

DRAFT

Cardiff Council

School Building Handbook

For Maintained, Voluntary Aided, Voluntary Controlled
and Foundation Schools in Cardiff



Our Duties

Managing School Property

School buildings constitute a significant element of the Council's assets in Cardiff. The importance of the school learning environment is recognised in Cardiff 2020: a renewed vision for education and learning in Cardiff as one of five goals. The goals states:

21st Century learning environments

"There are appropriate, high quality school places for children and young people which meet the needs of Cardiff's growing and changing population. Schools provide a safe and inspiring environment for learning and are strongly connected to their communities".

The Local Authority, Governing Bodies, Head Teachers, as Duty Holders, along with their staff all have mutual responsibilities in ensuring that school buildings and facilities are maintained, that the required operational health and safety standards are met and that statutory obligations are complied with.

Purpose of this document

In respect of school buildings, the Council as 'the Landlord' has developed a new Memorandum of Agreement for School Buildings that sets out the high-level obligations of the Council and School. This is supported by this refreshed School Building Handbook which is intended to better define the operational and statutory requirements for each party in meeting their obligations in relation to school buildings. It is important to note that this handbook applies to every school irrespective of whether they are purchased a service from the Council via a Service Level Agreement.

Health & Safety

The Health & Safety at Work Act 1974 & The Management of Health and Safety at Work Regulations 1999 outline the need for employers to manage health and safety by ensuring that the arrangements they have in place are planned, organised, controlled, monitored and reviewed appropriately.

Effective health and safety management is a key element of wider management practice in all organisations. This includes schools, where key responsibilities fall under the delegated powers and duties of the governing body, with some remaining with the Council.

Where the local authority is the employer (community, voluntary controlled, community special schools and maintained nursery schools), it may give a direction concerning the health and safety of persons (including pupils) on the school's premises or taking part in any school activities elsewhere. Under section 29(5) of the Education Act 2002, governing bodies of such schools must comply with any such direction from the local authority.

Any contractors appointed to provide advice, guidance and support in respect of the management and maintenance of the school site must be competent to provide such advice and support. Prior to engaging third party premises management support any school must seek the advice of the Council due to the responsibilities placed on the Authority in relation to health and safety of school premises.

Any repairs, installation, upgrades, works or alterations to the school building must be

subject to prior Council/Landlord consent. Works include anything that requires certification, involves utilities, services (such as gas and electricity), is structural in nature and/or is a physical alteration to the fabric of the property. Decoration works to the property do not require prior Landlords approval. Decoration involves work that affects the cosmetic appearance of the property without altering the fabric of the property in any way, for example painting.

Construction, Design, Management (CDM) - Roles and Responsibilities

These regulations were introduced to tackle the high level of accidents that occur on construction sites. They affect only certain types of work, but where they do they are mandatory, enforceable by the Health and Safety Executive (HSE), whilst non-compliance is a criminal offence.

For many Schools this can often appear to be a daunting piece of legislation. Its function is to capture all aspects of health and safety through the inception, design, construction, and ongoing management arising from a project. In particular, it places important duties on services including Schools, as they represent the employer (the Council) and introduces an unfamiliar role to many.

It is important to stress the need to seek the consent of Corporate Landlord via the (to be decided) as an essential first step before embarking on any project, regardless of whether the School wishes to use Corporate Landlord for the management of the Project, the funding is from the Local Authority, or from the School.

Consent for building works

Regardless of whether works requested by Schools are planned or responsive, the initial point of contact within Corporate Landlord should be the (to be decided). Likewise, if you are unsure on whether Landlord Consent is necessary, the xxxxx will be able to provide confirmation within xxxx weeks of the initial enquiry being submitted. If Landlord Consent is required, the School will need to fill in a Landlord Consent form. However, if consent is not required, the School will not need to fill in a LCC form, but the xxxxxxxx will still supply the School with some advice and guidance on how works should be approached, and the relevant qualifications and competencies which will need to be present.

Cardiff Council is the Landlord for all buildings within the Council's portfolio. As the landlord there are certain responsibilities in law for which they are accountable. Any works undertaken on council buildings may introduce risks either to those carrying out the work or to the future safety of the building to its occupants. Examples may be the disturbance of asbestos, undermining fire mitigation arrangements or even coming into contact with electricity.

