

# Manchester Communication Academy

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Planned Preventative  
Maintenance



with you, for you, about you.

This document has been approved for operation within	
Date of last review	September 2018
Date of next review	September 2019
Review Period	Annually
Date of Trustee Approval	
Status	
Person Responsible for Policy	
Owner	Manchester Communication Academy
Signature of Approval	

Area	By Whom	Period of Inspection / Review	Date of Last Inspection	Date of Next Inspection	Comments
<b>FIXED DT EQUIPMENT</b>	Workshop services	Annually	10.12.2019	Dec 2020	Statutory - Provision and Use of Work Equipment Regs 1998 (PUWER)
<b>ELECTRICAL: PAT TESTING</b>	AGG Electrical Safety Testing Ltd	Variable can be up to annually	15/09/2020	15/09/2021	<p><b>Statutory- Provision and Use of Work Equipment Regs 1998 (PUWER)</b></p> <p>Checking earthed equipment with a tester to ensure integrity of earth bonding and/or insulation. Inspection of cables, plugs fuses etc and of double-insulated equipment.</p> <p>Period for inspection is dependent upon the type of equipment and environment in which it is used.</p>
<b>ELECTRICAL: Fixed electrical installations (fixed wire testing)</b>	PHS (integral)	FIVE YEARLY testing of all fixed wiring and distribution boards	5/06/2020	Summer hols 2025	<p><b>Statutory - Electricity at Work Regs 1989</b></p> <p>For larger sites (secondary schools) then a 20% test and inspection per annum is an acceptable and in many ways better alternative</p> <p>Swimming pool installations require an annual test.</p>
<b>Automatic DOORS</b>	GEZE(integral)	6 MONTHLY	14.10.19	14.10.20	<p><b>Statutory - Workplace (Health Safety and Welfare) Regulations 1992</b></p> <p>Existing powered doors and gates must be designed, constructed and maintained for safety. School to be aware of existing safety features force limitation and other safety</p>

					<p>controls for electronic powered gates to be checked as part of ongoing maintenance. Every 6 months a check should be carried out by someone who is suitably qualified, on the proper working of the safety devices and service the gate automation devices.</p> <p>Six monthly checks are a British Standard recommendation.</p> <p>Check safety devices are working correctly and that the moving door leaf / gate avoids contact with any person using these.</p>
<b>EMERGENCY LIGHTING</b>	Integral	Annually	19.2.20	Feb 2021	<p><b>Statutory- Regulatory Reform (Fire Safety) Order 2005</b></p> <p>Full duration discharge test and certification by competent person.</p> <p>Daily check that indicator lights are functioning Monthly in house short duration checks for operability</p>
<b>FIRE ALARM SERVICE</b>	Protec (integral)	25% quarterly <b>For systems with battery back up</b>	21.2.20	Feb 2021	<p><b>Statutory - Regulatory Reform (Fire Safety) Order 2005</b></p> <p>Six monthly battery check, test and examination by competent service engineer</p> <p>This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices</p>
<b>FIRE ALARM TESTING</b>	Facilities team	<p>DAILY</p> <p>WEEKLY Check alarm is audible in all areas.</p> <p>Record details of call point tested</p>	WEEKLY CHECKS	Wednesdays	<p><b>Statutory - Regulatory Reform (Fire Safety) Order 2005</b></p> <p>Check fire alarm panel for faults</p> <p>Fire alarm audibility test conducted by site with a different call point tested each week in rotation. Number each call point for identification.</p> <p>Check that any fire doors on automatic door closures linked to the fire alarm are closing properly. Check that any doors on exit routes with electro-magnetic / electro-mechanical locks release when the alarm is activated.</p>

<b>FIRE DRILL</b>	Whole school	TERMLY	n/a	n/a	<p><b>Statutory - Regulatory Reform (Fire Safety) Order 2005</b></p> <p>Termly drills are best practice and HCC expectation as the employer</p> <p>Record details of drill, evacuation time and any problems.</p>
<b>FIRE EXTINGUISHERS</b>	Integral	ANNUALLY WEEKLY	23.10.2019	October 2020	<p><b>Statutory - Regulatory Reform (Fire Safety) Order 2005</b></p> <p>Full check maintenance check and (if applicable) servicing</p> <p>Weekly in house checks that extinguishers are in place, available for use, undamaged and unobstructed.</p>
<b>FIRE EXIT ROUTES</b>	Facilities team	DAILY WEEKLY	Included in to fire alarm checks	Daily	<p><b>Statutory - Regulatory Reform (Fire Safety) Order 2005</b></p> <p>Check for any obstructions on escape routes (internally and externally)</p> <p>Doors: check self closing devices, and that push bars / other emergency fastening devices are operational</p> <p>Check all doors fitted with electromagnetic locks on escape routes are releasing when fire alarm activates.</p>
<b>FIRST AID EQUIPMENT</b>	???	TERMLY	??	??	<p><b>Statutory - Health and Safety (First Aid) Regulations 1981</b></p> <p>Regular check to ensure contents are complete and none are outside of expiry date</p>
<b>GAS APPPLIANCES Boilers, catering</b>	Monarch (integral)	ANNUALLY			<p><b>Statutory - Gas Safety (Installations and Use) Regs 1998</b></p> <p>Gas safety inspection and certificate Annual servicing for efficient operation</p>
<b>KILN</b>	POTTERY CRAFT	DEPENDENT ON FREQUENCY OF USE ANNUAL - 3 YEARLY	05.03.2019		<p>Period will vary dependent upon number of firings</p>
<b>LIFTS AND HOISTS</b>	Thyssen passenger lifts (Integral)	6 MONTHLY for all lifts, hoists and	30.10.2019		<p><b>Statutory - Lift Operations and Lifting Equipment Regs 1998</b></p>

