

Statutory Testing & Inspection

Nottingham City Council

Policy statement & Testing Procedures

August 2023 v 1.2E

Property Safety & Compliance
Corporate Landlord Service
- Building Services Department



Nottingham
City Council

Corporate
Landlord Services

Statutory Testing & Inspection of Fixed Installations

Policy statement & Testing Procedures

Foreword	3
Responsibilities	4
<u>PART 1 – POLICIES</u>	
Introduction	8
Rationale	8
Health & Safety Practice	9
Records	9
Policies	9
Training	9
Operational Plant & Equipment	10
Certification	10
Logbooks	10
Appendix A – Scope of inspections	11
Appendix B – Asbestos Policy	13
Appendix C – Fire Safety Policy	16
Appendix D – Legionella Policy	18
<u>PART 2 – PROCEDURES</u>	
Introduction	20
Procedure Lists:	
Appendix i - Air handling installations	21
Appendix ii - Electrical installations	23
Appendix iii - Fire installations	26
Appendix iv - Gas & Heating installations	28
Appendix v - Lifting Equipment	29
Appendix vi - Miscellaneous installations	32
Appendix vii - Pool & Bath installations	35
Appendix viii - Water Service installations	37
PART 3 – Contractors Site Induction	40
PART 4 – CONTACT LIST	42
PART 5 - Version Control	43

Statutory Testing & Inspection of Fixed Installations

Policy statement & Testing Procedures

Property Maintenance Team

The Property Maintenance team focus is on ensuring Statutory and Legislative Maintenance and testing regimes are undertaken within NCC portfolio of properties, ensuring all property related Health and Safety issues are addressed. The descriptive role of the team is further identified within the document with a team contact list in Part 4 of the document.

Foreword

This document has been produced by the Corporate Landlord (CL) Property Maintenance Team to explain and confirm Nottingham City Council's responsibilities in relation to tests and inspections carried out in Nottingham City Council properties, in line with the corporate policies. The document is aimed to give support and advice and ensure clarifications of property related Health and Safety responsibilities are understood.

Where tests and inspections are required as part of a health and safety management system, such as asbestos, legionella or fire safety. Separate policies relating specifically to these items are included in the appendices B, C and D.

The requirement for this document is explained in **Part 1** 'Introduction' and 'Rationale' sections.

A list of tests and inspections is included at **Appendix A** "Scope of Inspections". This also identifies key responsibilities in undertaking these inspections.

Part 2 of the document lists the procedures relating to each test or inspection, together with any additional requirements, which must be carried out by the Responsible Person / Duty Holder and also where the test or inspection is arranged and carried out by Property Maintenance Team or its contractor.

It should also be noted that some of the tests and inspections, as indicated, are entirely the **responsibility of the Service Provider/End User**.

This document will be updated annually or when additional tests are identified and when testing regimes are altered through changes in legislation or NCC policy. When this is necessary, updated documents or relevant pages will be available on the intranet and identifiable by the change control sheet.

Any queries regarding the document or its contents should be directed to the Service Manager, Property Maintenance Team.

RESPONSIBILITIES

The general responsibilities of the various sections and individuals for arranging and carrying out the necessary tests and inspections are indicated below. Specific requirements relating to a particular test or inspection are indicated with each procedure.

CL Strategic Asset –

Identifying maintenance issues or new installations requiring additional or new tests and inspections.

CL Property Maintenance Team -

- Management and delivery of a rolling test and inspection regime on known assets and properties in compliance with appropriate statutory, regulatory, and corporate standards.
- Management of (Integrated Work Management System) IWMS
- Rolling Test and Inspection shall include for all known fixed wiring, pipework, plant and associated controls and accessories within the property. This **does not** include portable appliance testing (PAT), portable systems or specialist control wiring – see below
- Frequency and scope of testing shall be as indicated in SFG 20 unless alternative notification has been given to responsible person / duty holder. See also Appendix A.
- Collation of historic data, drawings, equipment, surveys, and certification
- Upload of completed certification upon completion of test
- Where Service Level Agreement identifies - action immediate remedial works which have failed certification test, to ensure any non-compliance is dealt with quickly and efficiently.
- The team will offer advice and guidance
- Amend asset schedules on managed programmes to reflect property changes when they have been made known to them by the responsible person / duty holder

