

A-Z Compliance Item	Requirements	Objective Evidence seen	Corrective Actions required
<b>Air Conditioning systems</b>	F-Gas Register (Best Practice) - detailing all assets, refrigerant type, quantity, CO2 equivalent & GHP Systems less than 5 tonnes CO2 equivalent subject to 12 month leak detection Systems less than 50 tonnes CO2 equivalent subject to 6monthly leak detection Systems less than 500 tonnes CO2 equivalent subject to 3 monthly leak detection Indoor Air Quality Assessment (Best Practice) - recommended 12monthly IAQ for duct fed areas	1 x split unit only in ICT suite, which was replaced over the summer however has not been commissioned yet as it cannot be wired in due to electricians required - being completed as part of the pending rewire	School to ensure commissioning sheets are captured upon completion.
<b>Asbestos Management</b>	Does the site have an Asbestos Register (not required post 2001 build) Does the site have an Asbestos Management Plan? Is there evidence of the Asbestos Register being checked by contractors? Have removals and changes been captured and recorded in the file?	School has a management survey, which is being superseded by a full R&D survey that is being commissioned for the rewire.	Management survey and register to be fully updated upon completion of re-wiring of school.
<b>Automatic Barriers, Gates &amp; Doors (inc. Roller Shutters)</b>	Asset register in place (Best Practice) - recording types & locations Are Maintenance records present and up to date? Sliding gates & doors subject to Annual Load testing - records present and up to date (BS7036)? Daily plant operation checks (Best Practice) - BMS control or physical inspection Service records in accordance with manufacturer guidelines & specifications?	Site has a pedestrian gate and vehicle gate, both serviced last week, remedial actions noted on service report, PO in place for works to be carried out. All plant was serviced in July, maintenance by Oldroyds. Daily checks have been introduced, caretaker has a new sign off sheet which has started to be filled in.	None
<b>Boilers</b>	Flue / LEV inspections and service records present (if applicable)? Remedial works carried out, evidenced and recorded?	Boilers are relatively new.	None
<b>Calibration Certificates</b>	Does the site have a register of test equipment used?	The school has ordered new temperature probes for tap temps, awaiting arrival.	SBM to ensure calibration certs are filed and reviewed annually
<b>Car Parking and Vehicle / Pedestrian segregation &amp; action plan</b>	Are Calibration certificates in place and in date? Is a site Risk Assessment present and in place? Does the site have a management action plan? Are regular checks being carried out to ensure the action plan remain effective?	The school has Risk Assessments and a full policy in place. The RA has noted some segregation works are required, the school is reviewing costs.	None
<b>Carbon Monoxide detection</b>	Weekly function checks, Monthly battery monitoring	none present School has a dated system which is no longer maintained, the school has procured a new system which is being installed at same time as wiring.	None
<b>CCTV</b>	Service records in accordance with manufacturer guidelines & specifications.		None
<b>Chimney</b>		The site has brick chimneys only, which were for old domestic use, not required under maintenance regime	None
<b>Confined Spaces</b>	Does the site have a register of Confined Spaces (known & potential) and the locations? Does the register highlight the category and nature of the risk? Are suitably trained staff appointed on site / is an external Appointed Person nominated? Does the site have a register of all appointed specialist subcontractors?	None known	None
<b>Contractor Checks</b>	Are insurance certificates in place and in date? Is there evidence of Signing in and Site Inductions? Have RAMS been requested, checked and reviewed? Are Hazardous substances identified and secured in suitable locked storage?	School has compiled a contractor register, which includes site induction, insurances, RAMS, etc. COSHH files kept and held by the chemicals for cleaning and catering. Training records are currently being migrated onto the Blue Sky HR system	DB to share examples of inductions as further improvements could easily be made to the induction process.
<b>COSHH</b>	Does the site have a COSHH register, with MSDS and appropriate RAMS? Are staff training records present?		None
<b>Display Energy Certificate</b>	Do all buildings on site have relevant DEC's where applicable and required (above 250sqm heated)?	present and in place	None
<b>Electrical - Portable Appliance Testing</b>	Does the site have a Risk Assessment based policy on PAT frequencies? Are records present and in line with local policy? Has the site got EICR records dated within 5 years? Have remedial actions been addressed and evidenced?	All PAT for the site is completed annually, just re-done over the summer holidays, full records in place.	None
<b>Electrical - Fixed Wire Testing</b>	Are re-test certificates in place where applicable and required? Are test records and chart schedules present at Distribution Board locations (Best Practice)?	The school have received a CIF bid for a full re-wire, currently out to tender, works expected to be carried out in 2018.	No action can be taken further to the current tender, however school to ensure Risk Assessments are reviewed accordingly.
