

SITE MANAGEMENT CONTROL AUDIT

Cyclic Maintenance Module



**KILTON THORPE
SPECIALIST ACADEMY**

Site Contact: Brian Richardson

Current Issue Date: 05/07/2019

Created 25/01/19



REF	Description	School/ contractor	Ref/Asset/ID no	Current Record on site	Statutory inspection frequency	Date of last inspection	Formula for "Date of Next Inspection"	Date of next inspection	STATUS (Pass or Fail date)	Actions arising from test/service	Description and actions taken	Closed	Document Links
LEGISLATION & OTHER													
Leg. 1	Health and Safety Law Poster	Client/Owner	Internal	Final record	ANNUAL	05-Feb-19	05-Feb-20	05-Feb-20	PASS	NO	Not available, IH to re-inspect W/C 28/1/19 to verify. BR confirmed location and IH witnessed. Located in main admin office.	Yes	Record Sheets\Doc Legislation & Other\WP_20190312_08_0744_Pro.jpg
Leg. 2	Health and Safety Policy Statement	Client/Owner	Internal	Final record	ANNUAL	25-Mar-19	25-Mar-20	25-Mar-20	PASS	NO	Document requires date & revision status.	Yes	Record Sheets\Doc Legislation & Other\H & S signed.pdf
Leg. 3	Employers Liability Certificate	Client/Owner	Internal	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO	Not available, IH to re-inspect W/C 28/1/19 to verify. BR confirmed that the policy docs are located in his office.	yes	
Leg. 4	3rd Party All Risk Certificate	Client/Owner	Internal	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO	BR confirmed that the policy docs are located in his office.	Yes	
Leg. 5	Risk Assessment Review Caretaking & Cleaning	Client/Owner	Internal	Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	Yes	No access at this time. Kirsty believes this has been carried out, however a full review of the procedure would be recommended, date can be added at that time.	No	
Leg. 6	Hydrotherapy PTO Policy & Review	Client/Owner	Internal	Final record	ANNUAL	25-Mar-19	25-Mar-20	25-Mar-20	PASS	NO	BR Confirmed Update Completed.		Record Sheets\Re Cyclic Items Forecast Actions Policy.msg
Leg. 7									NA				
Leg. 8									NA				
GAS													
Gas 1	Gas Safety Record Main Site	Council	Redcar & Cleveland	Final record	ANNUAL	29-Jun-18	29-Jun-19	29-Jun-19	FAIL - Next inspection due	YES	Outstanding faults to repair detailed on list. This requires review and confirmation when faults have been addressed. IH discussed that some outstanding actions are now needed. BR to investigate.	No	Record Sheets\Doc Gas\29.06.2018.pdf
Gas 2	Gas Safety Record	Council	Redcar & Cleveland	Final record	ANNUAL	29-Jun-18	29-Jun-19	29-Jun-19	FAIL - Next inspection due	YES	Poolside Plant Room	Yes	Record Sheets\Doc Gas\29.06.2018.pdf
Gas 3	Gas Safety Record KTS3	Council	Redcar & Cleveland	Final record	ANNUAL	29-Jun-18	29-Jun-19	29-Jun-19	FAIL - Next inspection due	YES	Certificates required for both sites	No	Record Sheets\Doc Gas\29.06.2018.pdf
Gas 4	Gas Tightness Certificate Main Site	Council	Redcar & Cleveland	Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	Certificates required for both sites	No	Record Sheets\Doc Gas\29.06.2018.pdf
