
 - a. the relevant technical knowledge, including membership of a professional body such as the Royal Institution of Chartered Surveyors (RICS), the Royal Institute of British Architects (RIBA) the Chartered Institute of Building (CIOB) or the Chartered Institute of Building Services Engineers (CIBSE)
 - b. suitable competence of the people directly involved in the project, not just more senior 'project directors'
 - c. knowledge of school environments, including any DfE guidance/Building Bulletins relevant to the project, and including any school specific information
 - d. relevant references for the school to independently verify (not just case studies provided by the consultant).
2. The Consultant has suitable capacity to complete the required work in the required timeframes
3. The Consultant holds relevant insurance (Professional Indemnity and Public Liability) at suitable levels
4. The scope of work for the project is agreed and understood, including who will undertake what actions in relation to contractor procurement/management, statutory approvals, and the 'client' obligations of the school under the CDM regulations will always apply in these cases

5. That the fee proposed by the Consultant (including payment schedule/approach and any final/after defects payment) is understood and acceptable
6. The Consultant is engaged on suitable terms and conditions, including accepting liability for acts or omissions in the design and management process
7. Ensuring in advance there is a budget for paying the Consultant's fees

Contractor

For the tender to procure and appoint a contractor, the school and Property Consultant will need to agree:

- ➔ The specification of the works, including what areas the contractor has discretion to propose alternative solutions
- ➔ The approach to costs (i.e. whether it is fixed cost) and proposed invoice/payment schedule (including any approach to defects/retention period)
- ➔ The responses required from the contractor
- ➔ The evaluation process/scoring matrix

Contractors should be vetted by the Property Consultant, including:

- ➔ Health and safety policy, practice and past performance
- ➔ Operational practices within a school setting
- ➔ Financial stability
- ➔ Membership of trade bodies, including SSIP (Safety Scheme in Procurement)
- ➔ Public Liability Insurance
- ➔ Technical competence (certification/registration)
- ➔ Capacity/competence/approach of key staff
- ➔ Supply chain (if appropriate).

Being an effective client

Being an effective client to the Property Consultant and to the contractor helps the school maximise the chances of the work being delivered on time and on budget and the outcome meeting their expectations. To be an effective client a school should:

1. Be clear about what it is trying to achieve – i.e. the problem it is trying to solve and the improvements it is expecting – and the rationale for this objective
2. Be clear about any constraints that affect the work – i.e. timeframes, operational implications or constraints, budget, etc



3. Provide clarity about decision making (who within school can make what decisions. If this involves Governing Body decisions this should include the dates of their meetings), who can give instructions to the Property Consultant and contractor, and who the day to day contact should be for queries
4. Put sufficient time into the design and scope of work with the Property Consultant to ensure the work meets the school's requirements and expectations, and so the scope (once signed off by the school) needs only minimal or no amendment once it commences, except in response to genuinely unforeseen circumstances
5. Make decisions in a timely manner and communicate them clearly to the Property Consultant and contractor
6. Proactively manage the Property Consultant and contractor within the approach that is agreed for the work, while allowing the Property Consultant and contractor to manage their work
7. Manage engagement and communication with staff, pupils, families, and other site users about the work (before, during and after the works begin on site)
8. Agree the building contract with the contractor seeking professional advice from the Property Consultant
9. Ensure there is a clear programme for delivery of the works and a date for completion
10. Be aware of consequences for the school if the works cannot be delivered in accordance with the programme of works

Delivering the project

The following should be agreed, and be proportionate to the size and complexity of the project:

- ➔ List of decisions that will be required from the school and when
- ➔ The regulations, standards and permissions required for the project, and who is responsible for obtaining them (see Section 7. Regulations, standards and permissions for capital projects)
- ➔ Clarity about reporting and meeting arrangements – both informally (i.e. catch up conversations at start or end of the day) and formally (progress reports and KPI review meetings)
- ➔ Information required with invoices to enable payment
- ➔ Handover and training requirements once the works are completed

Evaluating the project

The school should:

- ➔ Provide formal feedback to the Property Consultant and contractor about their performance
- ➔ Evaluate the project process, including the role of school as client and including feedback from the Property Consultant and contractor, and document any 'lessons learned' to inform future projects
- ➔ Evaluate the outcome when compared to the original scope and objective, both at initial occupation and after a period of time (perhaps a term or, for larger projects, a year) has elapsed



Regulations, standards and permissions for capital projects

There are regulations that apply to building work to extend, remodel and maintain property. To ensure these regulations are complied with, schools should employ a Property Consultant in accordance with the guidance in Section 6. Managing capital projects.

Building regulations

Since 2001, schools have been required to comply with Building Regulations when extending or remodelling their buildings. The Building Regulations apply to the construction, extension and alteration of premises. There are specific requirements in the Regulations concerning the conservation of fuel and power that must be met before replacing boilers or lighting.

Building Regulations comprise the following Approved Documents:

- Structure: Approved Document A
- Fire safety: Approved Document B
- Site preparation and resistance to contaminants and moisture: Approved Document C
- Toxic substances: Approved Document D
- Resistance to sound: Approved Document E
- Ventilation: Approved Document F
- Sanitation, hot water safety and water efficiency: Approved Document G
- Drainage and waste disposal: Approved Document H
- Combustion appliances and fuel storage systems: Approved Document J
- Protection from falling, collision and impact: Approved Document K
- Conservation of fuel and power: Approved Document L

- Access to and use of buildings: Approved Document M
- Electrical Safety: Approved Document P
- Security in dwellings: Approved Document Q
- High speed electronic communications networks: Approved Document R
- Material and workmanship: Approved Document 7

The above Approved Documents are available at



www.gov.uk/government/collections/approved-documents

School premises regulations

The DfE set certain standards for school buildings – these apply to all maintained schools (through the School Premises Regulations 2012) and Academy Schools and free schools (through Part 5 of the Education (Independent School Standards) Regulations 2010).

These standards cover:

- Toilets and washing facilities
- Medical accommodation
- Health, safety and welfare
- Acoustics
- Lighting
- Water supplies
- Outdoor space

It is recognised that almost all Haringey schools are on constrained sites. Within the limits of what is possible on the site, capital projects should support the meeting of these standards.

Early Years Foundation Stage and Boarding Schools

There are also specific requirements for Early Years Foundation Stage and for Boarding Schools.