<b>Electrical - High Voltage</b>	Does the site have any HV equipment, and where applicable, is a COMA in place? Are maintenance records present detailing servicing work and switching activities?	none present	None
<b>Electrical - Minor Works</b>	Are test records available to evidence testing following circuit alterations & minor works?	Historic work sheets are now largely irrelevant - as the system is getting ripped out	None

<b>Electrical - Emergency Lighting</b>	Does the site have plans / registers identifying EL fitting types and locations? Are monthly function test records present? Is an annual discharge certificate present in accordance with BS5266 (BS EN 50172)? Have remedial actions been recorded and evidenced?	school has minimal fittings in place, no service records, however full new EL system is being installed as part of the electrical tender.	School to ensure registers are compiled of new EL locations and introduce appropriate monthly and annual checks.
<b>Equality Act 2010</b>	Access audit and action plan required and checks to be made whenever alteration/changes are made to the building or the external environment.	survey booked for next week, new action plan to follow.	None
<b>Evacuation Chairs</b>	Are maintenance records in place? Are training records in place?	none present	None
<b>Extraction Systems &amp; Ductwork</b>	Does the site have a register of extraction systems - including fume cupboards and Kitchen Canopies? Are annual inspections carried out with service certificates? Has ductwork for Catering extraction systems been cleaned annually in accordance with TR19?	The school had a brand new kitchen installed in April 2017, no service visits have taken place yet.	None
<b>Fall Arrest Systems</b>	Are all Fall Arrest systems (including Eyebolts & Mansafe) identified? Are inspection records and annual certificates in place?	none present	None
<b>Fire / Smoke Dampers</b>	Does the site have a record of Fire Dampers in mechanical ventilation systems? Are annual maintenance records present and in place?	none present	None
<b>Fire Detection systems</b>	Are weekly function tests being carried out and recorded? Are maintenance / service records in place to evidence 100% testing of the system over 12 months? Does the weekly function test evidence rotation between call points? Are all call points identified and recorded?	A full new fire alarm system is being installed as part of the rewire. In any case there are still weekly checks being carried out in house, and historic service records are in place.	None
<b>Fire Doors</b>	Does the site have a register of all Fire Doors and locations (Best Practice)? Are 6 monthly inspection schedules present and in place?	The site advises that 6monthly inspections are being carried out, but these are not recorded. fire hoses in place but are scheduled to be removed in the coming weeks as they are no longer used. No sprinkler system present.	DB to share example sheet, school to ensure 6monthly inspections are logged and recorded. School to ensure weekly flushing of fire hose reels until they are disconnected and removed.
<b>Fire Fighting Equipment (fixed)</b>	Does the site have a sprinkler system with service records in place? Are Fire Hose Reels present, with service & maintenance checks present and in place?	serviced this week by Chubb, outstanding remedial works, PO in place	None
<b>Fire Fighting Equipment (portable)</b>	Is a register of Fire Fighting equipment present detailing types and locations (Best Practice)? Are annual service & inspection records present and in place?		school to ensure report is reviewed upon receipt and any / all remedial actions are tracked through.
<b>Fire Risk Assessment</b>	Does the site have a current Fire Risk Assessment reviewed minimum annually? Have reviews been carried out when changes to the building or occupancy have taken place? Does the site conduct regular checks to ensure equipment is in date?	A full new FRA was completed last week by Ford Risk Management, not received the report yet. first aid management is now moving to the blue sky HR management system. Every classroom has provision, the school also has a full register of trained staff in the office.	None
<b>First Aid</b>	Are First Aid personnel training records in place and up to date? Is the provision of both equipment and trained staff in line with recommendations from the site Risk Assessments?	none present	None
<b>Flagpoles</b>	Are Flagpoles identified and inspected annually in accordance with LOLER regulations?		None
<b>Fuel Storage</b>	Are Fuel Storage areas identified and secured in accordance with COSHH and other relevant regulations (if applicable)?	none present	None
<b>Gas - Appliances</b>	Does the site have a register of all Gas appliances with relevant ACS codes? Are O&M's present and available? Does the site have annual maintenance records in place for all identified plant & equipment? Are Gas Operatives Gas Safe certificates available and up to date, detailing ACS competencies? Are pipework & system line diagrams available? Are annual visual inspections carried out?	Gas appliances are all maintained and serviced by Oldroyds. Full maintenance records are in place, however paperwork does not denote ACS codes, etc. This information is known to be held on Oldroyds central register which is available upon request.	Suggest the school records locally the ACS codes for all plant, and further requests copies of operative Gas safe registrations and competencies for local records.
<b>Gas - Installations &amp; Outlets</b>	Are 5 yearly tightness test records available and up to date? Is an emergency number clearly displayed at the meter and all isolation points? Does the Emergency Isolation Valve at the Meter have a fixed handle?	Line Diagrams not in place, emergency number and procedure is displayed on the wall in the main plant room. 5yr tightness test completed last when boilers were serviced in 2017.	Recommend the school requests line diagrams from service provider.