Gas 5	Gas Tightness Certificate KTS3	Council	Redcar & Cleveland	Final record	ANNUAL	29-Jun-18	29-Jun-19	29-Jun-19	FAIL - Next inspection due	NO			
Gas 6	Gas Test (Internal)	Council	Redcar & Cleveland	Final record	ANNUAL	29-Jun-18	29-Jun-19	29-Jun-19	FAIL - Next inspection due	NO			
Gas 7							TBC	TBC	NA	NO			
Gas 8							TBC	TBC	NA	NO			
LIFTING & WAH													
Lift 1	Ladders Thorough Examination & Inspection	Client/Owner	Site Staff	Final record	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	IH to verify with site staff and update accordingly. Site staff do inspect (confirmed by Ian) but do not record. BR to confirm if this is to be undertaken.	No	Record Sheets\Access Equipment.xls
Lift 2	Ladder Register	Client/Owner	Site Staff	Final record	6 MONTHLY	01-Jan-19	01-Jul-19	01-Jul-19	FAIL - Next inspection due	YES	IH to create sheet and add register to top of sheet, include review status etc. Sheet amended to include a ladder register.	Yes	Record Sheets\Access Equipment.xls
Lift 3	Roof Inspection & Clean	Client/Owner	Site Staff	Final record	6 MONTHLY	11-Apr-19	11-Oct-19	11-Oct-19	PASS	NO	A Dunlevey completed full clean down. Valleys were heavily soiled on KTS1 roof. Both buildings completed.		Record Sheets\Doc Lifting & WAH\25575 KTS ACADEMY.doc
Lift 4	Hoist - Person	Contractor	ARJO	Final record	6 MONTHLY	28-Dec-18	28-Jun-19	28-Jun-19	FAIL - Next inspection due	NO	Installation Cert 600133 Arjo Huntley & July & Christmas. Repair Completed no service 7/3/19		W:\Busidev\Academies\Database For Upload\KTS Data Base Live Version\Record Sheets\Doc Lifting & WAH\25575 KTS ACADEMY.doc
Lift 5	Minibus Platform	Client/Owner	Kia Stockton	Final record	6 MONTHLY	10-Apr-19	10-Oct-19	10-Oct-19	PASS	NO		Yes	Record Sheets\Access Equipment.xls
Lift 6							TBC	TBC	NA				
Lift 7							TBC	TBC	NA				

REF	Description	School/contractor	Ref/Asset/ID no	Current Record on site	Statutory inspection frequency	Date of last inspection	Formula for "Date of Next Inspection"	Date of next inspection	STATUS (Pass or Fail date)	Actions arising from test/service	Description and actions taken	Closed	Document Links
WATER QUALITY MANAGEMENT													
Waste 1	Water Risk Assessment	Council	Redcar & Cleveland	Final record	24 MONTHLY	20-Mar-18	20-Mar-20	20-Mar-20	PASS	YES	BR requested review from Grahams. Now added to database. Review shows potential stagnation points which need to be addressed.	No	Record Sheets\Doc Water Qual\KTS Academy - Audit Site Notes - 20.03.18.pdf
Waste 2	Cold Water Storage Tank Inspection Report							00-Jan-00		NO	Direct feed only, no water tank connected. All services disconnected. See link, confirmation of no CWST etc.	Yes	Record Sheets\Cyclic Record Stat.xls
Waste 3	Hot & Cold Temperature Sentinel Representative Taps	Council	Redcar & Cleveland	Final record	MONTHLY	10-Jun-19	10-Jul-19	10-Jul-19	PASS	NO			Record Sheets\Cyclic Record Stat.xls