There are certain statutory requirements which need to be met when undertaking certain works. Non-compliance with these statutory requirements can make the council and/or individuals liable to action by enforcing bodies.

RAMIS

To assist in the effective management of all buildings the Council has implemented RAMIS (Risk Assessment Management Information System) to hold relevant statutory inspection/testing information on all Council premises, including schools. The Council and schools will support the uploading of relevant information to the system as well as closing down the remedial tasks which have been identified by the statutory inspection undertaken on services /equipment as required by relevant legislation.

The Council and schools will also have access to a RAMIS for Schools Module which will enable school staff to access information, advice, guidance and support to assist in reaching decisions about maintenance needs and to facilitate risk assessments.

Finance

The delegation of responsibilities for asset management of schools derives from the principles underpinning Local Management of Schools (LMS). This was one of the most significant of the reforms introduced by the Education Reform Act 1988. The two fundamental principles of LMS were:

- The allocation of resources to schools using a common, transparent funding mechanism
- The delegation of responsibility to Governing Bodies to manage those resources

The Education Reform Act of 1988 was replaced by the Schools Standards and Framework Act of 1998 (Fair Funding) and refined by the School Funding (Wales) Regulations 2010. The Schools Standards and Framework (SSAF) Act recognised the strengths of the previous legislation. It built on the foundations provided by Local Management of Schools (LMS) in giving schools more control over the services they were using by delegating to schools the budgets for those services.

Both the Council and schools have a common purpose in using the resources made available to them to meet to promote high achievement for all and continuous improvement in standards. The Council and Governing Bodies share a statutory duty in carrying out their functions to promote high standards of educational achievement.

Since April 2000, Governing Bodies have been delegated the budget and responsibility for all revenue recurrent repairs and maintenance of school premises. Only capital expenditure has been retained by the Council. For these purposes, expenditure may be treated as capital only if it fits the definition of capital used by the local authority for financial accounting purposes in line with the CIPFA Code of Practice on Local Authority accounting. For school building schemes the minimum value for a capital shall be £10,000.

Annually Schools receive a delegated budget with which to carry out all recurrent repairs and maintenance as defined in Appendix A to this handbook, which sets down in detail the respective responsibilities of the Council and of the Governing Body.

Voluntary Aided schools will continue to be eligible for grant from the Welsh Government in respect of their statutory responsibilities for buildings and premises. In addition they will have responsibility for other repairs and maintenance items on the same basis as Community and Foundation schools.

SOP Asset Commissioning Group

Within the Education Directorate the SOP Asset Commissioning Group oversees the prioritisation of the School Asset Renewal Programme, funded from the Directorate's capital budget and the commissioning of works against an agreed programme of works. All request for school building schemes to be funded by the capital budget are considered and agreed by this group.

Statutory Maintenance and Inspection

Since April 2017 the budget and responsibility for the five statutory obligation inspection and testing services, listed below, have been retained by the Local Authority for all schools.

It is important to note that the cost of any remedial works identified as necessary following each of these inspections will be the responsibility of the school as identified in Appendix A of this handbook.

Statutory Inspections undertaken by the Local Authority

- Asbestos – asbestos survey and on-site management plan provision
- Legionella (water) Risk Assessment
- Fire Risk Assessment
- Gas Installations (including boilers) testing and servicing
- 5 Year Fixed Electrical Testing

The details of these inspections and identified works will be entered onto the Council's RAMIS system. Schools will be responsible for all other statutory Inspection and the Council (through the Health and Safety Support Service) will monitor all statutory inspections and associated remedial works using the RAMIS system and report on compliance on at least a quarterly basis to the Council's Senior Management Team.