Guidance is available at

 www.gov.uk/government/publications/standards-for-school-premises

The Construction (Design and Management) Regulations

The Construction (Design and Management) Regulations (known as the CDM Regulations) apply to most construction and maintenance projects and aim to improve health and safety standards during construction work. The actions of the school, as the client for works that you specify and fund, have an impact upon health and safety of existing staff and pupils as well as contractors.

Further information is available on the Health and Safety Executive website

 www.hse.gov.uk/pubns/books
including this introductory leaflet

 www.hse.gov.uk/pubns/indg411.pdf

Water supply regulations

If making any changes to water services, schools need to be mindful of the potential implications for legionella risk from even minor plumbing work.

Certain types of work (such as a new building) require prior notification to the water company under the Water Supply (Water Fittings) Regulations, and extension or alteration of the water system requires prior notification unless it is carried out by an Approved Contractor for the purposes of these regulations. The water company has the authority to inspect existing services and if defects are found that result in contamination or waste of water they will insist repairs are carried out.

Public entertainment licensing

If any part of the building is licensed for public entertainment, approval from the Council Licensing Officer may be required even for minor alteration work.

Other building and engineering standards

Depending on the project being delivered, additional, specific requirements and standards may apply. It is not practical to list all standards and guidance that apply to schools, but your Property Consultants and design engineers specialising in school buildings would be able to advise. These could include:

- HSE Legal Reference
 - L5: Control of substances hazardous to health
 - L8: Legionnaires' disease
 - L21: Management of health and safety at work
 - L24: Workplace health, safety and welfare
 - L143: Control of Asbestos Regulations 2012
- Environment Agency Guidance
- Chartered Institute of Building Services Engineers (CIBSE) Design Guides
- Building Research Establishment (BRE) publications
- Requirements of gas, electricity, water, waste and communications providers.

DfE/ESFA publications

There may be DfE/ESFA guidance documents that should be considered, including the Building Bulletins, which cover a range of issues, including:

- BB93 Acoustic Design of Schools – Performance Standards
- BB100 Design for fire safety in schools
- BB101 Ventilation of school buildings and EFA facilities output specification
- BB103 Area guidelines for mainstream schools
- BB104 Area guidelines for SEND and Alternative Provision
- EFA Lighting Guide 5: Lighting for Education and facilities output specification.

Trees

Works that would affect trees are covered by a Tree Preservation Order or are in a conservation area will require consent for the work from the council as the planning authority.

Planning requirements

Schools must consider the need to make a planning application in respect of the work and the Property Consultant will advise whether this is required. Planning requirements can be complicated by many issues such as whether the building is 'listed' or if the building is in a conservation area. Pre-application discussions with officers within the Haringey Council Planning Department are encouraged to discuss the planning considerations and requirements specific to your school.

8 Third party use of school sites



Lettings – all schools

Schools are community facilities, funded by the taxpayer, and schools are encouraged to enable other groups to use their facilities where this is appropriate. While each school will determine their own procedures and pricing structure, the council expects:

- ➔ No use of any part of the school site or buildings will take place without a written agreement signed in advance, which will include a requirement that the hirer has adequate and appropriate insurance
- ➔ Use will be appropriate for a school and will not include organisations or events that could bring the school or council into disrepute or raise concerns about political neutrality

Regular bookings outside of school hours (for instance by a club that uses the hall every Thursday evening) are acceptable so long as they do not provide rights which could be construed as giving rise to a license or a lease.

Licenses and leases – Community and Voluntary Controlled Schools

Broadly, a lease is required when a third party gains exclusive possession to a part of the school site for an agreed period or periods of time. A licence is required to enable a third party non-exclusive possession to a part of the school site. An example of a lease is an arrangement for a private nursery to operate out of a room or separate building at a school for the whole school day. A licence arrangement might be for an externally run breakfast or after school club to use a room for two or three hours a day.

A Community School may not enter into a lease or license, or into arrangements that would involve granting a lease or a license. This is because the legal interest in the land is held by the council and only the council enter into such legal agreements on behalf of the Community School. DfE permission is also required for certain licences/lease arrangements and this would need to be obtained by the council.

If the Community School is seeking to let a part of the school, the school should contact the Haringey Corporate Landlord team at

 corporatepropertyservices@haringey.gov.uk



The school should be aware that any lease or license would be prepared by the council's legal team, at the expense of the school (unless the lease/license is at the request of the council).

If a Community School has previously entered into a lease or license (or an arrangement that would appear to be a lease irrespective of documentation) that is still being adhered to, without council approval and legal involvement, please contact the Corporate Landlord team without delay at

 corporatepropertyservices@haringey.gov.uk

so the council can take the necessary appropriate next steps.

If a Community School enters into a lease or license (or an arrangement that would appear to be a lease irrespective of documentation) without council approval and legal involvement, the costs of any necessary legal, compliance or rectification works will be met by the school.

Licenses and leases – Academy Schools

If the Academy School occupies the school property as a tenant under a lease from the council, as the landowner, there are obligations on the Academy School in the lease if it seeks to underlet a part(s) or the whole of the school property leased to the Academy Trust. Academies must ensure they comply with the underletting provisions of the lease, including for any residential accommodation within the school property leased from the council.


To discuss granting a potential underletting that would require the council's consent in accordance with their lease, the school should contact

 corporatepropertyservices@haringey.gov.uk

Academies must also adhere to the Schools Financial Procedure Manual – in the 2019 edition this includes requirements to obtain prior approval from ESFA before:

- ➔ Acquiring a freehold of land or buildings (paragraph 5.22)
- ➔ Disposing of a freehold of land or buildings (paragraph 5.22)
- ➔ Taking up a leasehold or tenancy agreement on land or buildings for a term of seven or more years (paragraph 5.25)
- ➔ Granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings (paragraph 5.25)

If an Academy School occupying under a lease from the council has previously entered into a lease or license (or an arrangement that would appear to be a lease irrespective of documentation) that should have been approved by the council as landlord, please contact the Corporate Landlord

 corporatepropertyservices@haringey.gov.uk to enable discussion about appropriate next steps.

If an Academy School occupying under a lease from the council enters into a lease or license (or an arrangement that would appear to be a lease irrespective of documentation) without council approval, the costs of any necessary legal, compliance or rectification works will be met by the school.



9

Use of third party sites by the school



Maintained schools (i.e. all except Academy Schools)

Only those schools whose land and buildings are not owned by the council are permitted to hire other facilities on a one-off or regular basis as a 'letting'.