<b>Generators &amp; UPS</b>	Are weekly function tests carried out and recorded where applicable? Are annual servicing & maintenance records available?	none present	None
<b>Glazing</b>	Are intruder alarm maintenance records present & up to date?		None
<b>Intruder Alarms</b>	For monitored systems, are details of the Alarm Receiving Centre present and up to date? Is a copy of the alert & escalation policy up to date? Are service & maintenance records present and up to date, including details of remedial actions?	Intruder alarm was last serviced on the 15th of September, paperwork in place, no defects noted	None
<b>Lifts &amp; Lifting Equipment</b>	Are 6 monthly insurance inspections available and up to date in accordance with LOLER?	none present	None
<b>Lightening Protection</b>	Are service & inspection records present & up to date, including evidence of remedial actions?	none present	None

<b>Local Exhaust Ventilation systems (LEV)</b>	Does the site have any LEV's identified on an asset register? Are service & maintenance records in place and up to date? Are COSHH Risk Assessments & insurance inspections in place and up to date?	none present Contract in place	None
<b>Pest Control</b>		Service records are in place, recently some items were condemned, the units have been removed, actions are in place for replacements.	None
<b>Playground &amp; Gym equipment</b>	Is all equipment identified on a schedule, with annual inspection certificates present and up to date?	The new business manager is starting to compile full records and a centralised register, however all documents are new as very few historic records transferred from the previous business manager.	DB to share example sheet
<b>Planned Preventative Maintenance schedule</b>	Does the site have an effective and up to date PPM schedule for all assets / systems, including details of appointed contractors and due dates (Best Practice)?		
<b>Pressure Systems</b>	Are pressure vessels and systems recorded on an asset register, detailing the bar/ltr value? Are systems & vessels over 250 bar/ltr covered by a Written Scheme of Examination?	none present	None
<b>Radon</b>		not in Radon area, RA in place to verify	None
<b>Red Care / Dualcom monitoring</b>	Servicing as per manufacturer's/competent person instructions or annually including checking contractor monitoring station.	not applicable	None
<b>Safe Systems Of Work (SSoW)</b>	Does the site have robust SSoW policies and procedures, including site inductions, local use RAMS, subcontractor RAMS reviews and approvals, Working At Height policies, etc.? Are retractable seating systems tested and inspected in accordance with manufacturer specifications and requirements?	As with the PPM schedule, the SBM is starting to compile new site induction processes although this is still in its infancy. However given the works evidenced already within the short months she has been in post, we expect this will be captured effectively and quickly.	DB to share examples of inductions that may be of use.
<b>Seating (retractable)</b>	Are users suitably trained in operation, with relevant O&M's & RAMS in place? Does the site have a pollution prevention policy and Risk Assessment?	none present	None
<b>Sewage Pumping Systems</b>	Is a suitable maintenance & inspection regime in place? Are Confined Spaces identified within the facility?	none present none present	None None
<b>Solar Panels</b>		Current units have been decommissioned, to be replaced with the re-wire of the school	None
<b>Stage Lighting</b>	Are stage lighting systems serviced and inspected annually? Are daily plant & operation checks in place?		
<b>Swimming Pools</b>	Is a suitable maintenance schedule in place? Are dosing chemicals suitably stored in accordance with COSHH?	none present	None
<b>Trees</b>	Does the site have a schedule of Trees on premises? Are Risk Assessments in place, with a defined schedule of inspection and maintenance?	A contract is in place with Wakefield Council arboricultural services, full records present and in place Duty Holder & RP need to be formally appointed. RP is to attend BS2 training. Full management plan present and in place, with full evidence to show this is being done.	None School to ensure the Duty Holder and RP are formally appointed and recorded within the site management plan
<b>Water - Risk Assessment &amp; management Plan</b>	Does the site have an active, up to date Water Risk Assessment in accordance with ACOP L8? Does the site have a Water Management Plan, defining the Duty Holder & Responsible Person? Are Microbiological sampling records & results available? Are Sentinel outlets identified on schematic plans?		
<b>Water - Tap Temperatures / Calorifier Flow &amp; Return</b>	Are monthly temperature checks carried out and recorded in the log book? Are monthly Calorifier flow & return temperatures monitored & recorded? Do historic records identify any non-conformances and details of any remedial actions taken?	Historic records are very poor, however the new records and monitoring activities are in line with requirements,	None
<b>Water - Cold Water Storage Tanks</b>	Are CWSTs identified on a register? Are inspections carried out 6 monthly / in accordance with the WRA?	none present - school is entirely mains fed Recognised on new WRA, new management plan in place, no historic records available but servicing is now being done.	None
<b>Water - TMV's</b>	Are TMV's identified on the asset register? Are 6 monthly servicing records present and in place?		None
<b>Water - Little Used Outlets</b>	Are all Little used Outlets identified on a register? Are weekly flushing records present and up to date?	records present and in place	None
<b>Water - Shower Heads</b>	Are all shower heads identified on a register? Are quarterly (3 monthly) descaling & disinfection certificates in place?	None present	None
<b>Workshop equipment</b>	Is all workshop plant & equipment identified on an asset register? Are RAMS for use in place? Are maintenance & inspection records available and dated within 12 months?		None