Responsible Persons / Duty Holder / Service Provider / End User

Responsibility of Premises Responsible Persons	Responsibility of Corporate Landlord
<ul style="list-style-type: none"> • Raise any repair issues with Corporate Landlord and oversee the management and processing of the works • Responsible for making sure there are suitable risk assessments and that necessary actions and monitoring arrangements are in place including: <ul style="list-style-type: none"> ○ Fire Risk Assessment ○ Legionella Risk Assessment ○ Asbestos Log Book • Responsible for ensuring that any contractors on site performing works review the Asbestos Management Plan when on the premises • Responsible for ensuring that suitable security management arrangements are in place at your premises including that there is and up to date security risk assessment • Maintain a contractor log book on site, and that it is signed and dated as required • Responsible for ensuring that suitable first aid arrangements are in place at your premises, including suitable personnel and training and materials 	<ul style="list-style-type: none"> • Will manage all Property related budgets to ensure best value for the Council • To provide a Helpdesk function for all asset queries, including repairs, compliance and associated services • Undertake contract management of maintenance providers including monitoring performance, including pre and post inspections of works etc. • Lead on the Asset-related Capital maintenance and planned works, including the programming/commissioning of these works and associated condition surveys etc. • Undertake regular statutory checks including weekly, fire alarm tests, emergency lighting, legionella etc. • Undertake/instruct delivery of statutory maintenance tests, inspections and associated remedial works • Record necessary Health and Safety information on Concerto • Responsible for ensuring a record for all necessary regular statutory checks on the premises including weekly fire alarm tests, emergency lighting, legionella etc.

All portable appliance testing is the sole responsibility of the Service Provider/End User – see specific requirements for PAT testing

H & S Responsibilities

Whilst the responsibility for health and safety, statutory compliance and property maintenance will ultimately rest at corporate or director level, that responsibility is delegated to Corporate Landlord Property Maintenance Team), or for specialist equipment to the Responsible (or Designated) person for the particular property with the results stored within the IWMS.

DEFINITION

Responsible Person / Duty Holder (end user / designated person)

All Council owned and occupied operational buildings will have an appointed, responsible person, who is responsible for enabling access within normal operating hours to enable the testing and inspection requirements within the premises and that they understand the results of the testing and any remedial works required.

The responsible person is deemed to be the senior person on site, or a named person delegated the duty by this person.

- **Within a School this is the Head Teacher.**
- **Where the site is unmanned: The responsible person is deemed as the managing agent or an appointed Management agent**
- **Where a site is operated by committee: -
The responsible person is deemed as the committee chairperson**
- **Where a site is manned and operated by Facilities Management (FM) this shall deemed as the FM lead or Building Manager**
- **Where a site is manned, the service shall name their Building Manager (this is a requirement of occupancy)**

The responsible person must be competent and therefore completed Corporate Safety Advise training modules 1,2, and 3 which needs refreshing every 3 years.

The responsible person shall ensure all relevant documentation is held in IWMS and if necessary, a centrally located position inside the building for ease of inspection by visiting contractors and or authorised bodies.

The responsible person may delegate some of their duties to a named duty holder.

It is the responsibility of the responsible person to ensure the appointed duty holder is named and competent to undertake their duties by sending evidence to CL.

As part of Corporate Landlord role the Property Maintenance team will aid and manage the statutory and legislative testing and maintenance programme / regimes, in support of responsible person's role. This is extended to assets that have been made known to the Property Maintenance team within the relevant allocated financial budgets.

If further advice is required to extent or inclusion within this role, please contact the Property Maintenance Service Manager.

The Responsible Persons need to ensure their operational and routine weekly and monthly tests are undertaken and recorded on site and uploaded to IWMS. The Property Maintenance team shall give technical guidance where reasonably requested.

The following is extracted from the Council's Health & Safety Guidance & Information Sheet No. 14:

"The designated person must:

- *Be aware of what equipment, plant and systems are on site.*
- *Know what maintenance is required.*
- *Know how it is arranged.*
- *Know who the main contacts are to enable the work to be carried out;*
- *Know what action is required locally as regards testing and checking e.g. call points and emergency lighting.*

Organise necessary inspections and keep appropriate formal records."