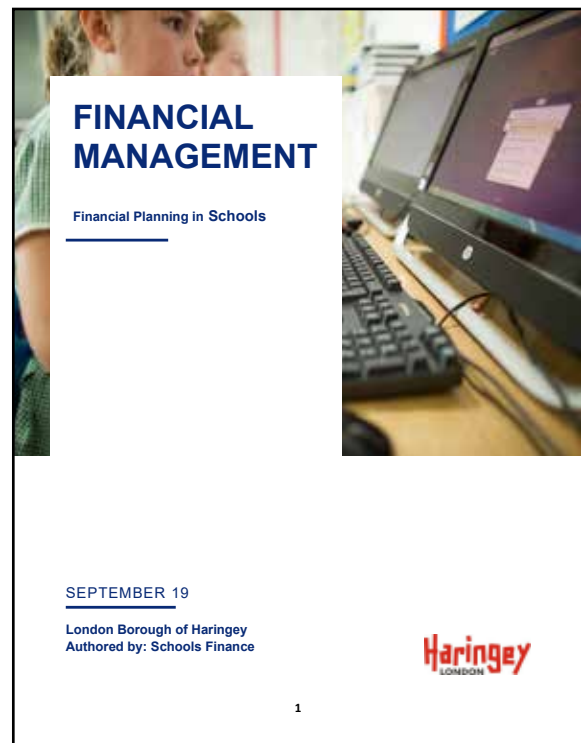
If the council owns the land and buildings, then only the council can enter into such lettings by virtue of its legal interest in the land. If such school believes it has a need to enter into a lease or license to use another site or building, they should contact

 corporatepropertyservices@haringey.gov.uk

Schools should be aware that any lease or license would need to be agreed by the council's legal team, at the expense of the school. The school would be responsible for complying with the terms of the lease/license.

Academy Schools

Academy Schools must adhere to the **Schools Financial Procedure Manual** – in the 2019 edition this includes a requirement to obtain ESFA approval prior to granting a leasehold interest, including a tenancy agreement, to a third party (paragraph 5.25).



Available for download from the schools finance pages on the Haringey website at www.haringey.gov.uk

Specific aspects of premises management

Some specific aspects of premises management are detailed in the following Annexes:

- ➔ Annex A: Information about required inspections or equipment testing or servicing
- ➔ Annex B: Residential accommodation at Community Schools
- ➔ Annex C: Swimming pools
- ➔ Annex D: Astroturf pitches
- ➔ Annex E: Catering equipment
- ➔ Annex F: Legionella and water systems
- ➔ Annex G: Fire Risk Assessments
- ➔ Annex H: Managing asbestos in schools



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

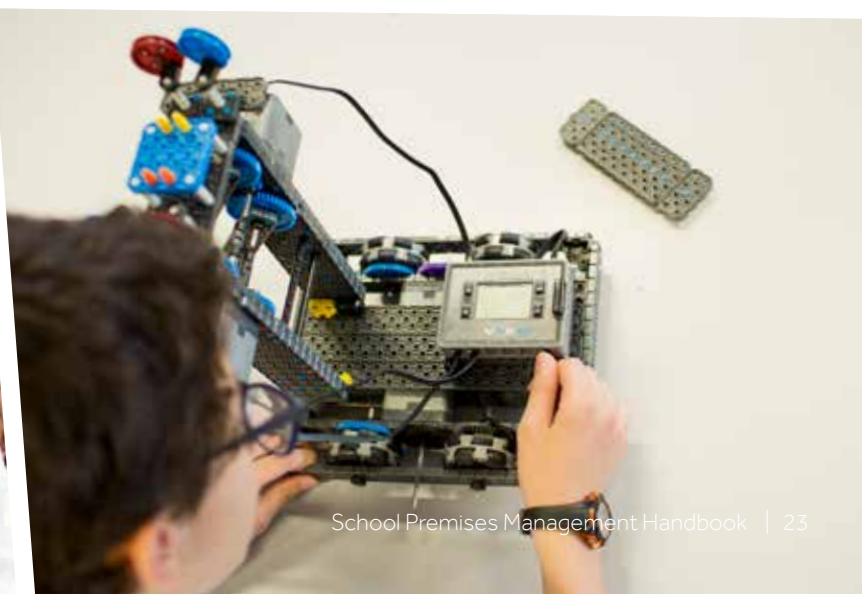
Water

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



Annex B

Residential accommodation at Community Schools



Context

Some Community Schools have residential accommodation within their main school site, with additional schools having residential staff who reside in off-site housing.

Policy

The following are the policies of the council with respect to residential accommodation at Community Schools.

1. It is policy of the council not to grant service tenancies
2. When existing residential accommodation next becomes vacant:
 - a. Where it is capable of being sensibly separated from the school site or is off-site, the school will notify the council so that its future use can be ascertained
 - b. Where it is not capable of being sensibly separated from the school site, it will remain part of the school estate with the Governing Body having regard to council guidance as set out below
Decisions about whether the accommodation can be sensibly separated will be taken by the Assistant Director (Schools and Learning) based on the factors set out below. The school will be able to provide their views in writing prior to a decision being made
3. The school will not be able to apply to the council to let accommodation within the school to an individual for residential use. In such circumstances,

where such accommodation or facility becomes available, the school should make efforts for the space to be utilised as part of the school or for a use ancillary to school uses

4. The School will be able to apply to the council to let such accommodation for commercial use to an organisation under a commercial lease or licence by following the guidance below. It is not possible to permit residential lettings as the council can legally only offer secure tenancies with a right to buy or on a service tenancy for caretakers that may require the council to offer social housing on termination

Current occupation of residential accommodation

If residential accommodation is currently:

- ➔ Occupied by an individual under a service tenancy agreement for the better performance of their duties (i.e. by a residential caretaker), the individual is entitled to remain in that accommodation in accordance with their service tenancy agreement. At the end of the service tenancy agreement, the school should notify the council as soon as possible
- ➔ Occupied by an individual under a private tenancy agreement (i.e. not as part of their employment contract and so not for the better performance of their duties).