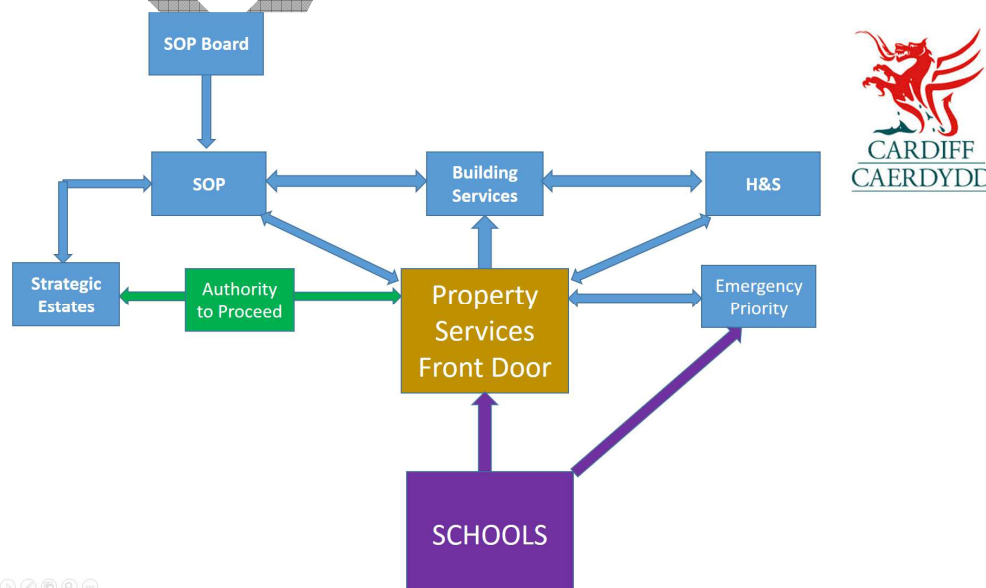
Memorandum of Agreement for School Buildings

The Council has drafted a Memorandum of Agreement for School Buildings setting out the main responsibilities of the Headteacher and Governing Body with respect to the management of the school premises. This agreement recognises that Cardiff Council as owner of the school premises has legal duties relating to the safe operation of the school site and that appointed officers will work in partnership with the Headteacher and Governing Body of the school to ensure that these legal duties are discharged and the school site is maintained in a safe and legally compliant condition. A copy of the draft Memorandum can be found at Appendix B.

Local Authority Contact Details

From September 2018 it is proposed that all enquiries and requests for building works on all school sites will be directed to a Property Services Front Door. Each enquiry and request will be triaged and passed onto the relevant section or team within the Council. The Support Desk will facilitate all communication regarding each request and ensure that there is online visibility for request status at all stages, and flow back to schools, Diagram 1 below.

Diagram 1



Until September 2018 all enquiries and request should be passed to the Client Services Support Manager.

Council Services

Since 1990 Cardiff Council has offered a range of services to schools including those which are associated with the maintenance of school buildings. Since April 2000, and the greater delegation of the budget and responsibility for all revenue recurrent repairs and maintenance of school premises, the Council has enhanced the scope of buildings maintenance services to schools, usually on a traded basis.

Each of the services has a specific Service Level Agreement which outlines the scope of the service offer, benefits to schools, contact details and any charges.

Up to date details of each of the Services Level Agreements (SLA's) can be found on the Education Directorate Services portal – cardiff.sla-portals.co.uk.

For information these services are;

Non-traded

Schools Health and Safety Support Services

From April 2018 each school will be provided with a competent health and safety officer for 1 day per fortnight, the officer will provide support to the school in undertaking health and safety tasks which are delegated to the school in managing health and safety at the school on a day to day basis. The named officer will undertake a range of health and safety tasks which may include:-

- Health and Safety Site Inspection
- Health and Safety audit of school processes and policy in relation to health and safety
- Development of school policy/guidance in relation to health and safety
- Risk Assessments
- Accident investigation
- DSE Assessments
- Legionella monthly Temperature monitoring
- Emergency lighting monthly flick tests
- Support with Fire Evacuation exercises
- Support and risk assessment of Caretaker Activities
- Implementation of RAMIS
- Support with risk assessment of Educational Visits
- Provide onsite training and briefing sessions as required
- Attend Governing Body meetings to report on Health and Safety performance as and when required
- Provide the Headteacher with reports on Health and Safety Compliance

It is envisaged that although officers will assist with planning of works on school premises outside of school hours, the monitoring of work undertaken by the Authority on school premises will be supported by the Corporate Health and Safety officer who will be

supporting the Council's Director of Economic Development who carries the Council's Corporate Landlord role.