Waste 4	Temperatures Calorifier Flow & Return						TBC			NO	Direct feed water boilers only. Remove if OK with BR after review of Legionella RA		
Waste 5							TBC						
Waste 6	Silt Trap Inspect & Clean	Contractor	Andrew Dunlevey	Final record	6 MONTHLY	11-Apr-19	11-Oct-19	11-Oct-19	PASS	NO	Traps were cleaned out, found to be within acceptable limits, suggest inspection again in October then review frequency.		Record Sheets\Doc Water Qual\Drain Chamber Report 1.docx
Waste 7	TMV Inspections	Council	Redcar & Cleveland	Final record	6 MONTHLY	05-Mar-19	05-Sep-19	05-Sep-19	PASS	NO	Kirsty unsure if this is carried out. IH to check with site staff w/c 28/1/19. R & C do carry this out so should be on a schedule.		Record Sheets\Re Cyclic Items Forecast Actions.msg
Waste 8	Sterilise Shower Heads	Council	Redcar & Cleveland	Final record	QUARTERLY	05-Mar-19	05-Jun-19	05-Jun-19	FAIL - Next inspection due	NO	Scheduled by R & C		Record Sheets\Re Cyclic Items Forecast Actions.msg
Waste 9	Water Sample Results from Sentinels & CWST	Council	Redcar & Cleveland	Final record	6 MONTHLY	05-Mar-19	05-Sep-19	05-Sep-19	PASS	NO	Ian confirmed Redcar & Cleveland		Record Sheets\Cyclic Record Stat.xls
Waste 10	Drinking Water Dispenser Maintenance POU	Contractor	Waterlogic	Final record	6 MONTHLY	04-Mar-19	04-Sep-19	04-Sep-19	PASS	NO	IH to Check with Kirsty.		Record Sheets\Re Cyclic Items Forecast Actions.msg
Waste 11	Drinking Water Dispenser Maintenance Weekly Flushing	Client/Owner	Site Staff	Final record	QUARTERLY	04-Mar-19	04-Jun-19	04-Jun-19	FAIL - Next inspection due	NO	IH to check with BR. Suggest flushing particularly during holidays before staff return. Should be recorded as being completed. Record Sheet added 12/3/19 and also link to maintenance requirements.	No	Record Sheets\Premises Control Sheet.xls
Waste 12							TBC	TBC	NA				
Waste 13							TBC	TBC	NA				
FIRE & EMERGENCY													
Fire 1	Fire Risk Assessment	Client/Owner	Internal	Final record	ANNUAL	10-Dec-18	10-Dec-19	10-Dec-19	PASS	YES	Follow up actions listed on review 1/2/19	No	Record Sheets\Fire Safety Record Sheet.xls
Fire 2	Auto Door Inspection	Client/Owner	Record 247	Final record	6 MONTHLY	06-Feb-19	06-Aug-19	06-Aug-19	PASS	NO	KS1 & 2 Only 1 door (Tormax) detailed on Work Sheet. Confirm if second door is maintained by different contractor.	No	Record Sheets\Doc Fire & Emergency\Auto Doors\313528 KS1 Report.pdf
Fire 3	Auto Door Inspection	Client/Owner	Record 247	Final record	6 MONTHLY	06-Feb-19	06-Aug-19	06-Aug-19	PASS	NO	KS3 External Door Only at this time.	No	Record Sheets\Doc Fire & Emergency\Auto Doors\313528 KS3 Report.pdf
Fire 4	Auto Door Maintenance	Contractor	Tormax	Final record	6 MONTHLY	05-Mar-19	05-Sep-19	05-Sep-19	PASS	NO	Overdue, new inspection required. Internal door to main reception serviced 5/3/19 due to error found during power cut when door locked shut.	No	Record Sheets\Doc Fire & Emergency\06.03.2019 Tormax.pdf