This is not permitted by the council and the school should notify the council as soon as possible to the existence of such private tenancy agreement

- Occupied by an organisation under a lease or license, the school shall notify the council as soon as possible to the existence of such lease or licence. Only the council can grant such lettings, so the council must be able to check the terms of such lease or licence and confirm the terms meets the council's requirements for a commercial letting
- Occupied by an individual or organisation without currently valid documentation (i.e. where a lease / license / tenancy agreement has either never been completed or has expired) the school must contact the council immediately so the situation can be investigated
- The School must advise the council of any such agreement whether in writing or otherwise as the council needs to check if the lease or licence needs to be regularised, planning permission obtained retrospectively, business rates applied in lieu of council tax and that the school and council's responsibilities are correctly apportioned

Roles and responsibilities

Where residential accommodation is occupied by an individual under a service tenancy agreement for residential purposes, the Governing Body is responsible for:

1. Ensuring there is an appropriate tenancy agreement in place, issued by the council and signed by the occupant and the Governing Body (with a copy returned to the council to enable HMRC reporting)
2. Complying with the responsibilities of the school and council within the tenancy agreement
3. Ensuring the tenant complies with their responsibilities as set out in the tenancy agreement
4. Ensuring all statutory tests, inspections and servicing required of a landlord letting out a residential property are undertaken
5. Ensuring any non-compliance identified by tests, inspections or services is urgently remedied
6. Ensuring any recommendations from tests, inspections, or services are given due regard in the school's priority and budget setting processes
7. Undertaking maintenance as required by the

tenancy agreement and/or by the responsibilities of the school as set out in this section

8. Identifying and raising with the council any required works that fall within the council's responsibilities as set out in this section

Where residential accommodation is occupied by an organisation, the Governing Body is responsible for:

1. Ensuring there is an appropriate lease or license agreement in place issued by the council and signed by the occupant and the Governing Body (with a copy returned to the council), and meeting the incurred legal costs for this work
2. Complying with the responsibilities of the school and council within the lease or license
3. Ensuring the tenant complies with their responsibilities as set out in the lease or license
4. Ensuring all statutory tests, inspections or servicing required of a landlord letting out a commercial property are undertaken
5. Ensuring any non-compliance identified by tests, inspections, or services is urgently remedied
6. Ensuring any recommendations from tests, inspections, or services are given due regard in the school's priority and budget setting processes
7. Undertaking maintenance as required by the lease or license and/or by the responsibilities of the school as set out in this section
8. 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. Drafting the legal documents for occupation (tenancy agreement, lease or license) and completing those documents once they are agreed
2. Providing advice to the school regarding their responsibilities under the tenancy agreement, lease or license
3. Funding and managing works within its areas of responsibility (as set out below), including complying with any relevant requirements of the tenancy agreement, lease or license

The following table summarises the responsibilities of the school and council with regarding to maintenance and improvement of the accommodation.

Topic / area	School	Council
Roof and associated fittings	Inspect, ongoing maintenance /repairs to extend life	Major repair or renewal
Windows	Inspect, ongoing maintenance /repairs to extend life	Major repair or renewal
External walls	Inspect, ongoing maintenance /repairs to extend life	Major repair or renewal
Internal walls, doors, ceilings and floors	Inspect, ongoing maintenance /repairs to extend life	Major repair or renewal
Redecoration (internal and external)	Full responsibility	No responsibility (except as far as required by other projects)
Heating system	Service, ongoing maintenance /repairs, individual radiator replacement	Major repair or renewal
Electrics	Service, ongoing maintenance /repairs	Major repair or renewal
Water and gas	Service, ongoing maintenance /repairs	Major repair or renewal
External paths / garden, etc	Full responsibility	No responsibility
Boundary to school site	Full responsibility	No responsibility
External boundary to third party sites	Ongoing maintenance and repair	Major works only
Asbestos	The school is responsible for their AMP, surveys, re-inspections, updating registers and assisting with the safe removal of asbestos subject to council approval	Removal within council work
Kitchen equipment	Full responsibility	No responsibility

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.

Inspections, tests and servicing requirements

The Governing Body is responsible for organising and paying for statutory tests, inspections or servicing that a landlord of residential or commercial accommodation (depending whether the accommodation is occupied by a residential or commercial tenant) is required to undertake.

Factors for determining future responsibility once vacant

The Head Teacher must inform the council's Strategic Property Unit and Assistant Director Schools and Learning by email to

 corporatepropertyservices@haringey.gov.uk

as soon as they are aware that existing residential accommodation whether used by a caretaker or other persons or organisations will be vacated.

The Haringey Council Assistant Director (Schools and Learning) will engage with the Head Teacher to consider whether the residential accommodation can be sensibly separated from the rest of the school. This will consider the following factors:

- ➔ Corporate input from HR, Legal, Finance and Property
- ➔ Access to and egress from the property
- ➔ Utilities infrastructure and metering
- ➔ Safeguarding implications if the accommodation was separated
- ➔ Operational implications if the accommodation was separated
- ➔ Potential implications for future site redevelopment if the accommodation was separated

In considering these factors, the more 'separate' the accommodation is, the more likely the accommodation would be transferred to the council.

To give some examples:

- ➔ Residential accommodation that is a flat within a school building or a house/premises that are completely surrounded by school site, where access to/egress from it is only possible through the playground and/or school buildings, would remain with the school
- ➔ A house that is not physically part of or adjacent to the school site, and is completely independent of the school regarding infrastructure, would be considered by the council to ascertain future use
- ➔ A house on the edge of the school site, where it could be separately accessed and is or could be made independent in terms of utility infrastructure and where there are not unacceptable adverse implications for safeguarding/operations/future developments, would be considered by the council to ascertain future use which may include to remain part of the school

Determining future use if accommodation is to remain part of the school

If existing residential accommodation is to be part of the school, the Governing Body will have responsibility for determining its future use. Broadly speaking, choices will be to:

1. Convert to commercial accommodation and let out via a lease or license
2. Convert for curriculum use

If this decision is made the school will need to meet any costs incurred as a result of changing the accommodation to make it suitable for its intended future use, which may include required changes to services and/or fire precautions since the standards are different for residential, educational and commercial use. The school will need to meet the council's Town Planning and legal costs for completing any necessary relevant legal agreement required for the future intended use.