DUTY HOLDER

The responsible person can only appoint the Duty holder.
The duty holder must be competent to undertake the task appointed to them.
The duty holder and responsible person can be the same person.

PART 1

POLICIES

Introduction

The Health and Safety at Work Act 1974 places a general duty on employers to “ensure so far as is reasonably practicable the health, safety and welfare at work of all of their employees”. Section 3 of the Act, **General Duty to Others** requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. This section is designed to give protection to the general public and other non-employees such as children at school and contractors.

This policy has been produced to ensure that Nottingham City Council, as an employer and property owner, can comply “so far as is reasonably practicable” with appropriate statutory, regulatory and corporate standards in relation to property maintenance, which includes statutory testing and inspection of services, equipment, fixtures and fittings within the properties which the Council owns, manages and or occupies, which may be accessed by employees, tenants and members of the public.

Corporate Landlord, within the Growth and City Development Directorate, are responsible for ensuring legal compliance in matters relating to the Council’s properties using both internal maintenance staff and external contractors to carry out the required tests and inspections. Please see table below for an overview of Health & safety legislation

An overview of Health and Safety Legislation		
Drivers	Example	Comments
Act: (Primary Legislation)	Health and Safety at Work etc. Act 1974 (HSWA)	The Act imposes general duties on employers (and employees) to ensure that places of work are safe for people to work within, occupy or visit.
Regulations: (Secondary Legislation)	Management of Health and Safety at Work Regulations 1999 (MHSWR). Workplace (Health, Safety and Welfare) Regulations 1992. Electricity at Work Regulations 1989.	Regulations deliver more detailed provisions for complying with general duties imposed by the Health and Safety at Work etc. Act 1974.
Approved Codes of Practice:	L8 - The Control of Legionella Bacteria in Water Systems	Approved by Health and Safety Commission on consent of Secretary of State. Give guidance as to the intentions of Acts and Regulations. Non compliance with an ACOP is not an offence but, failure to observe an ACOP can be used in criminal proceedings. If ACOP’s are not followed, defendants must be able to prove how else they complied with the law. ACOP’s generally viewed as an extension of the law.
HSE guidance documents:	Ventilation of kitchens in catering establishments (CAIS10)	Do not carry any legal status. Reflects best practice at time of publication. Give guidance and advice on requirements within legislation and practical actions to implement in order to comply with the law.
BS/EN:	BS 7671, 2008	Prescribed technical standards of work/installations to aid compliance with the law.
Notes:		
1) Health and safety law is becoming less prescriptive and does not usually provide specific details relating to testing frequencies and regimes.		
2) There is now a greater focus on risk-based assessments to be undertaken by controlling body which take into account individual circumstances, such as: the building use, user groups, construction type, age of building, location, previous maintenance regimes etc		
3) The relevant health and safety Regulations, Codes of Practice and British Standards should be consulted for compliance related guidance		
4) Requirements for the provision of regular maintenance to systems, appliances and equipment are often contained within multiple legislative/ACOP sources.		
Recommendations:		
– The Authority should adopt a unified approach in its delivery of health and safety practices across its property portfolio		
– Duty Holders for all properties should be identified and collated		
– Responsibilities for health and safety practices should be clarified and communicated across all stakeholder groups		

Rationale

To achieve a competent level of functionality the Council will consider the relevant legislation and documentation, which may include:

- Statutory Legislation and Regulation
- Industry Regulation

- Approved Codes of Practice
- Guidance documentation
- Equipment manufacturers' instructions and recommendations
- Best practice

When required by Statutory Legislation and Industry Regulation, this work **MUST** be carried out correctly, to the relevant and applicable standard, and in a timely manner to ensure that the Council is always within the law and compliant.

Approved Codes of Practice and Guidance documentation give advice on ways of achieving compliance and/or maintaining safe systems. **These documents are not legislation in their own right** but can be referenced and used in law to support decisions and actions taken.

Appropriate Industry Best Practice is generally an acceptable way of achieving or exceeding compliance, and any such work **SHOULD** be carried out. The Corporate Landlord will strive to achieve "best practice" to demonstrate commitment to other general legislation through their use of SFG 20.

Health and safety practice

The Council is committed to creating safe and healthy working environments, and to the application of good health and safety practice regarding the maintenance of all its properties.

Records

Appendix A contains links to generic tests and inspections and indicates those responsible for arranging them. All records of tests and inspections arranged and controlled by Property Maintenance Team will be held centrally within its IWMS; these will provide an ongoing record of outstanding works and dates when remedial action was taken.

The Property Maintenance Team has put in place a timetable for tests and inspections, which reflects a combination of statutory guidance and appropriate practice.

Some records, as indicated in the Appendix, will always be required on site and must be available to any contractors or other authorised personnel carrying out further inspections, maintenance or construction work. The Council has specific 'log books' for the management of asbestos, legionella and fire safety.

Policies

Policies dealing with specific risks, and the testing and record keeping regime adopted by Nottingham City Council are included in the appendices at the end of this document. These include asbestos, fire safety and legionella management.

Training

The Responsible Person will be given appropriate training in the operation of plant and equipment required for the day-to-day operation of the Council's properties, such as heating systems and fire alarms. Additional training will be given for tests

or inspections, which form part of the management of aspects of a property, which have been delegated to service provider, end user or Designated Person.

No one would be expected to carry out any tests, inspections, or other work for which they have not received appropriate training or cannot demonstrate a recognised level of competence.

Operation of Plant and Equipment

All responsible persons and duty holders responsible for routine operation and tests i.e. weekly or monthly checks shall be competent in the task.

If in doubt, ask the CL Property Maintenance Team for guidance or a member of the Corporate Safety Advisor team.

Certification

Where a programme of Statutory and Legislative testing / maintenance works is required, certification shall be obtained and held centrally on the IWMS before closure of the order.

Where on site certification is required to be held, the Property Maintenance Team shall issue copies when received, if copies are not automatically left by the service contractor.

The Responsible persons shall ensure all documentation is securely stored and available for all visitors and contractors when requested.

Where certification and documentation are held on the IWMS the responsible person shall ensure they have access to the database.

Logbooks

When a service or maintenance visit has been undertaken the responsible person shall ensure the relevant contractor has completed their logbook entries before entering or leaving the property.

It is **mandatory** for all contractors to sign the asbestos logbook before undertaking any works

Appendix A

[M:\Property Services\Safety and Compliance\Controlled Documents - LIVE\BS 024 - Building Services Statutory Compliance Best Practice Overview.xlsx](#)

[M:\Property Services\Safety and Compliance\Controlled Documents - LIVE\BS 024A - BG 80-2023 Statutory Compliance Inspection Checklist.xlsx](#)

ABOVE LINK are GENERIC TYPE FUNCTION AND FREQUENCY.

IF IN DOUBT CONTACT PROPERTY SAFETY AND COMPLIANCE TEAM FOR GUIDANCE

Where responsibilities of provision with Responsible Person / Duty Holder are given, Property Maintenance Team can offer assistance.

Appendix B

ASBESTOS MANAGEMENT POLICY STATEMENT - NOTTINGHAM CITY COUNCIL

All responsible persons and their duty holders must have undertaken the Asbestos training module as delivered by the Corporate Safety Advise Team

POLICY STATEMENT

Nottingham City Council is committed to providing a safe and healthy workplace

It is the law that asbestos-containing materials shall not be introduced into our properties. If existing asbestos containing materials pose a serious risk to the health of persons using our premises appropriate action shall be undertaken to ensure fibres will not be released and the materials shall be made safe, encapsulated, or removed as soon as possible.

Where asbestos containing materials are present and do not pose a serious risk, we shall take the opportunity to remove them progressively from our properties, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ, we shall ensure they are managed in such a manner so that the risk to the health of our employees, contractors, visitors, public and other people using the premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards (Control of Asbestos Regulations 2012) and best working practices by licensed contractors only.

*The following policy is in keeping / extracted from the Corporate Safety Manual, Asbestos – Managing in the Workplace (see link), which also sets out the procedures for managing asbestos in City Council premises. **The responsible person shall ensure they are fully aware of the Corporate Safety Policy & Arrangements (April 2023)***

<http://intranet.nottinghamcity.gov.uk/media/12402/asbestos-2023.pdf>

Asbestos log book

This needs to be kept up to date by the 'responsible person' who is identified as being in control of the building on a monthly basis detailing:

- The condition of all asbestos identified or presumed to be in the premises (see assessing the condition of asbestos materials').
- The Asbestos survey and where works have been undertaken
- The named person appointed responsible for asbestos management

Asbestos survey

The CL will be responsible for undertaking the applicable asbestos survey and for ensuring they are uploaded to the IWMS. These records must be updated by the person appointed in control of the building, whenever asbestos is removed, encapsulated, or found and include the following details: -

- The location of asbestos.
- The form of asbestos (coating, insulation board, etc.).
- The type of asbestos (blue, white, etc.).
- Area of removal / encapsulation

The responsible person has the responsibility to ensure compliance is undertaken

Labelling

Staff and contractors must be made aware of the location of asbestos in the areas in which they work or intend to work. Asbestos materials should be clearly labelled with either an appropriate asbestos warning sign, or some other warning system (for example colour coding) so that those who need to know about the asbestos are effectively alerted to its presence.

If as the responsible person you decide not to label asbestos, you need to make sure that those who might work on the material know that it contains asbestos **it must be documented as to why labelling is not used and control method used for identification of material to a third party.**

Labelling should not be relied upon as the only means of informing persons of the presence of asbestos and should always be supplemented by a reliable procedure.

NOTE The HSE strongly recommend the labelling policy to be consistent across properties, operating the same or similar service provision.

Therefore, it is advised that properties undertaking the same service delivery adopt a singular policy across the properties they operate from in keeping with their service delivery.

Appendix C

FIRE SAFETY POLICY STATEMENT - NOTTINGHAM CITY COUNCIL

Fire presents a potentially high risk to Nottingham City Council and this document sets out the Council's intentions for reducing and managing this risk.

Responsible persons and their duty holders must ensure they have undertaken a Fire Risk Assessment for the premises.

Policy

Nottingham City Council will comply with all relevant fire safety legislation and standards. Fire safety management is delegated to departmental responsible persons, senior managers, premises and facilities managers to maintain and apply the fire risk management policies and procedures within their areas of responsibility and control. Responsible Persons need to familiarise themselves with the corporate policy (link below)

<http://intranet.nottinghamcity.gov.uk/media/12515/fire-safety-management-2023.pdf>

Introduction

Overall responsibility for fire precautions and fire safety management within Nottingham City Council lies with the Chief Executive of the Council. This Fire Safety Policy Statement reflects the importance that the Council attaches to the safety of its staff, service users, members of the public and other persons who may be affected by its activities and its premises in relation to fire safety. Nottingham City Council takes all reasonable and practicable steps to achieve the objectives and measures outlined below. This policy statement will be reviewed every 3 years or at more frequent intervals if there are relevant legislative changes.

Objectives

Through risk assessment, the objective of fire risk management is to:

- Minimise the potential for fire to occur.
- Reduce fire incidences.
- Safeguard all persons on Nottingham City Council premises from death or injury in the event of a fire.

In respect of all premises, which it owns or leases, Nottingham City Council will:

- Provide appropriate and adequate means of escape in case of fire.
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use.
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- Provide and maintain in working order all fire fighting appliances and devices.

- Provide appropriate instruction and/or training for all persons, including contractors and other visitors, on the actions to be taken in the event of fire.
- Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property.
- Ensure that measures, which are commensurate with the risks and the significance of consequential losses, are taken to protect buildings, installations and equipment from fire.
- Work with Nottinghamshire Fire and Rescue Service to promote fire safety within the organisation

Managerial and Employee Responsibilities

Individual responsibilities and legal duties in respect of fire safety for all Nottingham City Council employees are detailed within the Corporate Safety Manual, Workplace Fire Precautions (11) (April 2023), which considers fire safety management. This guidance and information also identify the responsibilities of managers, staff and others in respect of fire safety. This duty for management extends to ensuring a suitable and effective risk assessment for fire safety is in place for all Nottingham City Council premises and those it occupies.

The Corporate Safety team and CL Property Maintenance Team, in conjunction with premises managers, Nottinghamshire Fire and Rescue Service and other responsible persons will monitor and advise on the effectiveness of fire safety arrangements on behalf of Nottingham City Council to enable it to meet both its legislative and other fire safety management requirements.

If in doubt please speak to the CL Property maintenance Team or Corporate Safety Advice.

Appendix D

LEGIONELLA POLICY – NOTTINGHAM CITY COUNCIL

All responsible persons and their duty holders must have undertaken the Legionella training module, as delivered by the Corporate Safety Advise team.

All responsible persons and their duty holders shall be required to have undertaken IWMS training. Training can be delivered through the Safety and Compliance team, and or their nominated contractor / consultant.

On appointment of new staff requiring undertaking weekly and or monthly water tests and data input. The responsible person shall be required to contact the Technical Officer – Water Management to determine and arrange training needs required.

All little / unused outlets within premises shall require a weekly flushing regime, conducted by the responsible persons and their duty holders. All flushing activities to be recorded within a site logbook with monthly acknowledgement entered on to Seram.

The following policy is extracted from the Corporate Safety Manual, Legionella Management (7) dated April 2023, which also sets out the procedures for managing Legionella bacteria in City Council premises.

Introduction

Legionella presents a potentially high risk to Nottingham City Council and this document sets out the Council's intentions for reducing and managing this risk.

Legal Requirements

The Health & Safety at Work Act 1974 places duties on employers to ensure the health, safety and welfare of their employees at work and anyone else who may be affected. This duty extends to any risks from legionella bacteria, which may arise from work activities.

HEALTH AND SAFETY

The Management of Health & Safety at Work Regulations 1999 provide a broad framework for controlling health & safety at work which includes the legal requirement for employers to carry out risk assessments.

The Control of Substances Hazardous to Health Regulations 2002 also places duties on employers and occupiers of premises to carry out risk assessments, which includes the control of release of micro-organisms and microbiological agents.

In addition, the Approved Code of Practice & Guidance "Control of Legionella Bacteria in Water Systems (L8)" gives practical advice on how to comply with the law.

Nottingham City Council is committed to meeting its legal obligations to its employees and others (e.g. service users, contractors, pupils, etc.) who may be affected by its undertaking by ensuring an ongoing prioritised programme of controls is in place and implemented as follows:

- Identification, assessment and regular review of risks
- Preparation of a scheme of works for the prevention and control of identified risks
- Implementation and management of the scheme by appointing persons to be managerially responsible
- Maintenance of records and monitoring of controls
- Provision of appropriate training

PART 2

PROCEDURES

The following procedures cover the various tests and inspections carried out by Property Maintenance Team on behalf of the City Council, together with those which are the responsibility of the Responsible person / Duty Holder of a property, and which should form part of the normal management regime in the property. The statutory or other reason for carrying out the test or inspection is also shown, together with the frequency and any other specific requirements, which need to be carried out.

As indicated in the chart in **Appendix A** the procedures have been split into groups related to the various types of building installation, together with a miscellaneous category of individual tests and inspections. Any requirement to keep records on site is also indicated, and these must be made available to contractors or other authorised persons who may need information prior to carrying out any maintenance or alteration work.

PART 3

CONTACT LIST

Property Maintenance & Mechanical and Electrical Team		
Kelly Crossland	Property Maintenance Manager	07519 604485
Steve Bacon	Legionella Management Officer	07944 596987
Craig Nathan	Mechanical Team Leader	07815025380
Robert Jordan	Electrical Team Leader	07950336471
Roy Hall	Technical Officer - Asbestos	07886636581
David Prowett	Senior Structural Engineer	07949250061
Harry Morris	Technical Officer - Fire Safety	07939 979403
James Mitchell	Performance Manager (Concerto)	07711 920187
Neil Brennan	Mechanical & Electrical - Service Manager	07719419277
Zaheer Rahman	Asset and Lifecycle Manager	07519 293000