Property Services

The new Property Services Service Level Agreement (SLA) has been developed in conjunction with our colleagues in the Education Directorate and Corporate Health and Safety. This SLA is designed to offer a range of professional and advisory services that can assist the Schools to undertake their Health and Safety legislative compliance responsibilities, ensuring the school buildings are safe, well maintained and properly cleaned. The SLA link with the Roles and Responsibilities set out in Appendix A, which sets out the responsibilities of the Council and the responsibilities of the Schools. We also work closely with Health and Safety teams to support this SLA.

As part of the new Service Area, the new Property Services team consist of:-

- Building Services
- Statutory Compliance and Cyclic Maintenance
- Building Repairs & Maintenance Services
- Cleaning and support Services
- Security Services
- Caretaking Services
- Courier services
- Fabrication (Specialist metal and carpentry work)
- Fleet Services
- Pest Control
- Recycling & Waste Services

The Property Services teams include fully trained surveyors, contract supervisors, plumbers, electricians, carpenters, gas fitters, cleaning staff, security operatives and technical administration, who are all fully committed to providing the Schools with a quality service at all times. The teams have supervisors who are performance checked monthly against targets, who regularly monitor the quality and standard of both our internal work and also any projects undertaken by the approved contractors.

APPENDIX A

Division of responsibilities

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
A	Access controls		✓	✓	✓
	Aerials		✓	✓	✓
	Alarms (Fire) – Provision/ Installation	✓			
	Alarms (Fire) All maintenance and repair		✓	✓	✓
	Extending or upgrading system		✓	✓	✓
	Alarms (Intruder)				
	Provision / Installation	✓			
	Upgrades, repair and routine maintenance		✓	✓	✓
	Resetting		✓	✓	✓
	All weather pitches		✓	✓	✓
	Artificial turf/Doltrack		✓	✓	✓
	Other ie macadam/asphalt games surfaces		✓	✓	✓
	Amenity horticulture eg flower beds, grass cutting		✓	✓	✓
	Amenity horticulture (permanent construction, e.g. brick, retaining walls).	✓			
	Amplifying system		✓	✓	✓
	Art Equipment including Kilns (Servicing and Testing)		✓	✓	✓
	Art Equipment including Kilns repairs arising		✓	✓	✓

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
B	Balustrades (Stairs/Landing)		✓	✓	✓
	Bells		✓	✓	✓
	Blinds School		✓	✓	✓
	Boards:				
	Notice Boards fixed		✓	✓	✓
	Notice Boards portable		✓	✓	✓
	Pinboards fixed		✓	✓	✓
	Whiteboards fixed		✓	✓	✓
	Whiteboards portable		✓	✓	✓
	Boiler room plant and equipment – Installation / Provision	✓			
	Boiler room plant and equipment – Statutory Obligations annual Servicing and testing	✓			
	Boiler room plant and equipment – Upgrading/ Repair and routine maintenance			✓	✓
	Boundary fences and walls – Provision / Installation	✓			
	Boundary fences and walls – Upgrading/ Repair and routine maintenance		✓	✓	✓
C	CCTV Cameras – security		✓	✓	✓
	Car parks		✓	✓	✓
	Caretaker's house (WHQS compliance)	✓			
	Caretaker's house (repairs as per tenancy agreement)		✓	✓	✓
	Carpets (loose or adhered)		✓	✓	✓
	Cavity wall insulation		✓	✓	✓
	CCTV systems : Provision / Installation Hardwiring, brackets, fixings, columns	✓			
	Camera/video recorders	✓			✓
	CCTV systems : Upgrading/ Repair and routine maintenance. Hardwiring, brackets, fixings, columns		✓	✓	✓
	Camera/video recorders		✓	✓	✓
	CCTV Cameras – security		✓	✓	✓