3. It may be possible to seek consent for the building to be handed back to the council for social housing use if the school does not wish to accept the liabilities of retaining the house for school use

If the school intends to let the accommodation to organisation(s) commercially, such use is subject to the following constraints:

1. Use must be compatible with the primary function of the site as a school. Specifically, any use by third party organisations would be expected to be exclusively by organisations that primarily work with children or families, and where staff would be routinely DBS'd by their employing organisation
2. Occupation of the accommodation must be documented, with no occupation until the relevant lease or license has been signed by both parties, town planning consent and Building Regulations consent obtained and any lease completed by the Haringey Council legal department. Except in exceptional circumstances (confirmed in writing by the Assistant Director (Schools and Learning), Haringey's legal department will not grant:
 - a. leases or licenses of longer than 6 years
 - b. leases or licenses that do not include appropriate break clause provisions for each party, and that do not include appropriate clauses requiring compliance with the reasonable requests of the school regarding safeguarding and health and safety.
3. Once a commercial tenant is in occupation, the school is responsible for:
 - a. complying with its obligations under the lease or license
 - b. ensuring the tenant complies with their obligations under the lease or licence
 - c. collecting any rent and other monies due (and establishing a fund from this to help offset the financial impacts of the schools' obligations under the lease or license)



Annex C

Swimming pools



Context

As part of the PE curriculum, all primary schools must provide swimming and water safety lessons in either Key Stage 1 or 2 so that each pupil is able to do the following:

- ➔ Perform safe self-rescue in different water based situations
- ➔ Swim competently, confidently, and proficiently over a distance of at least 25 metres
- ➔ Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke

Seven primary phase Community Schools in Haringey have swimming pools.

Two of these are hydrotherapy pools:

- ➔ Lancasterian Primary
- ➔ The Vale

Five are swimming pools:

- ➔ Campsbourne Infant and Junior
- ➔ Chesnuts Primary
- ➔ Crowland Primary
- ➔ Seven Sisters Primary
- ➔ South Harringay Infant and Junior

Policy

The following are the policies of Haringey Council with respect to swimming pools at Community and Voluntary Controlled Schools.

1. Income raised by the school through letting the swimming pool should be used to offset the costs of meeting the letting and contribute to the cyclical maintenance requirements of the swimming pool
2. Unless it is a hydrotherapy pool, the council will not invest more funding into preserving the swimming pool than would be required to remove it unless exceptional circumstances apply

Roles and responsibilities

The Governing Body is responsible for:

1. Ensuring appropriate operational policies are in place for the safe use by the school and third party users
2. Ensure the lettings policy for the swimming pool includes appropriate requirements of third party users
3. Ensuring all statutory tests, inspections or servicing required are undertaken
4. Ensuring any non-compliance identified by tests, inspections or services is urgently remedied
5. Ensuring any recommendations from tests, inspections or services are given due regard in the school's priority and budget setting processes
6. Undertaking maintenance as required to ensure continued safe use as set out in this section

7. 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:

- ➔ 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 in respect of maintenance and improvement of the swimming pool and its associated accommodation (i.e. building structures, plant room and changing facilities used solely for the swimming pool).

Topic / area	School	Council
Roof and associated fittings	Inspect, ongoing maintenance / repairs to extend life	Major repair or renewal
Windows	Inspect, ongoing maintenance / repairs to extend life	Major repair or renewal
External walls	Inspect, ongoing maintenance / repairs to extend life	Major repair or renewal
Internal walls, doors, ceilings and floors	Inspect, ongoing maintenance / repairs to extend life	Major repair or renewal
Redecoration (internal and external)	Full responsibility	No responsibility (except as far as required by other projects)
Pool structure / lining etc	Full responsibility	No responsibility
Heating and ventilation system	Service, ongoing maintenance/ repairs, individual radiator replacement	Boiler replacement, other works over £3k
Electrics	Service, ongoing maintenance / repairs	Works over £3k
Water and gas	Service, ongoing maintenance / repairs	Intake, works over £3k
External paths / garden, etc	Full responsibility	No responsibility
Asbestos	Survey, maintain register, advise contractors, remove safely within school projects	Removal within council projects
Other equipment	Full responsibility	No responsibility

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.



Inspections, tests, and servicing requirements

The Governing Body is responsible for organising and paying for the necessary inspections, tests, and services for the swimming pool. This includes ensuring:

- Plant and equipment is maintained and serviced following manufacturer's instructions
- There is a written scheme of examination, which has been approved by a competent person for the pool heating system, and which is updated as appropriate
- Water is treated following the principles set out in the Code of Practice

 www.pwtag.org/code-of-practice

The school also needs to ensure:

- Control of Substances Hazardous to Health (COSHH) risk assessment is carried out (and updated as required) for the chemicals used
- The use and maintenance by the school is risk assessed and those involved in the process are competent
- That there is a Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool following the HSE guidance

 www.hse.gov.uk/pubns/books

- Appropriate lifeguard numbers

Factors for determining whether the council would invest

If there is a proposal for the council to invest in a swimming pool facility, the Haringey Council Assistant Director (Schools and Learning) will consider the following factors before deciding whether to invest:

- The educational and curriculum requirement for the swimming pool facility (note, the rebuttable presumption will be that hydrotherapy pools are required, while other swimming pools are not)
- Level of council funding required at the time and the impact it would have upon the usable life of the facility before major investment is again required
- Anticipated level of council funding required by the swimming pool in the next ten years compared to the cost of removing the facility and (if the facility is part of a building that would be retained) converting the space into curriculum or staff accommodation
- Community use of, and need for, the facility and its relative priority for investment as advised by the council sport and leisure officers

Determining future use if the facility is to be removed

If the council decides not to invest in a swimming pool facility, and the school is unable to fund the required works itself, the council will engage with the school to determine the programme for removing the facility and (if the facility is part of a building that would be retained) refurbishing the vacated space.



Annex D

Astroturf pitches



This document relates only to astroturf pitches used for delivery of the PE curriculum, not to multi-use games areas or hard surfaced sport or recreational areas.

Context

Six Community, Voluntary Controlled or Foundation Schools in Haringey have astroturf pitches:

- ➔ Coldfall Primary
- ➔ Fortismere Secondary
- ➔ Gladesmore Community
- ➔ Highgate Wood Secondary
- ➔ Hornsey School for Girls
- ➔ Park View Secondary

Astroturf pitches need periodic major refurbishment and/or resurfacing (time between major refurbishment linked to intensity and type of use).

Policy

The following are the policies of the council with respect to astroturf pitches at Community, Voluntary Controlled and Foundation Schools.