Fire 5	Fire Hazard Survey	Client/Owner	To Be Confirmed	Final record	MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	IH to verify with site staff and update accordingly. Not carried out and recorded by site staff.	No	Record Sheets\Fire Safety Record Sheet.xls
Fire 6	Fire Extinguishers	Client/Owner	Safe & Sure	Final record	ANNUAL	27-Nov-18	27-Nov-19	27-Nov-19	PASS	YES	No sheets avail. Dates off ID sheet on extinguisher in reception area show this was carried out. Locate sheet & upload.	No	Record Sheets\Fire Safety Record Sheet.xls
Fire 7	Fire Alarm System - Maintenance Specialist contractor	Council	Redcar & Cleveland	Final record	6 MONTHLY	02-Apr-19	02-Oct-19	02-Oct-19	PASS	NO	P1 System.		Record Sheets\Fire Safety Record Sheet.xls
Fire 8	Fire Smoke Detectors	Council	Redcar & Cleveland	Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	IH to verify with site staff and update accordingly. Carried out at different times.	No	Record Sheets\Fire Safety Record Sheet.xls
Fire 9	Fire Alarm Call Points	Client/Owner	Internal	Final record	WEEKLY	01-May-19	08-May-19	08-May-19	FAIL - Next inspection due	YES	IH to verify with site staff and update accordingly	No	Record Sheets\Fire Safety Record Sheet.xls
Fire 10	Fire Evacuation Drill	Client/Owner	Internal	Final record	QUARTERLY	02-Apr-19	02-Jul-19	02-Jul-19	FAIL - Next inspection due	NO			Record Sheets\Fire Safety Record Sheet.xls
Fire 11	Emergency Lighting - flick tests	Council	Redcar & Cleveland	Final record	QUARTERLY	31-May-19	31-Aug-19	31-Aug-19	PASS	NO	Main Site		Record Sheets\Fire Safety Record Sheet.xls
Fire 12	Emergency Lighting - 3 hour discharge Test	Council	Redcar & Cleveland	Final record	ANNUAL	26-Oct-18	26-Oct-19	26-Oct-19	PASS	NO	3 Hour discharge Test.		Record Sheets\Fire Safety Record Sheet.xls
Fire 13	Ext Door Hold Open Equipment	Client/Owner	Site Staff	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO	Set Up Inspection & record. Visual inspection IH Installed Fencing UK. Sheet Created 12/3/19. P Brown quoted price to inspect at £50.00 for 6 units.	Yes	Record Sheets\Playground Record Sheet.xls
Fire 14	Int FD 30 door Inspection	APP	APP	Final record	6 MONTHLY	15-Apr-19	15-Oct-19	15-Oct-19	PASS	YES	Damage noted to doors, frames and ironmongery	No	Record Sheets\Doc Fire & Emergency\Internal Door Inspection 2019.docx
Fire 15	Int FD 30 hold open inspection	Client/Owner	Site Staff	Final record	6 MONTHLY	15-Apr-19	15-Oct-19	15-Oct-19	PASS	YES	Damage and omissions noted on report as above.	No	Record Sheets\Doc Fire & Emergency\Internal Door Inspection 2019.docx
Fire 16							TBC	TBC	NA				
Fire 17							TBC	TBC	NA				

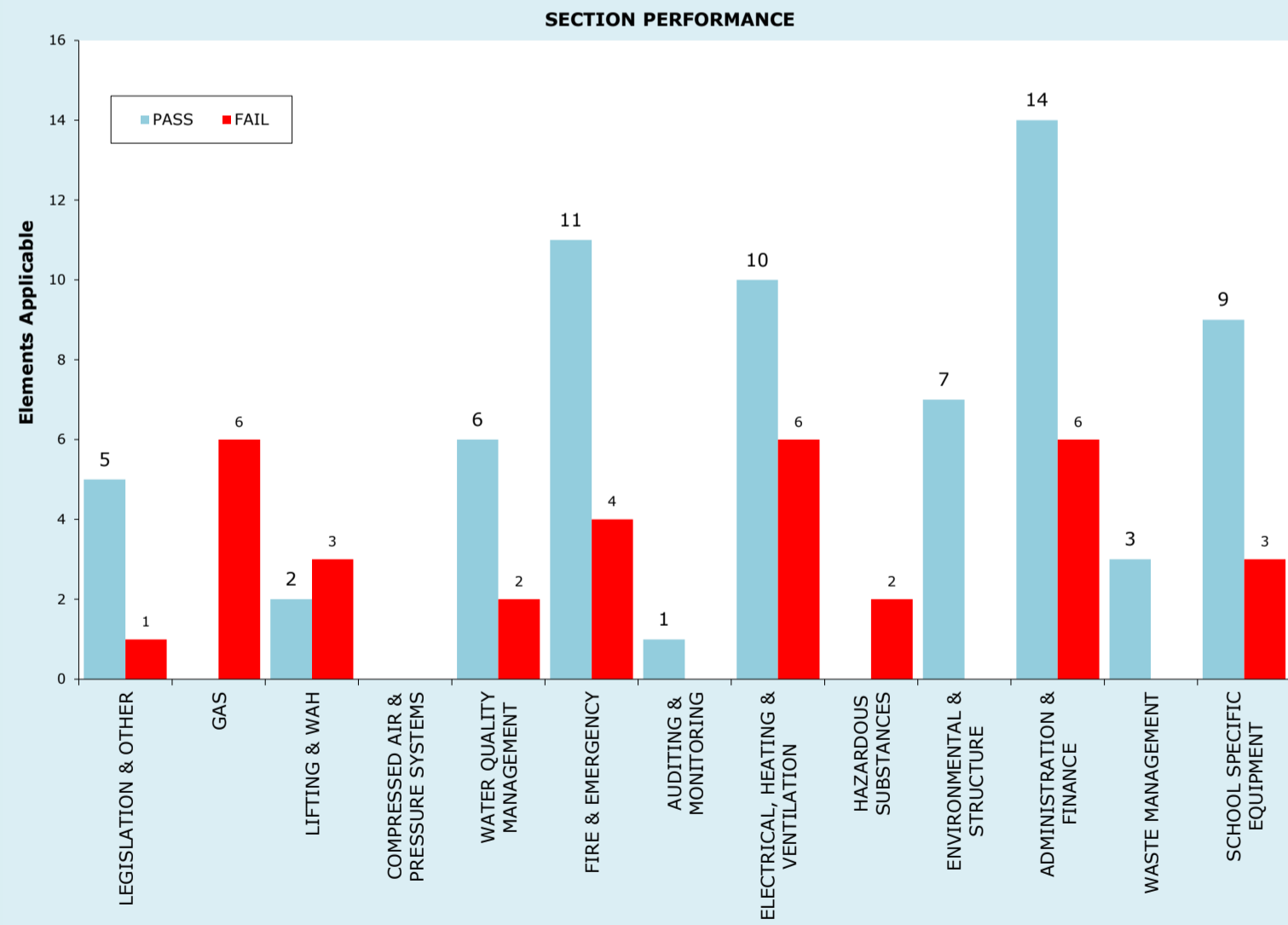
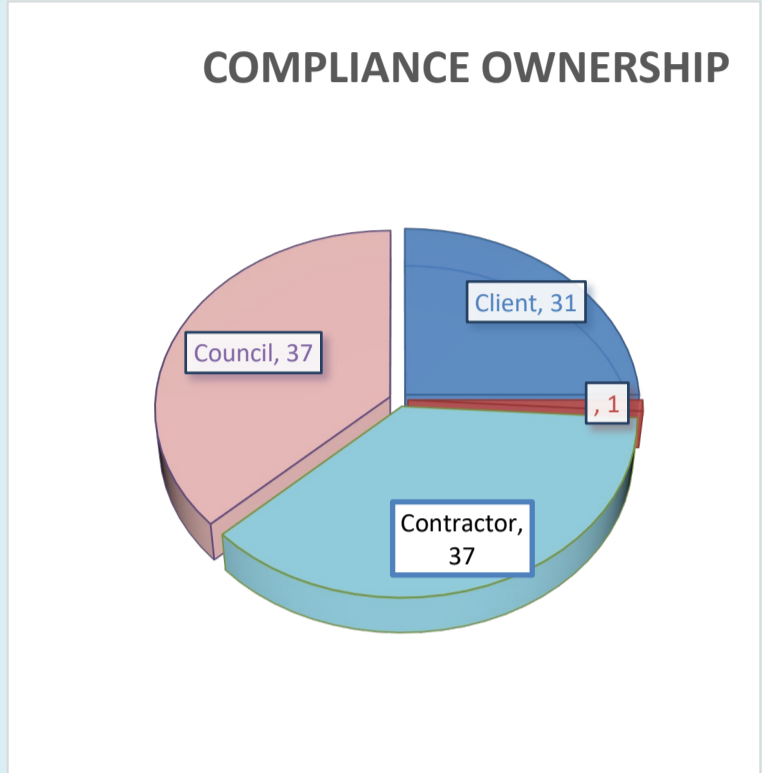
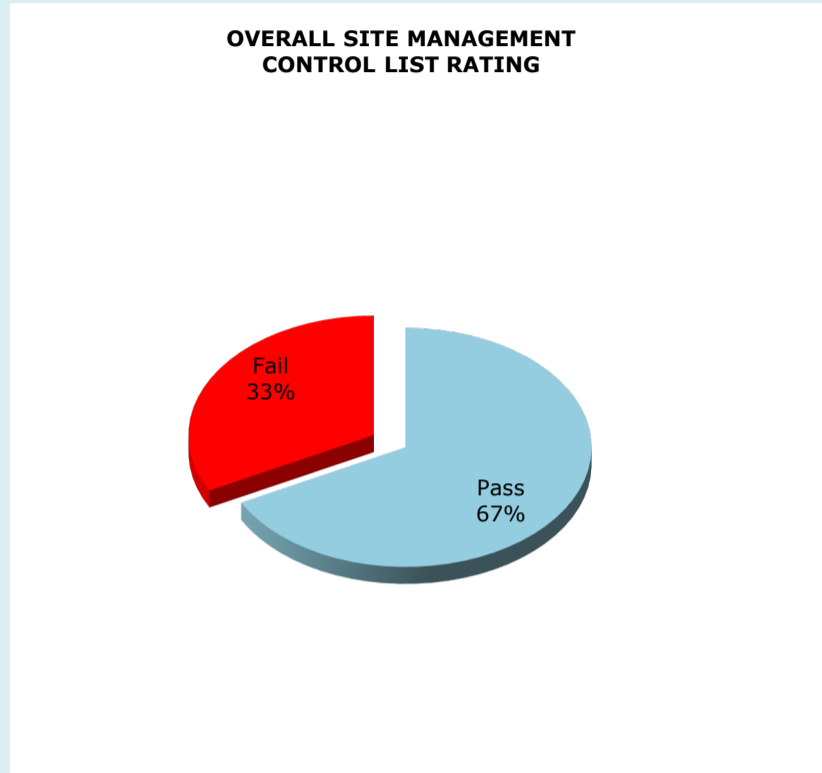
REF	Description	School/contractor	Ref/Asset/ID no	Current Record on site	Statutory inspection frequency	Date of last inspection	Formula for "Date of Next Inspection"	Date of next inspection	STATUS (Pass or Fail date)	Actions arising from test/service	Description and actions taken	Closed	Document Links