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
	Ceilings – Repairs to ceiling tiles and finishes. Provision of new suspended ceilings		✓	✓	✓
	Chairs/Desks		✓	✓	✓
	Chimneys – Structural replacement or removal	✓			
	Chimneys – Repair and repointing		✓	✓	✓
	Class change system		✓	✓	✓
	Classroom sinks		✓	✓	✓
	Cleaning		✓	✓	✓
	Cloakroom fittings (fixed)		✓	✓	✓
	Clocks (permanently fixed to the exterior of the building)		✓	✓	✓
	Clocks (internal)		✓	✓	✓
	Compressors – Including Servicing, testing and repairs	✓	✓	✓	✓
	Compressors repairs arising		✓	✓	✓
	Computer network cables		✓	✓	✓
	Culvert installations to built structures	✓			
	Culvert repairs and maintenance to built structures		✓	✓	✓
	Cupboards:				
	Fixed		✓	✓	✓
	Free standing		✓	✓	✓
	Curtains and tracks		✓	✓	✓
	Cycle sheds		✓	✓	✓
D	Damp proof course – Installation / Provision	✓		✓	
	Damp proof course – repairs / maintenance		✓	✓	✓
	Decorations:				
	External		✓	✓	✓
	Internal (including School Meal Areas)		✓	✓	✓
	Design and Technology Workshop Equipment (Servicing and Testing)		✓	✓	✓

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
	Design and Technology (fixed work benches and sinks)		✓	✓	✓
	Design and Technology Workshop Equipment Repairs arising		✓	✓	✓
	Desks/Chairs		✓	✓	✓
	Disabled access, lifts & fixed hoists – Provision / Installation	✓			
	Disabled access, lifts & fixed hoists repairs, servicing and testing		✓	✓	✓
	Portable hoists, slings and changing tables Servicing and testing		✓	✓	✓
	Ditches:				
	Cleaning and routine maintenance		✓	✓	✓
	Doors (non Fire Doors)		✓	✓	✓
	Drains and gullies:				
	Drain repairs (within Boundary)		✓	✓	✓
	Clearing and rodding		✓	✓	✓
	Surface water drainage to buildings and paved areas		✓	✓	✓
	Drinking water – water coolers & fountains		✓	✓	✓
	Ductwork - Cleaning of extract systems serving School Meal Areas		✓	✓	✓
	Recycling & Refuse enclosure		✓	✓	✓
E	Electrical Testing of Fixed Installation Including High risk areas:				
	5 year test Boards and circuits	✓			
	External Lighting 3 years	✓			
	Annual 1 year	✓			
	Electrical Repairs of Fixed Installation Including High risk areas				
	5 year test Boards and circuits		✓	✓	✓
	External Lighting 3 years		✓	✓	✓
	Annual 1 year		✓	✓	✓
	Electrical heating systems (fixed) – Installation / Provision	✓			

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
	Electrical heating systems (fixed) – Upgrading, repairs and routine maintenance		✓	✓	✓
	Electrical testing, repairs and maintenance of portable appliances		✓	✓	✓
	Electrical testing associated with public entertainment licence		✓	✓	✓
	Electrical testing of fixed installations	✓			
	Entrance/Exit steps and ramps – Provision / installation	✓			
	Entrance/Exit steps and ramps – repairs and adaptations		✓	✓	✓
	Extractor fan – installation	✓			
	Extractor fan – Repairs and routine maintenance		✓	✓	✓
F	Fan convectors (fixed installations) – Provision / installation	✓			
	Fencing (internal)			✓	✓
	Fire (Actions arising from Fire Risk Assessment):				
	Alarms –Provision / installation	✓			
	Alarms - Upgrading, repairs and routine maintenance		✓	✓	✓
	Fire Doors		✓	✓	✓
	All Fire Signage Exit signs (illuminated)		✓	✓	✓
	Guards		✓	✓	✓
	Provision and Servicing of Fire Extinguishers		✓	✓	✓
	Repairs arising to, or provision of extinguishers, fire buckets, blankets, break glass etc		✓	✓	✓
	Hydrants and mains (external)	✓			
	Sprinkler system – New installations		✓	✓	✓
	Sprinkler systems – Upgrades, testing, repairs and routine maintenance		✓	✓	✓
	Floor covering:				
	Damaged from unprotected chairs/desk legs/ equipment		✓	✓	✓