1. Income raised by the school through letting the astroturf pitch should be used to offset the costs of meeting the letting and also contribute to the cyclical maintenance requirements of the astroturf pitch and its related infrastructure (such as fencing and floodlighting)
2. The council expects significant contributions towards the costs of pitch replacement and/or

major refurbishment (including fencing and lighting) and towards any investment in improving facilities (such as adding floodlights)

3. A condition of council investment will be the establishment of a fund (contributed to by the school and third party income from letting of the facility) to provide funds towards future capital requirements of the facility.

Roles and responsibilities

- ➔ The Governing Body is responsible for:
 1. Ensuring appropriate operational policies are in place for the safe use by the school and third party users
 2. The lettings policy for the astroturf pitch includes appropriate requirements of third party users
 3. All statutory tests, inspections or servicing required are undertaken
 4. Any non-compliance identified by tests, inspections or services is urgently remedied
 5. Recommendations from tests, inspections or services are given due regard in the school's priority and budget setting processes
 6. Undertaking maintenance as required to ensure continued safe use as set out in this section
 7. Identifying and raising with the council any required works that fall within council 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 in respect of maintenance and improvement of the astroturf pitch and its associated accommodation (i.e. fencing, floodlighting, etc used solely for the astroturf facility).

Topic / area	School	Council
Pitch (under-surface and surface)	Surface cleaning and maintenance to extend useful life	Replacement
Fencing	Full responsibility	No responsibility
Lighting	Service, ongoing maintenance / repairs	Replacement/major refurbishment
Other equipment	Full responsibility	No responsibility

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.

Factors to be considered before council investment

If there is a proposal for the council to invest in an astroturf facility, the Haringey Council Assistant Director (Schools and Learning) will consider the following factors before deciding whether to invest:

- The educational and curriculum requirement for the astroturf facility
- Investment required at the time and the impact that would have upon the usable life of the facility before major investment is again required (i.e. the medium term plan)
- Level of funding required from the council as a proportion of the total funding required at the time (i.e. how much is being contributed by the school)
- A realistic business plan regarding establishing a fund to contribute to future capital investment requirements to limit the council's future liabilities
- Community use of and need for the facility, and its relative priority for investment as advised by the council sport and leisure officers.



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.

Annex F

Legionella and water systems



What is Legionella?

Legionella bacteria is commonly found in water. The bacteria becomes harmful when it multiplies in water where the temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

What is the harm caused by Legionella bacteria?

Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets, as spray or mists from certain taps, can be created by hot and cold water outlets, atomisers, wet air conditioning plant, and whirlpool or hydrotherapy baths.

Most of us can develop Legionnaires' disease. However, the highest risk categories include the elderly, smokers, alcoholics and anyone suffering from severe illnesses.

What preventive measures should be taken?

The risk of the bacteria becoming harmful and causing illness is avoided by ensuring all testing and subsequent remedial measures from surveys and so on are undertaken as required in line with the current legislation and standards applicable to water treatment.

The following elements must be commissioned:

- Full risk assessment on hot and cold water systems must be provided by qualified engineers. This will establish whether adequate measures are in place to control the risks
- All hot and cold water systems must be measured by means of temperature controls. The temperatures should be set to prevent legionella growth. Hot water cylinders must be set to 60°C (Celsius) and distributed at 50°C. Cold water should be stored and provided at 20°C

- Water tanks need to be monitored with water samples taken annually. Preventing contamination, e.g. by fitting tanks with lids and insect screens is also compulsory. Water tanks and pipework need to be insulated
- Regular service checks will help to minimise bacteria growth, scale build-up around taps and shower heads. All service checks - flushing, sampling and so on should be logged and recorded on site

What further guidance is available?

Current water and water systems legislation can be found by visiting the Health and Safety Executive (HSE) website

 www.hse.gov.uk

L8 and Legionella Service and Prevention can be downloaded in PDF format. The details from the legislation are very informative and are useful to building occupiers.

The Water Regulations Advisory Scheme (WRAS) provides information on current water legislation. Guidance covering the water regulations and the installation of water systems are readily available and can be downloaded from their website

 www.wras.co.uk

Water systems are now part of current UK Law where statutory certification must be present and in date. It is a criminal offence not to act on the requirements of UK Law.

Annex G

Fire Risk Assessments

The Regulatory Reform (Fire Safety) Order (RRO), introduced from October 2006, repealed all previous fire safety legislation. It is a statutory requirement. In addition, BB100 guideline document for schools and institutional buildings names the responsible persons, namely Head Teachers or designated facilities staff, in conjunction with the local authorities and the Board of Governors.

It is vital that a fire register is compiled and kept up-to-date on site. This register is the record of fire drills, fire alarm testing, emergency lights testing, and fire door maintenance log, in addition to sprinkler systems, fixed wiring and extinguisher testing, etc. It is critical this is maintained and the servicing requirements (whether weekly, monthly, yearly, etc.) within the aforementioned elements present within the premises, are adhered to.

Responsible persons obligations

Under the RRO Act and BB100 guidance, a fire risk assessment must now be carried out for all non-domestic premises. It is the legal obligation of the responsible person(s) to ensure this is undertaken.

How to carry out a Fire Risk Assessment (FRA)

The FRA should be carried out by a competent person. The assessors should belong to a Fire Risk Assessors Register, IFE, or other professional body so they meet FRA Competency Council (FRACC) recommendations. A very useful starting point for the required assessment is having a simple line drawing of the premises prepared showing the fire safety arrangements (fire extinguishers, fire alarm call points etc.). This will help you undertake regular checks of your fire precautions. Though most schools are likely to have reasonable

measures in place already, it is likely the assessment will identify further action is required.

Analysis must be made of the risks, the likelihood of the event occurring, and its potential severity. Consideration should be given to the effectiveness of existing control measures and who may be affected before deciding if further action is needed. For large sites it may be appropriate to carry out a separate assessment of each block.

A fire risk assessment involves the following:

- ➔ Identify fire hazards (sources of ignition, fuel, and oxygen) and the people at risk
- ➔ Evaluate the risk of a fire starting and the risk to people from a fire
- ➔ Remove or reduce fire hazards and the risks to people from a fire
- ➔ Preparing an emergency plan.

Note

The responsible person (Head Teacher, Site Manager or their nominated delegate) should provide any information requested to assist the assessor in carrying out the assessment.

This information is known as Regulation 38 material.