AUDITING & MONITORING													
Aud 1	SHE Audit - Action Plan	Council	Redcar & Cleveland	Final record	6 MONTHLY	21-Jan-19	21-Jul-19	21-Jul-19	PASS	NO			
Aud 2		NA					TBC	TBC		NO			
Aud 3							TBC	TBC	NA				
Aud 4							TBC	TBC	NA				
ELECTRICAL, HEATING & VENTILATION													
Elec 1	5 Year Electrical Test	Council	Redcar & Cleveland	Final record	5 YEARLY	05-Aug-15	05-Aug-20	05-Aug-20	PASS	YES	Main building has outstanding actions that have not been closed out. Distribution boards were changed 2018 by JSE, a new test would be beneficial to ensure that compliance in other areas is maintained. IH	Yes	Record Sheets\Doc Electrical\KTS FUSE BOARDS.pdf
Elec 2	Portable Appliance Test	Client/Owner	Internal	Final record	ANNUAL	11-Apr-19	11-Apr-20	11-Apr-20	PASS	YES	Reports are produced, not all items have stickers. IH to check with site staff. Ian confirmed method, to ensure all items are completed.	Yes	Record Sheets\Cyclic Record Stat.xls
Elec 3	Air Handling Unit Service	Council	Redcar & Cleveland	Final record	ANNUAL	23-Jan-19	23-Jan-20	23-Jan-20	PASS	NO	No errors reported. New classroom units have now been added.		Record Sheets\Plant Room Record Sheet.xls
Elec 4	Sensory Room Inspection	Contractor	Sensory Company	Final record	ANNUAL	26-Jun-18	26-Jun-19	26-Jun-19	FAIL - Next inspection due	NO			Record Sheets\Premises Control Sheet.xls
Elec 5	Convactor Heater Service	Council	Redcar & Cleveland	Final record	ANNUAL	03-Aug-18	03-Aug-19	03-Aug-19	PASS	NO	No faults reported on sheets.		Record Sheets\Plant Room Record Sheet.xls
Elec 6	Intruder Alarm Service	Contractor	ADT	Final record	ANNUAL	18-Jun-18	18-Jun-19	18-Jun-19	FAIL - Next inspection due	NO	All actions completed		Record Sheets\Intruder Alarm Record Sheet.xls
Elec 7	Pedestrian & Traffic Access Control	Contractor	N.E Automation	Final record	ANNUAL	03-May-19	03-May-20	03-May-20	PASS	NO	Report now added to database link.	Yes	Record Sheets\Doc Electrical\Car Park Barrier Safety Force Test 03.05.19.pdf
Elec 8	Pool HVAC Maintenance	Council	Redcar & Cleveland	Final record	ANNUAL	18-Aug-18	18-Aug-19	18-Aug-19	PASS	NO			Record Sheets\Plant Room Record Sheet.xls
Elec 9	Lightning Protection Test	Contractor	Stone	Final record	ANNUAL	07-Jun-18	07-Jun-19	07-Jun-19	FAIL - Next inspection due	No	BR confirmed date, and will add new classrooms to next check. Kirsty confirmed expected date as 8/7/19	Yes	Record Sheets\Cyclic Record Stat.xls
Elec 10	Air Handling Unit Service	Council	Cold Tech	Final record	ANNUAL	28-Jun-18	28-Jun-19	28-Jun-19	FAIL - Next inspection due	NO			Record Sheets\Plant Room Record Sheet.xls
Elec 11	Automatic Door Statutory Inspection	Contractor	To Be Confirmed	None	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	Main Site. IH to check who will carry out the service.	No	Record Sheets\Cyclic Record Stat.xls
Elec 12	Automatic Door Statutory Inspection	Contractor	To Be Confirmed	None	6 MONTHLY		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	KTS3. IH to check who will carry out the service	No	Record Sheets\Cyclic Record Stat.xls