Area of Work Responsibility		Council	Maintained school	Voluntary Aided School	Foundation School
	Flexible finish eg carpet, vinyl sheet or tiles, floating timber/ laminated (seek advice from the Council if vinyl flooring contains asbestos)		✓	✓	✓
	Rigid finish eg block, quarry tiles, granwood, fixed timber.		✓	✓	✓
	Sanding and sealing floors		✓	✓	✓
	Structural floor eg screed, boards, blocks etc		✓	✓	✓
	Flowerbeds		✓	✓	✓
	Flues – Provision / Installation (replacement?)	✓			
	Flues - Upgrading, repairs and routine maintenance (to be undertaken by a Gas Safe Engineer).		✓	✓	✓
	Fuel bunker & oil tanks		✓	✓	✓
	Fume cupboards- Upgrading, repairs and routine maintenance (tested every 14 months)		✓	✓	✓
	Fixed		✓	✓	✓
	Moveable		✓	✓	✓
	Furniture:				
	Fixed School		✓	✓	✓
	Movable School		✓	✓	✓
G	Gas Mains, pipework and meters – New installation	✓			
	Gas Mains, pipework and meters – repair and maintenance		✓	✓	✓
	Gas Appliances:				
	Gas Boiler Appliance and flue Replacement, Testing & Servicing	✓			
	Gas Boiler Appliance and flue repairs		✓	✓	✓
	Fixed Gas Cookers, laboratory gas taps, room and water Heaters, Kilns - _ Gas Safety Testing	✓			

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
	Fixed Gas Cookers, laboratory gas taps, room and water Heaters, Kilns – Replacement, Servicing, Repair and maintenance		✓	✓	✓
	Gates(all) – Upgrading, repairs and routine maintenance		✓	✓	✓
	Glazing (excluding rooflights)		✓	✓	✓
	Glazing Film (inspection every 5 years)		✓	✓	✓
	Green Technology i.e.				
	Biomass Boilers'		✓	✓	✓
	Heat Pumps		✓	✓	✓
	Photo Voltaic Cells		✓	✓	✓
	Rainwater harvesting		✓	✓	✓
	Solar Panels		✓	✓	✓
	Wind generation		✓	✓	✓
	Gratings: Leaf/silt clearing		✓	✓	✓
	Gutters:				
	Repairs		✓	✓	✓
	Cleaning		✓	✓	✓
	Gym equipment (fixed and portable):				
	Inspections of equipment		✓	✓	✓
	Repairs of equipment		✓	✓	✓
	Any consequential repair of structural fixings (anchors) following inspection		✓	✓	✓
H	Handrails		✓	✓	✓
	Heating equipment fixed (i.e. room heating) – Provision / Installation/ replacement?	✓			
	Heating equipment fixed (i.e. room heating) – Upgrades, repairs and routine maintenance		✓	✓	✓
I	Ironmongery – doors and windows		✓	✓	✓
	Interrupted Utility Services:				
	Empty Oil/LPG Supply (purging/resetting)		✓	✓	✓
	Mains supplies (utility services)		✓	✓	✓

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
K	Commercial Kitchens				
	Building shell	✓			
	Environmental health improvements (by agreement)		✓	✓	✓
	Floor finishes (as floor coverings)		✓	✓	✓
	Internal fabric		✓	✓	✓
	Internal decorations		✓	✓	✓
	Kitchen equipment:				
	Servicing and Testing – Breakfast Club	✓			
	Servicing and Testing – School meal provision (subject to Catering SLA)		✓	✓	✓
	Servicing and Testing – School meal provision (outside of Catering SLA)		✓	✓	✓
	Domestic kitchen equipment (curriculum, staffroom etc.) Repair and replacement		✓	✓	✓
L	Laboratory benches (including utility supplies)		✓	✓	✓
	Land drainage to playing fields		✓	✓	✓
	Leaf/litter silt clearance - to gullies and channels		✓	✓	✓
	Lifts Installation/ replacement Or Statutory Upgrade Requirement	✓			
	Lifts – Insurance inspection	✓			
	Lifts – Insurance inspection – remedial repairs		✓	✓	✓
	Stair Lifts – Upgrades, repairs and routine maintenance		✓	✓	✓
	Lighting (Drama etc.) – see stage lighting		✓	✓	✓
	Lighting – External areas		✓	✓	✓
	Light fittings		✓	✓	✓
	Lighting – Floodlighting				
	Light bulbs/lamps/tubes and starters including access		✓	✓	✓
	Lighting - Emergency – see Fire section		✓	✓	✓