The assessment will:

- ➔ Identify how to protect all users and visitors to the site by highlighting required fire precautions
- ➔ Inform building users and train staff

- ➔ Be a record of the assessor's findings and actions, and as part of the FRA, a drawing showing compartmentation, fire doors, fire alarm panel, detectors, extinguishers, call points, emergency lighting units, etc. is produced.

Following the Fire Risk Assessment

Once the assessment has been undertaken there are still obligations upon the responsible person(s). These may come in the form of works arising from the assessment. Any deficiencies identified should be resolved with the aid of professional advice from a relevant consultant or a competent fire risk assessor. In some cases a fire engineer may be required to suggest a fire engineered solution.

The Fire and Rescue Service, which is the enforcement authority for the new legislation is also available to offer guidance and advice.

The responsible person(s) is also required to ensure the Fire Risk Assessment and evacuation plan are reviewed annually or following any material changes to the property which would affect the existing fire evacuation procedure.

Management of the completed plan and further guidance

The completed Fire Risk Assessment should be kept on site, available for inspection, together with the emergency plan and the fire register.

Premises managers and their consultants are advised to obtain copies of the appropriate fire safety guides published by HM Government. There are eleven guides available, some of which are likely to be of relevance to schools.

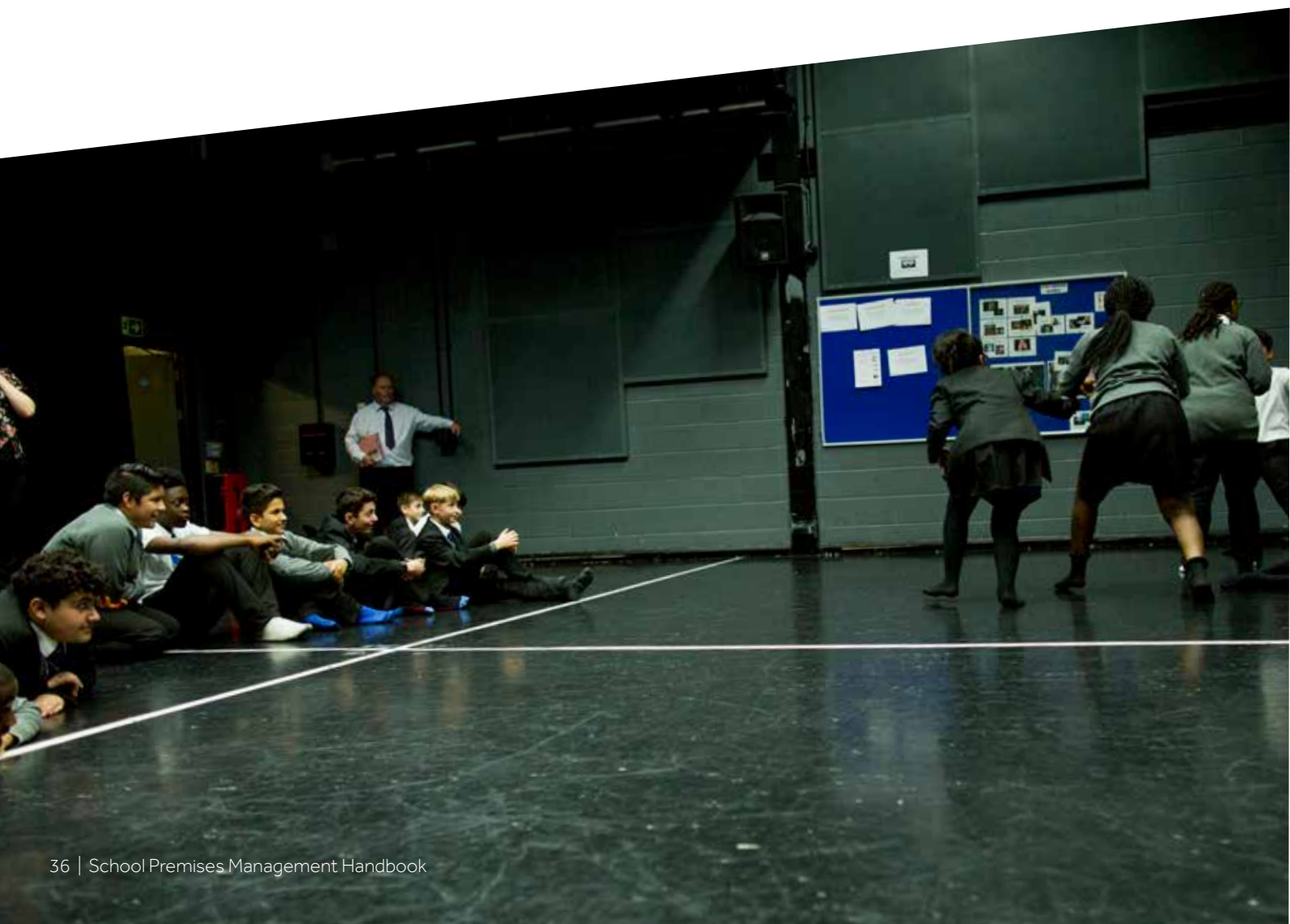
These are:

- ➔ Educational Premises
- ➔ Small and Medium Places of Assembly
- ➔ Sleeping Accommodation (residential schools)
- ➔ Means of Escape for the Disabled

The guides are available from The Stationery Office or can be downloaded free of charge from their website



www.gov.uk/workplace-fire-safety-your-responsibilities



Annex H

Managing asbestos in schools



What is asbestos?

Asbestos is a group of six naturally occurring fibrous minerals composed of thin, needle-like fibres. Asbestos fibres are soft and flexible yet resistant to heat, electricity and corrosion which makes it a very effective insulator. It can be used in cloth, paper, cement, plastic, and other materials to make them stronger. The microscopic asbestos fibres cannot be seen, smelled, or tasted.

Large amounts of asbestos-containing materials (ACMs) were used for a wide range of construction purposes in new and refurbished buildings until 1999, when all use of asbestos was banned. This extensive use means there are still many buildings in the UK which contain asbestos.

What is the problem with asbestos and is there any immediate danger if the site has asbestos?

It is important to remember that although asbestos is a hazardous material, it can only pose a risk to health if the asbestos fibres become airborne and are inhaled. Where asbestos materials are in good condition and unlikely to be disturbed, they do not present a risk. However, where the materials are in poor condition or are disturbed or damaged, asbestos fibres are released into the air, which, if breathed in, can cause serious lung diseases, including cancers.