Elec 13	Auto Close Anemometer / Skylight	Contractor	To Be Confirmed	Final record	ANNUAL	01-Aug-18	01-Aug-19	01-Aug-19	PASS	YES	IH to identify supplier & arrange maintenance	No	Record Sheets\Re Cyclic Items Forecast Actions.msg
Elec 14	External Lighting Inspection	Client/Owner	Site Staff	Final record	ANNUAL	30-Aug-18	30-Aug-19	30-Aug-19	PASS	YES	IH to see BR, suggest record sheet etc. JSE to complete during summer break.	No	
Elec 15	CCTV	Contractor	ADT	Final record	ANNUAL	30-Jul-18	30-Jul-19	30-Jul-19	PASS	NO	Engineer confirmed during IH visit. Log Book located in Site Staff Office		Record Sheets\Intruder Alarm Record Sheet.xls
Elec 16	5 Year Electrical Test	Contractor	JSE	Final record	5 YEARLY	21-Feb-19	21-Feb-24	21-Feb-24	PASS	YES	KTS3 Building. Distribution Boards to be replaced in August 2019. Work is scheduled. C2 Faults/CTS Y5 RCD needed, U4 Label required, DB2 RCD needed. C1 Cracked fuse spur U5, B9 Isolator Hole in bottom, DB1 Lighting Hole in Fuseboard.	No	Record Sheets\Doc Electrical\KTS3 5 Year Periodic.pdf
Elec 17							TBC	TBC	NA				
HAZARDOUS SUBSTANCES													
Haz 1	Inventory of COSHH Substances	Client/Owner	Internal	Final record	ANNUAL	08-Mar-17	08-Mar-18	08-Mar-18	FAIL - Next inspection due	YES	Summary sheet available including Brenda as responsible person. Document should be reviewed yearly or when personnel change	No	
Haz 2	COSHH Assessment Review	Client/Owner	Internal	Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	See Above, original file is held by Jackie & Ian & should be reviewed once per year as a minimum	No	
Haz 3							TBC	TBC	NA				
Haz 4							TBC	TBC	NA				
ENVIRONMENTAL & STRUCTURE													
Env 1	Asbestos Survey	Council	Redcar & Cleveland	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO	Review was due April 2018, not carried out. Refurb surveys have been completed for construction work around site. BR confirmed review dates	Yes	Record Sheets\Re Cyclic Items Forecast Actions.msg
Env 2	Asbestos Register	Council	Redcar & Cleveland	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO	Formal review should be completed once per year and signature clearly shown in file. Attention is needed to be drawn that the KTS1 & 2 building has now got a confirmed content within door and window mastic as well as floor screed. No work penetrating the floor should be conducted without further investigation and or removal.	Yes	Record Sheets\Re Cyclic Items Forecast Actions.msg
Env 3	Asbestos Plan	Council	Redcar & Cleveland	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO	Formal review and status boxes needed.	Yes	Record Sheets\Re Cyclic Items Forecast Actions.msg
Env 4	Chimney Inspection (mortar defects)	Contractor	RLS Contracts	Final record	ANNUAL	01-Jun-19	01-Jun-20	01-Jun-20	PASS	NO	Rake out and fill mortar joints, apply helical bars to crack within brick work. Ongoing inspections needed too ensure stack is stabilised.		
Env 5	External Gate Inspection.	Contractor	Fencing UK	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO	IH to check with BR. Paul Brown to confirm prices and expected quantities. Approximately 15 sets of gates at a quoted fee of £20.00 per gate	Yes	Record Sheets\Playground Record Sheet.xls
Env 6	Cladding Treatment	Contractor	Andrew Dunlevey	Final record	ANNUAL	30-Aug-18	30-Aug-19	30-Aug-19	PASS	NO	KTS3 to be completed May, KTS1 & 2 to be completed August.		Record Sheets\Playground Record Sheet.xls
Env 7	Asbestos Plan	Contractor	Apec	Final record	ANNUAL	22-Apr-19	22-Apr-20	22-Apr-20	PASS	NO	Refurbishment Survey. KTS3 work scheduled for Easter 2019. KTS1 & 2 completed 1/6/19		Environment & Structure\KTS3 Refurb survey - NE.19.5.001.BJ.pdf
Env 8							TBC	TBC	NA				
WASTE MANAGEMENT													
Waste 1	Recycle Skips	Contractor	TBC	Final record	ANNUAL	07-Mar-19	07-Mar-20	07-Mar-20	PASS	NO	Service Contract		
Waste 2	Regular Waste	Council	Redcar & Cleveland	Final record	ANNUAL	07-Mar-19	07-Mar-20	07-Mar-20	PASS	NO	Service Contract		
Waste 3	Yellow Waste	Contractor	PHS	Final record	ANNUAL	07-Mar-19	07-Mar-20	07-Mar-20	PASS	NO	Service Contract		
Waste 4							TBC	TBC	NA				
Waste 5							TBC	TBC	NA				

REF	Description	School/contractor	Ref/Asset/ID no	Current Record on site	Statutory inspection frequency	Date of last inspection	Formula for "Date of Next Inspection"	Date of next inspection	STATUS (Pass or Fail date)	Actions arising from test/service	Description and actions taken	Closed	Document Links
SCHOOL SPECIFIC EQUIPMENT													
Spec 1	Internal Gym Equipment Examination	Contractor	Contintal	Final record	ANNUAL	05-Jun-19	05-Jun-20	05-Jun-20	PASS	No	Only Trampoline, see below.	Yes	Record Sheets\Doc School Specific\2019 Continental Equipment.pdf
Spec 2	External Sports Equipment Examination	Contractor	AB Playgrounds	Final record	QUARTERLY	18-Mar-19	18-Jun-19	18-Jun-19	FAIL - Next inspection due	No	Dates confirmed BR, await report	No	Record Sheets\Re Cyclic Items Forecast Actions.msg
Spec 3	Sports Hall deep Clean	Client/Owner	Internal	Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	Check with site staff. IH to verify with BR	No	Record Sheets\Premises Control Sheet.xls
Spec 4	Kitchen Deep Clean	Contractor	ntilation & Hygiene Secia	Final record	ANNUAL	03-Oct-18	03-Oct-19	03-Oct-19	PASS	NO			Record Sheets\Premises Control Sheet.xls
Spec 5	Trampoline Inspection	Contractor	Continental	Final record	ANNUAL	17-Aug-19	17-Aug-20	17-Aug-20	PASS	YES	Maintenance work required on Steps, End Pad and Main Area. Quote supplied?	No	Record Sheets\Doc School Specific\2018 Continental PE Trampoline.pdf
Spec 6	Kitchen Appliances	Contractor	JBL Services	Final record	ANNUAL	17-Nov-17	17-Nov-18	17-Nov-18	FAIL - Next inspection due	YES	No follow up service record available at the time of the visit.	No	Record Sheets\Plant Room Record Sheet.xls
Spec 7	Pool Water Testing	Council	Redcar & Cleveland	Final record	WEEKLY	01-Jul-19	08-Jul-19	08-Jul-19	PASS	NO		Yes	Record Sheets\Doc Water Qual\KTS Pool - TVC results 21.05.19.pdf
Spec 8	Bacteriological Monitoring	Council	Redcar & Cleveland	Final record	QUARTERLY	02-Jul-19	02-Oct-19	02-Oct-19	PASS	YES		Yes	Record Sheets\Hydrotherapy.xls
Spec 9	Primary Disinfection	Council	Redcar & Cleveland	Final record	WEEKLY	02-Jul-19	09-Jul-19	09-Jul-19	PASS	YES	See Site Staff Constantly dosed. Equipment checked 6 months. Add to sheet.	Yes	Record Sheets\Hydrotherapy.xls
Spec 10	Secondary Disinfection UV	Council	Redcar & Cleveland	Final record	WEEKLY	02-Jul-19	09-Jul-19	09-Jul-19	PASS	YES	See Site Staff Yearly replacement of UV element.	Yes	Record Sheets\Hydrotherapy.xls
Spec 11	Filter Inspection	Client/Owner	Internal	Final record	WEEKLY	02-Jul-19	09-Jul-19	09-Jul-19	PASS	YES	Ian confirmed log is updated twice per week	Yes	Record Sheets\Hydrotherapy.xls
Spec 12	Roller Shutter Service	Contractor	Melt Met	Final record	ANNUAL	10-Apr-19	10-Apr-20	10-Apr-20	PASS	NO			Record Sheets\Playground Record Sheet.xls
Spec 13							TBC	TBC	NA				
Spec 14							TBC	TBC	NA				
Spec 15							TBC	TBC	NA				

REF	Description	School/contractor	Ref/Asset/ID no	Current Record on site	Statutory inspection frequency	Date of last inspection	Formula for "Date of Next Inspection"	Date of next inspection	STATUS (Pass or Fail date)	Actions arising from test/service	Description and actions taken	Closed	Document Links
ADMINISTRATION & FINANCE													
Admin 1	Staff Absence Scheme	Council	Redcar & Cleveland	Final record	ANNUAL	01-Apr-19	01-Apr-20	01-Apr-20	PASS	NO			
Admin 2	Cyclical Maintenance	Council	Redcar & Cleveland	Final record	ANNUAL	02-Apr-19	02-Apr-20	02-Apr-20	PASS	NO			
Admin 3	Legionella Monitoring	Council	Redcar & Cleveland	Final record	ANNUAL	03-Apr-19	03-Apr-20	03-Apr-20	PASS	NO			
Admin 4	Health & Safety	Council	Redcar & Cleveland	Final record	ANNUAL	04-Apr-19	04-Apr-20	04-Apr-20	PASS	NO			
Admin 5	School Swimming	Council	Redcar & Cleveland	Final record	ANNUAL	05-Apr-19	05-Apr-20	05-Apr-20	PASS	NO			
Admin 6	Children & Families Counselling Service	Council	Redcar & Cleveland	Final record	ANNUAL	06-Apr-19	06-Apr-20	06-Apr-20	PASS	NO			
Admin 7	Specialist Teaching Service	Council	Redcar & Cleveland	Final record	ANNUAL	07-Apr-19	07-Apr-20	07-Apr-20	PASS	NO			
Admin 8	Energy Management	Council	Redcar & Cleveland	Final record	ANNUAL		Select frequency or Insert date of last inspection!	Select frequency or Insert date of last inspection!	FAIL	YES	Confirm contract in place and check outstanding actions		
Admin 9	Health & Wellbeing	Contractor	NYCC	Final record			TBC	TBC	FAIL	YES	Confirm contract in place and check outstanding actions		
Admin 10	Service Contract Silver	Contractor	The Sensory Co.	Final record	ANNUAL	17-Jan-18	17-Jan-19	17-Jan-19	FAIL - Next inspection due	YES	Confirm contract in place and check outstanding actions		
Admin 11	KS3 Upgrade & SLA	Contractor	Align Property Partners	Final record	ANNUAL	01-Jun-18	01-Jun-19	01-Jun-19	FAIL - Next inspection due	NO			
Admin 12	Ground Maintenance	Contractor	Brown Landscape & Leisure	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO			
Admin 13	SLA	Contractor	Tree Tops Childrens Occupational Therapy	Final record	ANNUAL	01-Sep-18	01-Sep-19	01-Sep-19	PASS	NO			
Admin 14	SLA	Contractor	Civica UK Ltd	Final record	ANNUAL	24-Aug-18	24-Aug-19	24-Aug-19	PASS	NO			
Admin 15	Service & Maintenance Contracts	Contractor	JBL Services	Final record	ANNUAL	01-Apr-19	01-Apr-20	01-Apr-20	PASS	NO			
Admin 16	Preventative Maintenance Agreement	Contractor	Record 247	Final record	3 YEARLY	01-Feb-18	01-Feb-21	01-Feb-21	PASS	NO			
Admin 17	SLA	Contractor	One Awards	Final record	ANNUAL	01-Aug-18	01-Aug-19	01-Aug-19	PASS	NO			
Admin 18	SLA	Contractor	Siemens	Final record	5 YEARLY	20-Jul-18	20-Jul-23	20-Jul-23	PASS	NO			
Admin 19	SLA	Contractor	First North Law	Final record			TBC	TBC	FAIL	YES	IH to verify with RA	No	
Admin 20	SLA	Contractor	Everyone Active	Final record			TBC	TBC	FAIL	YES	IH to verify with RA	No	
Admin 21							TBC	TBC	NA				
Admin 22							TBC	TBC	NA				
Admin 23							TBC	TBC	NA				
Admin 24							TBC	TBC	NA				
Health and Safety at Work Act etc. 1974 Construction (Design and Management) Regulations 2015 Workplace (Health, Safety & Welfare) Regulations 1992 Control of Asbestos Regulations 2012 Control of Substances Hazardous to Health Regulations 2002 Working at Height Regulations 2005				18th Edition I.E.E BS 5266 Emergency Lights BS 5839 Fire Detection & Fire Systems BS 6244 Compressed Air Regulatory Reform (Fire Safety) Order 2005 (FSO) BS EN 131 Ladders BS 5720 Air Conditioning Mechanical Ventilation BS 7430 Earthing BS EN 280 MEWP BS 7121 Safe use of Cranes INDG 238 Safe Work in Confined Spaces HSG 37 Local Exhaust Ventilation HSG 54 Examination & Testing of Local Exhaust Ventilation L 101 Confined Spaces BS EN 1176 Playground Equipment HTM's (Hospital Technical Memorandum)				L8 - Legionella ACOP L 22 - PUWER (Provision, Use of Work Equipment) Regulations L 113 - LOLER (Lifting Operations, Lifting Equipment) Regulations HSG 107 PAT (Portable Appliance Testing) L - 122 Pressure Systems Safety ACOP's INDG 223 Managing Asbestos in Premises HSG 264 Asbestos Surveys INDG 339 Lift Examination INDG 178 Written Scheme of Examination INDG 290 LOLER ACOP's INDG 236 Maintaining PAT INDG 402 Stepladders INDG 401 Waih HSG 85 Electricity at Work (working practices) INDG 231 Electrical Safety & You PWTAG CoP (Pool Water Treatment Advisory Group)					

Contract / Site:	Site Contact: Brian Richardson
Elements Available: 126	Elements Applicable: 101

Reporting Month: Jul-19
Non Compliances Raised: 33



--	--	--