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
	Local exhaust ventilation, fume and dust extraction - Installation/ replacement	✓			
	Local exhaust ventilation, fume and dust extraction – Insurance Inspection	✓			
	Local exhaust ventilation, fume and dust extraction – Insurance Inspection – remedial actions		✓	✓	✓
	Local exhaust ventilation, fume and dust extraction – Upgrades, repairs and routine maintenance		✓	✓	✓
M	Mains supply (water, electricity and gas)		✓	✓	✓
	Mat wells (excluding mat)		✓	✓	✓
	Meters Provision/ Installation (gas, electricity and water) – public utilities	✓			
	Meters – sub-meters (gas, electricity and water)		✓	✓	✓
	Meter cupboards		✓	✓	✓
	Mobile classrooms Provision Installation and Removal	✓			
	Mobile classrooms Repair and Maintenance (as per permanent building)		✓	✓	✓
N	Name boards:				
	Repair/replacement of board Sign writing changes		✓	✓	✓
P	Painting:				✓
	External (including repairs arising)			✓	
	Internal (including preparatory work)		✓		
	Partitions:				
	Permanent		✓	✓	✓
	Temporary/folding/extra wide doors		✓	✓	✓
	Paved surfaces				
	Gullies/gratings leaf/silt clearing		✓	✓	✓
	Play equipment indoor and outdoor:				
	Provision/ Installation?		✓		✓
	Inspections of equipment		✓	✓	✓

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
	Repairs of equipment		✓	✓	✓
	Repair of structural fixings (anchors) following inspection			✓	
	Power points (rewiring)– New installation	✓			
	Power points – adaptation / extension		✓	✓	✓
	Portable electrical - Servicing and Testing – (unless Council provision in emergency situation)		✓	✓	✓
	Portable electrical repairs arising – (unless Council provision in emergency situation)		✓	✓	✓
R	Radiators – pipework / valves		✓	✓	✓
	Railings		✓	✓	✓
	Rainwater pipes & gutters		✓	✓	✓
	Maintenance of:				
	Roads, paths & playgrounds		✓	✓	✓
	Roofs		✓	✓	✓
	Roof trusses and roof structure generally		✓	✓	✓
	Rooflights (including glazing materials)		✓	✓	✓
	Roof tiles/coverings		✓	✓	✓
	Roof replacement (end of life)	✓			
S	Safer surfaces below play equipment for curriculum support:				
	Fixed surfaces BMP		✓	✓	✓
	Loose or removable surfaces eg sand, bark		✓	✓	✓
	Security alarms – Provision / installation	✓			
	Security alarms – Upgrades, repairs and routine maintenance		✓	✓	✓
	Security cameras		✓	✓	✓
	Security – CCTV systems – hardwiring, brackets, fixings, columns – Provision / installation		✓	✓	✓

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
	Security – CCTV systems – hardwiring, brackets, fixings, columns – minor Upgrades of the installation, camera repairs and routine maintenance		✓	✓	✓
	Security Monitoring Service - including links		✓	✓	✓
	Sewerage – treatment plant and pumps repairs and maintenance		✓	✓	✓
	Daily monitoring				
	Sewage disposal – septic plants, cesspools		✓	✓	✓
	Solar/safety film for glass		✓	✓	✓
	Staging:				
	Fixed		✓	✓	✓
	Portable		✓	✓	✓
	Stage lighting:				
	Inspection and repair		✓	✓	✓
	Staging Services:				
	Stage curtain winches		✓	✓	✓
	Stage curtains		✓	✓	✓
	Stage Scenery systems		✓	✓	✓
	Sun blinds (external)		✓	✓	✓
	Sun blinds (internal)		✓	✓	✓
	Swimming pools:				
	-Pool Plant replacement, including boiler	✓			
	-Fixed handrails		✓	✓	✓
	-Fixed access steps		✓	✓	✓
	-Loose access steps		✓	✓	✓
	-Basin covers		✓	✓	✓
	-Basin cover fixings		✓	✓	✓
	-Basin linings		✓	✓	✓
	-Pool Plant Inspection & Maintenance		✓	✓	✓
	-electrical Testing (annually)	✓			
	-Microbiological Water Testing (monthly)		✓	✓	✓
T	Thermostatic controls		✓	✓	✓
	Toilets (wc, basin, urinal)		✓	✓	✓

