

20th September 2017

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Dear Head Teacher,

In accordance with the London Borough of Southwark's Health & Safety Policy, there is a requirement under duty of care to demonstrate that statutory compliance maintenance is undertaken within all properties including schools in accordance with legislative and regulatory requirements.

To support this requirement Corporate Facilities Management have been tasked with undertaking a statutory compliance audit programme at all community schools, the programme is planned to commence 2<sup>nd</sup> October and is scheduled to be completed by 4<sup>th</sup> December 2017.

Over the forthcoming days, Corporate Facilities Management will make contact via telephone or e-mail to co-ordinate site visits with school representatives. The objective of each visit will be to inspect the building fabric and critical assets including maintenance, testing and the inspection certification records of higher risk compliance items. A compliance report will be prepared for each school which will include advice and guidance on how to address areas of non-compliance.

A list of documentation to be made available during the visit is listed below. Would you please review this information and kindly make arrangements to prepare all available documentation in readiness for inspection. The audit duration will vary depending on the size of the school, however it is likely to take between two and four hours.

The output of the visits will help identify areas of strength and weakness in terms of statutory building maintenance and this information will contribute to providing a safer built environment. Corporate Facilities Management will also offer a programme of toolbox talks as necessary, providing guidance and support tools which will assist schools to maintain key aspects of statutory compliance.

We will contact you shortly to make arrangements for our visit. Should you have any queries or require any assistance at this time, then please contact Steven Slator, email [Steven.Slator@southwark.gov.uk](mailto:Steven.Slator@southwark.gov.uk) or alternatively Gloria Abraham, email [Gloria.Abraham@southwark.gov.uk](mailto:Gloria.Abraham@southwark.gov.uk).

Your assistance is much appreciated.

Kind Regards,  
George Boyce

## **List of documentation to be reviewed during visit**

### **Fire Management**

- Current Fire Risk Assessment and updated action plan
- School fire strategy/emergency procedures
- Fire equipment maintenance regime, including fire extinguishers, fire alarm system(s) and emergency lighting
- Fire alarm testing log(s)

### **Electrical Systems**

- Portable Appliance Testing log
- Electrical Installation Condition Report
- Records of minor electrical works
- Annual lightning protection certificate

### **Water: Control of Legionella**

- Water Risk Assessment Report
- Written scheme of control
- Records of monitoring and inspection - Planned Preventative Maintenance (PPM)

### **Lifting Equipment (if applicable)**

- Thorough examination reports for all lifting equipment including, lifts, hoists etc
- Signed log card/ Planned Preventative Maintenance (PPM)

### **Gas Safety**

- Annual Gas Safe Certificate - CP15
- Annual gas integrity tests
- Operation & Maintenance (O&M) manuals for gas equipment
- Gas system distribution drawings (schematic)

### **Pressure Systems**

- Thorough examination reports for pressure systems (e.g. air conditioning condensers, sealed hot or cold water systems)
- Written scheme of Examination
- Planned Preventative Maintenance (PPM)

### **Ventilation**

- Kitchen Extract Inspection records

### **Refrigeration**

- F-Gas register

### **Asbestos Management**

- Asbestos Register
- Asbestos Management Plan
- Records of any compliance works carried out (such as asbestos removal or encapsulation)

## Control of Substances Hazardous to Health (COSHH)

- COSHH Risk Assessments
- COSHH Data Sheets

## Waste Management

- Waste Carrier Certificates, waste licences/permits, consignment notes and transfer notes

## Setting to Work

- Site induction procedures for Contractors
- Register of visitors, including contractors working on site