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9.2 MAINTENANCE PROCEDURES

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Review No	1	Next Review Date	Dec-2021	Approved on	16.12.2020

Routine maintenance and cleaning

The CEO/Principal is responsible for ensuring that Academy premises are checked, cleaned and maintained on a regular and systematic basis.

Good housekeeping and efficient disposal of rubbish and waste are very important; poor housekeeping is one of the biggest causes of accidents at work as it can increase the risk of slip, trip and fall accidents.

A high standard of cleanliness is expected in all parts of the Academy`s premises, especially in toilets and washrooms.

Plant rooms

Because of the equipment installed in plant rooms they can be extremely hazardous places to work. Access to all plant rooms is strictly controlled. Employees and contractors cannot enter a plant room unless they have been given permission to do so.

Permits to work and other controlled activities/areas

Some work activities or locations are considered to be so potentially dangerous (eg. roof work, work on fume cupboards, work in confined spaces, hot work, digging, etc) that they are strictly controlled with the use of Permit to Work Systems or other control systems.

Permit to Work procedures lay down specific ways in which things must be done to minimise the risks associated with the particular kinds of work, usual associated with workplace maintenance or building operations. Where a Permit to Work or other control system exists for a particular type of work or location it must be used.

COSHH Control of Substances Hazardous to Health

All contractors on Academy premises must ensure that COSHH assessments are available and followed for all substances hazardous to health being used or produced as a by-product of

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the work activity.

Gas cylinders

All types of gas cylinders - the rules

- only minimum quantities must be brought to site
- cylinders must never be left unattended
- cylinders must be removed from site every night

Hot work

Hot work, such as welding, grinding, braising, heating, etc., must not take place in any building without a permit. Hot work must cease at least two hours before the end of the working day.

Work at height

Contractors must ensure that all work at height is risk assessed and that it complies with the requirements of the *Work at Height Regulations* and that only access equipment appropriate for the task is used taking into account the activity, the tools being used, the duration of the task and the environment.

PAT testing

All items of mains-electrical equipment in use within the Academy will be subject to a scheme of safety inspection/testing at a specified frequency. It is the responsibility of each department to ensure that relevant equipment belonging to the department is inspected or tested in accordance with this procedure.

Before being put into service, it is best practice for all new equipment to have an adhesive test record label placed on a convenient part of its casing and for the date of the item being put into service to be written on the label [eg. *New 03/2015*]

According to the Health and Safety Executive (HSE), visual inspection of electrical equipment can find more than 90% of faults and is the most important part of maintaining appliances. An informal visual inspection simply involves inspecting the appliance, the cable and the plug for any obvious signs of damage.

An informal visual inspection of electrical equipment should be carried out as part of the annual department safety inspection, although this would be limited to items visible at the time. In addition, staff should carry out informal visual inspections of equipment that they personally use or are responsible for, at least as frequently as set out in the schedule below.

Any obvious or suspected defects should be reported and may be followed up by an electrical safety test commonly known as a portable electrical appliance (PAT) test, with the item meanwhile being withdrawn from service and marked '*do not use*'. Similarly, arrangements should be made for any equipment noted to have a PAT test label showing that it is due for a follow up PAT test/Formal Visual Inspection.

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Any equipment having undergone electrical repair or that has been damaged will be withdrawn from service and marked '*do not use*' until a PAT test/Formal Visual Inspection has been carried out.

Each item PAT tested and/or subjected to Formal Visual Inspection should have the date and type of test recorded on an adhesive sticker placed on a convenient part of its casing. Equipment failing a PAT test should have a '*failed/do not use*' label fixed to it and be withdrawn from service immediately to await repair and retest or disposal.

Removal and disposal of electrical equipment

The Academy reserves the right to remove any electrical equipment from use from anywhere within the premises if it is to represent an unacceptable safety risk by reason of design, condition, use or location.

Owners of any personal equipment giving such concern will be instructed to remove the equipment from the premises. Any items not able to be removed immediately will be placed in store for the owner to collect and remove. Such equipment not collected within one week may be disposed of.

Genuinely redundant equipment within departments should be disposed of, since hoarded items take up valuable space, pose an increased risk to electrical safety and add to the burden of inspection/testing. Due consideration should be taken of the *Waste Electrical Equipment Regulations* when arranging disposal of electrical equipment.

Inspection/test frequencies

All equipment, including occasionally or rarely moved equipment, will be tested every 12 months, with the exception of battery operated equipment and low voltage telephone equipment.

Some items subject to very robust treatment or used in wet environments will require six monthly checks [Class I items: earth continuity and insulation resistance will be tested; Class II items: insulation resistance only will be tested: ref *HSE Guides* HSG107 & IND (G) 236L]

Gas safety

The *Gas Safety (Installation and Use) Regulations 1998* require all engineers involved in the installation, inspection, servicing, maintenance and repair of domestic gas appliances to be registered under a Health and Safety Executive (HSE) approved scheme. On 1 April 2009, the scheme previously operated by CORGI was replaced by the new Gas Safe Register™. The Gas Safe Register™ is run by Capita Gas Registration and Ancillary Services Limited, a division of Capita Group PLC, and its operation is now regulated by HSE. [The CORGI gas registration scheme is no longer recognised by law as the appropriate register for gas safety].

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). Gas work includes:

- the installation, repair or service of a gas boiler
- installation or repair of a gas fire, gas cooker, hob or water heater
- any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply

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Gas Safe registered engineers undergo stringent training and are examined to ensure they are competent and qualified to work safely with gas. Although registration is deemed a basic indication of competence, it must be noted that not all engineers are qualified for all gas work.

Registered engineers are issued with a unique licence number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. Departments must ensure that any contractor engaged to work on gas fittings is Gas Safe registered, and appropriately qualified for the work to be done.

All work on gas appliances should be outsourced to an external registered engineer.

All gas appliances and fittings must be maintained in a safe condition. To ensure this all appliances will be inspected by a Gas Safe registered engineer at 6 monthly intervals. Any equipment found to be defective will be immediately taken out of service until the defective equipment is repaired or replaced.