Most council premises built before 1985 will contain some asbestos, but if the material is in good condition and is unlikely to be disturbed or damaged, it is much safer to leave it in place and monitor. This is true even in parts of the building where people work regularly. It

is important, therefore, not to exaggerate the risks of asbestos, particularly when communicating with staff. Where it is properly managed, asbestos should not be feared.

What is the legal duty?

The duty to manage asbestos is contained in Regulation 4 of the Control of Asbestos Regulations (CAR) 2012. This Regulation covers the duty to manage asbestos in non-domestic premises (i.e. schools, office blocks, communal parts of a residential block, etc).

The regulation requires Duty Holders to:

- ➔ Identify the location and condition of asbestos in non-domestic premises built prior to 1999
- ➔ To prevent and manage risk or harm to anyone who works on the building or to building occupants

It also explains what is required of the Duty Holder to enable them to comply with the Regulation. The Duty Holder can be one of a number of individuals – school Head Teacher, Business Manager, Site Manager, or the Local Authority. The assigned Duty Holder, the individual who takes responsibility for managing the asbestos in the property, is agreed in writing between all the duty holding parties.

Duty Holders are also referred to as the 'Responsible Person'.

There is also an obligation to ensure training is undertaken. Regulation 10 of the Control of Asbestos Regulations 2012 places requirements on employers (Head Teachers) to ensure employees (relevant site

staff), are given adequate information, instruction, and training in relation to asbestos.

This includes:

- ➔ Ensuring no employee is permitted to work on asbestos containing material
- ➔ Any person employed in a role where they carry out maintenance to the building i.e. the Site Manager, must be trained in asbestos (asbestos awareness)
- ➔ Ensuring there is a person who has attended Asbestos Management within the previous 3 years. This is normally the Site Manager and/or a member of the senior management team.

Information on how to go about ensuring staff required are properly trained can be obtained from the Haringey Council Health and Safety team.

What does the Duty Holder/Responsible Person have to do?

The Duty Holder/Responsible Person is obliged to ensure the required information is maintained and up to date, and available to issue and review upon request.

How the Duty Holder/Responsible Person fulfils their responsibilities

The site may already have a Duty Holder/Responsible Person in place who maintains and holds the information required. However, if the information is not

readily available, inadequate, out of date or incomplete, the Duty Holder/Responsible Person will need to undertake the asbestos planning and management process for the site. To achieve this, an appropriately qualified and accredited consultant will need to be engaged.

This process will require the consultant to identify the areas of asbestos present, take any samples required for confirmation, and produce a plan for the Responsible Person to be able to manage, or recommend removal of the asbestos where necessary. The plan should include responsibility for the Asbestos Register. The process is usually as follows:

Identification

- ➔ The consultant may request any previous asbestos information held to undertake a desktop review
- ➔ It is a requirement that an Asbestos Management Survey has been undertaken for the premises during or after 2012. It is recommended a new Asbestos Management Survey is carried out every 5 years. If not, or if any significant structural or builder's works have been undertaken post the Asbestos Management Survey without it being updated, it will need to be undertaken. This will identify the location, type, and condition of all the asbestos present within the premises.



Assessment

- The consultants will have taken samples for testing to confirm the presence of asbestos within materials they suspect to contain it
- If previously done as part of the Survey, these are unlikely to be required again unless access to a certain space in the premises is now available to sample, where it was not before
- Once the results are confirmed, Consultants can then assess the risk from any asbestos present in the premises and make recommendations for management/removal as required
- When works in the premises will significantly disturb the fabric of the building, a Refurbishment and Demolition (R&D) Survey must be carried out. The R&D Survey is intrusive and will identify any asbestos containing materials contained in the fabric of the building subject to the works.

Management

Once the surveys and testing have been completed the Asbestos Management Plan should be provided. This should clearly state the actions required in terms of how to manage any asbestos that is to be left on site and labelled. This should also include the issue of the Asbestos Register for the premises. This is an important document which identifies the location, type, and condition of the asbestos to be managed.

The asbestos report needs to be re-inspected every year if the circumstances have not changed within the premises.

The changes in circumstances are as laid out below with regard to the Asbestos Register. The re-inspection is a visual exercise which can be carried out by the premises manager if they have attended asbestos awareness training.

The importance of the Register cannot be underestimated and will need to be kept up to date (along with the Asbestos Management Plan) following any works that change the premises layout structurally or remove asbestos. Please see the next section for information about the Asbestos Register, what it is for and the obligation to maintain it.

The Asbestos Register and its use

- The purpose of the Asbestos Register is to provide information to site staff to allow compliance with Regulation 4 and 5 of CAR 2012, and to help guide the Duty Holder/Responsible Person under these Regulations
- The information contained in the Asbestos Register is based on surveys, bulk analysis results, removal records and reinspection records
- The Asbestos Register should be held on a system easily accessible in advance to any parties who will be required to review it
- The Duty Holder/Responsible Person is obliged to provide this information to other employers (i.e. building contractors) who may be undertaking works which could disturb any asbestos present. This is so they can put in place appropriate controls while the work is being done
- It is the duty of the Duty Holder/Responsible Person to ensure that the Asbestos Register is up to date and ensure that only the most current version of the Register is used.

Further information regarding any of the information contained within this section can be obtained from the following sources:



www.hse.gov.uk/asbestos/duty.htm

- HSE Approved Code of Practice L143 'Managing and working with asbestos' and associated documents
- London Borough of Haringey Health and Safety team.

Additional Resources

Traded Services for Schools

 www.tradedservices.haringey.gov.uk/contacts

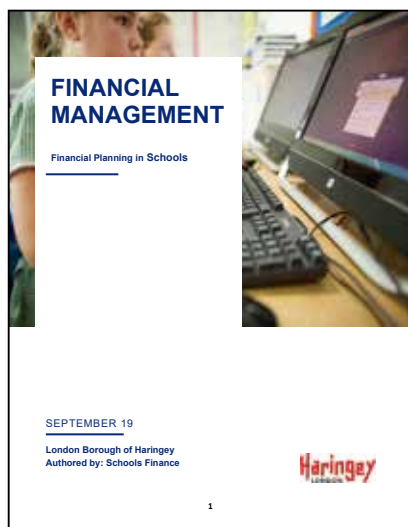
Haringey Governors Online

 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



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