PART 4

VERSION CONTROL

VERSION No	AMENDMENTS		
V1.1	DRAFT VERSION	ISSUED FOR COMMENTS	MARCH 2013
V1.2A	FINAL DRAFT	ISSUE FOR UNION COMMENTS	JULY 2013
V1.2B	ISSUE		
V1.2C	PAGE 6	RESPONSIBLE PERSON DEFINITION HIGHLIGHTED BOLD	OCTOBER 2014
	PAGE 11 & 12	APPENDIX A CHANGED A3 VENTILATION REMOVED NOW FOR FUTURE USE W4 WATER TREATMENT (COOLING TOWERS REMOVED NOW FOR FUTURE USE	OCTOBER 2014
	PAGE 21	REMOVED AS DUPLICATED WITH AIR HANDLING & VENTILATION REF A1	OCTOBER 2014
	PAGE 22	TITLE CHANGED TO FAN CLEANING - KITCHENS	OCTOBER 2014
	PAGE 24	E6 HIGH VOLTAGE FREQUENCY ANNUAL INSPECTION	OCTOBER 2014
	PAGE 25	E8 STREET LIGHTING (NON – ADOPTED ROADS) INSPECTION FREQUENCY SPECIFIED.	OCTOBER 2014
	PAGE 34	M9 SMOKE VENTS REVIEW COMPLETED – SPECIFICATION UPDATED	OCTOBER 2014
	PAGE 37	GUIDANCE DOCUMENT REF INSERTED	OCTOBER 2014
V1.2D	DOCUMENT REVIEWED	ISSUE FOR UNION COMMENTS	JANUARY 2022
V1.2E	DOCUMENT REVIEWED	PREPARATION FOR CORP LANDLORD	AUGUST 2023

DOCUMENT OWNER – PROPERTY MAINTENANCE MANAGER

PART 3 Contractors Site Induction

All others to be completed by the FM/Building Responsible Person

Known site hazards: (tick as appropriate)

Inform the contractor of specific site hazards they need to be aware of (either local to the work or site-wide hazards) such as those indicated on the list below, and any other site-specific hazards.

Asbestos – See over	<input type="checkbox"/>	Process hazards	<input type="checkbox"/>
Fragile materials	<input type="checkbox"/>	Restricted areas	<input type="checkbox"/>
Live electrics	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>
Specialist plant or equipment	<input type="checkbox"/>	Service isolation points	<input type="checkbox"/>
Hazardous areas (roof/plant rooms)	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>

Site Rules: (tick as appropriate)

Include items which are required for the day-to-day management of the property which will not affect the work being carried out, but which the contractor will be required to follow.

Non-smoking site	<input type="checkbox"/>	Waste disposal	<input type="checkbox"/>
Security; signing in/out	<input type="checkbox"/>	Permit to work	<input type="checkbox"/>
Welfare facilities	<input type="checkbox"/>	Authorised areas confirmed *	<input type="checkbox"/>
Car parking; loading/unloading	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>

Emergency Procedures: (tick as appropriate)

Describe briefly the property emergency procedures, particularly those relating to fire, but including others as necessary

Sound of fire alarm	<input type="checkbox"/>
Fire assembly point	<input type="checkbox"/>
Fire evacuation procedure	<input type="checkbox"/>

*** Identify restricted areas or areas requiring
Authorised person accompaniment.**

Details of fire site plan provided	<input type="checkbox"/>
Other – please specify	<input type="checkbox"/>

PART 4

CONTACT LIST

Property Maintenance & Mechanical and Electrical Team		
Kelly Crossland	Property Maintenance Manager	07519 604485
Steve Bacon	Legionella Management Officer	07944 596987
Craig Nathan	Mechanical Team Leader	07815025380
Robert Jordan	Electrical Team Leader	07950336471
Roy Hall	Technical Officer - Asbestos	07886636581
David Prowett	Senior Structural Engineer	07949250061
Harry Morris	Technical Officer - Fire Safety	07939 979403
James Mitchell	Performance Manager (Concerto)	07711 920187
Neil Brennan	Mechanical & Electrical - Service Manager	07719419277
Zaheer Rahman	Asset and Lifecycle Manager	07519 293000