		associated accessories used to lift people and all lifting accessories			Thorough examination maintenance and inspection  All lifting accessories (slings, hooks, shackles, ropes etc.) safety eyes and bolts should also be subject to 6 monthly inspections by a competent person
<b>LIGHTNING CONDUCTORS</b>	Best (integral)	ANNUALLY	11.05.2020	10.05.2021	Lightning conductor to be inspected annually (11 months is actually the recommended frequency – which means over a 12 month period the conductor is tested every month allowing for seasonal changes in soil resistivity.)  Testing to be carried out to BS 62305:206 comprises : Continuity tests, earth resistance tests, visual check of conductors, bonds and joints and a cert of compliance
<b>LOCAL EXHAUST VENTILATION</b> Fume cupboards etc	Workshop services	EVERY 14 MONTHS	10.12.2019	April 22	<a href="#">Statutory - Control of Substances Hazardous to Health Regs. 2002 (COSHH)</a>
<b>PLANT ROOMS AND ELECTRICAL INTAKE</b>		WEEKLY			Free of storage / combustible materials
<b>PLAY / PE EQUIPMENT</b>  <b>ACTIVITY TRAIL / OUTDOOR PLAY EQUIPMENT</b>	PE STAFF ORGANISE  Facilities team	ANNUAL  TERMLY FORMAL CHECK			Best Practice under British Standards  Checklist for Outdoor Play Equipment
<b>AREA</b>	<b>BY WHOM</b>	<b>Period of inspection/ Review</b>	<b>Date of Last Inspection</b>		<b>Comments</b>
<b>PRESSURE VESSELS</b> compressors, calorifiers and air receivers etc.	Ashdale engineering	Periodic inspection and examination determined by a competent person			<a href="#">Statutory - The Pressure Systems Safety Regulations 2000</a>  Written scheme of examination required Pressure vessels associated with a pressurised hot / cold water system should have safety valves tested as part of annual boiler service.

<b>TREE SAFETY</b>		Determined by risk assessment			Risk assessment in place providing school with plan for maintenance review assessment annually.
<b>WATER SYSTEM</b>	Cleartech water services	WEEKLY  MONTHLY  QUARTERLY  TERMLY  ANNUALLY	Please see folder for dates and services  Please see folder for dates and services		<p><b>Statutory - COSHH , L8 (Control of legionella bacteria in water systems ACOP)</b></p> <p>Identify and flush seldom used outlets / showers</p> <p>Check water temperature of first and last taps on a circulating system. Cold water taps below 20°C. Hot water taps 50° C. Where thermostatic mixing valves are fitted the temperature should be measured at the valve supply point with a contact thermometer</p> <p>Check temperatures in flow and return pipework at calorifiers. The return temperature must be greater than 50° C</p> <p>Dismantle, clean / disinfect and descale showerheads and hoses.</p> <p>At start of term, run all taps for 5 mins to ensure pipes completely flushed through.</p> <p>Cold water tank condition lids sealed / lidded to prevent contamination) and compliance inspection, temperature of stored water monitored – ideally during summer months a maximum / minimum thermometer could be used.</p>
<b>LADDER CHECKS</b>	site		Monthly		Complete ladder checklist – termly
<b>MOBILE SCAFFOLDING</b>	n/a	TERMLY			<p>Towers should only be erected / inspected by trained and competent people.</p> <p>It must be inspected:</p> <ul style="list-style-type: none"> <li>• after assembly in any position;</li> </ul>

<p><b>Safety eyes, bolts etc</b></p>		<p>ANNUALLY</p>			<ul style="list-style-type: none"> <li>• after any event liable to have affected its stability; and</li> <li>• at intervals not exceeding seven days.</li> </ul> <p>Annual inspection and test to ensure its in safe working order  BS 7883 requires that all safety anchor devices are removable  for periodic inspection. If the eyebolts installed are intended for rope access use, they will require testing every 6 months. If the eyebolt system is for Fall Arrest, then they should be tested annually (12 months).</p>
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