	Area of Work Responsibility	Council	Maintained school	Voluntary Aided School	Foundation School
	Trees (Including Safety Inspections) Maintaining Tree Preservation Orders		✓	✓	✓
U	Utility Services:				
	Interrupted – empty oil/LPG supply (purging/resetting)		✓	✓	✓
	Interrupted – mains supplies.		✓	✓	✓
V	Vandalism Repairs		✓	✓	✓
	Vehicle access ways		✓	✓	✓
W	Water:				
	Legionella Control Risk Assessment	✓	✓	✓	✓
	Maintenance of distribution pipework, including removal of dead legs		✓	✓	✓
	Installation of point of use water heaters		✓	✓	✓
	Water quality works including Tank clean, shower descale, water testing		✓	✓	✓
	Main from meter connection	✓			
	Cold Water Storage tank replacement and insulation	✓			
	Replacement clarifier		✓	✓	✓
	Installation of heat tracing systems		✓	✓	✓
	Additional water pumps to improve circulation		✓	✓	✓
	Windows		✓	✓	✓
	Windows blinds and screens		✓	✓	✓
	Worktops		✓	✓	✓

APPENDIX B

Memorandum of Agreement – School Buildings

The following draft memorandum of agreement sets out the main responsibilities of the Headteacher and Governing Body with respect to the management of the school premises. This agreement recognises that Cardiff Council as owner of the school premises has legal duties relating to safe operation of the school site, appointed officers will work in partnership with the Headteacher and Governing Body of the school to ensure that these legal duties are discharged and the school site is maintained in a safe legally compliant condition.

1.	Property Name and Address	(Provide a red line plan of property)		
2.	Council Contact Details	Cardiff Council County Hall Atlantic Wharf, Cardiff, CF10 4UW Contact email/tel?		
3.	School Contact Details Key Property Contact Details	Contact	Name	Tel Number
		Headteacher		
		GB Representative		
		Deputy Headteacher		
		Estates Staff/ Caretaker		
4.	Permitted Use	For the purpose of education and community activities Any change of use within the building must be subject to prior Council consent		
5.	Repairs, Maintenance and Alterations	Any repairs, installation, upgrades, works or alterations to the building must be subject to prior Council consent Works include anything that requires certification, involves utilities, services (such as gas and electricity), is structural in nature and/or is a physical alteration to the fabric of the property Decoration works to the property do not require prior Council approval. Decoration involves work that affects the cosmetic appearance of the property without altering the fabric of the property in any way, for example painting. If there is any doubt the Council must be contacted		

6.	Subletting and hiring of premises	<p>Individual rooms may be hired out using the 'Hire Agreement' form. This Agreement Form will be suitable for room bookings on an hourly basis. The form can be found on the Council's CIS system ref :xxxxx</p> <p>Where third party occupation of School premises is required on a more permanent basis, prior Council consent will be required so that appropriate advice is given as to whether the Hire agreement is appropriate or whether a lease or licence would be more suitable.</p> <p><i>It is imperative that third parties are not permitted to occupy premises (other than as above) without prior landlords consent, as occupiers may acquire statutory rights and security of tenure</i></p>
7.	Compliance	<p>The School is responsible for ensuring the property is fully compliant with all statutory requirements</p> <p>The Council will carry out annual audits for statutory compliance</p>
8.	Insurance	<p>The School is responsible for the contents insurance</p> <p>For Voluntary Aided and Foundation Schools, the School is responsible for the buildings insurance. For all other schools the Council is responsible for all buildings insurances.</p> <p>The Council is responsible for liability and indemnity insurance.</p>
9.	Rates and Utilities	<p>The School is responsible for all charges in respect of utilities and business rates.</p>

This memorandum of agreement must be signed annually by the School to acknowledge roles and responsibilities.

Signed Chair of Governors:

Printed:

Date:

Signed Headteacher:

Printed: