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Buildings and Premises Maintenance Policy

Policy Statement

Foresight North East Lincolnshire believes that its service users, volunteers and staff should expect the premises to provide a safe, clean, well maintained and comfortable environment at all times.

The Aims of the Policy

The purpose of this policy is to ensure that:

- all buildings, fabrics, fittings, utilities and equipment are kept in good, safe condition, in efficient working order and in good repair
- services such as water, lighting, heating and air conditioning are maintained appropriately to ensure that premises are comfortable, economical and safe to use and that energy is not wasted.

Procedure

Responsibilities

The operational responsibilities for buildings maintenance systems lie with the Facilities Co-ordinator. These responsibilities may be delegated and include ensuring that a programme of routine maintenance and renewal of the fabric and decoration of the premises is in place and that records are kept of all maintenance activity.

Maintenance System

These procedures will be followed.

- A system of planned preventative maintenance will be used, involving the inspection and assessment of equipment and buildings on a regular basis.
- A fault-reporting and tracking system will be operated, whereby staff will be encouraged to report faults or potential problem areas, such as torn or frayed carpets, damaged flooring, broken windows, electrical faults and broken paving.
- Faults or repairs will be logged by the manager, who will conduct a risk assessment on each one to determine whether or not the repair is urgent.



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4. Repairs will be allocated to, or commissioned from, appropriate staff or contractors and followed up to check that any necessary work has been completed satisfactorily.
5. All maintenance work, including minor tasks, will be subject to a prior risk assessment, and adequate risk management and safety arrangements will be put in place before the work is carried out.
6. All maintenance contractors will be expected to comply with our health and safety policies and safeguards.
7. Urgent repairs will be prioritised and completed as soon as is practicable. Where there is a delay in any essential maintenance work, the manager will take whatever action is necessary to ensure safety and control any risk in the meantime.
8. Access to any relevant risk assessments, drawings, instructions, handbooks and records will be provided to maintenance staff or contractors.

The maintenance system will cover all aspects of the premises including:

- a. all buildings — both external and internal parts of buildings and outbuildings
- b. equipment and devices
- c. services such as water, gas and electricity
- d. grounds — including fences, gates, paths, car parks, lighting and walls.

All material, including fixtures and fittings, will be well maintained and a maintenance schedule will be in place.

Maintenance Checklist (*attached*)

The manager will ensure checklists are completed during regular inspection which will:

- a. specify the condition of the fabric of the building, its fittings and equipment
- b. identify any repairs, remedial work or other action to be taken.

The plan will be regularly reviewed and will include routine maintenance and redecorating as well as larger-scale refurbishment.

Emergency Repairs

A repair is usually considered to be an emergency if there is a danger to health, a risk to safety or security, or a danger of serious damage to the building. Examples include:

- a. insecure property or failure of security systems (such as broken windows)
- b. flood/fire
- c. blocked and overflowing drains
- d. failure of water supply
- e. serious structural damage
- f. complete failure of heating system in winter
- g. complete failure of hot water system.

Emergency repairs should be dealt with immediately and appropriate action taken to ensure the safety of building occupants.

Maintenance Staff and Contractors

All contractors working on maintenance tasks on the premises will be expected to abide by our health and safety and security policies and procedures.

When work is being planned, maintenance contractors or staff should always be provided with a site map identifying electrical and water installations and any known asbestos materials which have been left in place and sealed.

Training

All in-house maintenance staff will be offered training to ensure that they are able to work safely and effectively. All new staff will receive induction training which will include a thorough tour of the premises and detailed guidance on fire systems and escape routes and procedures.

Records

Records will be kept of all maintenance jobs and repairs, including:

- a. when the fault or repair requirement was reported
- b. when the repair was arranged
- c. who completed the repair
- d. who checked that it was complete.
- e.

Incomplete or unsatisfactory repairs will be followed up. Maintenance records will be regularly inspected and reviewed to identify trends or patterns of work required and the performance of contractors.

Review

This policy will be reviewed on the date below by the Facilities Co-ordinator.

Weekly Inspection Record Sheet

WEEKLY INSPECTION RECORD SHEET			
Building		Inspected by	
Rooms Inspected			
Hazzard	What to look for	Yes	No
Fire Testing	Has a weekly fire alarm test been carried out and fire extinguishers checked?		
Escape routes	Are the escape routes free from obstruction and unlocked when the building is occupied?		
Doors	Are all fire doors closed and in working order?		
First Aid	Does the first aid box have sufficient supplies to meet legal requirements?		
Signage	Is all signage free from damage and visual to all? (fire posters/health and safety etc)		
Housekeeping	Is the general tidiness and cleanliness of the workplace satisfactory?		
Welfare	Are welfare facilities kept clean and tidy e.g. kitchens/mess rooms?		
Chemicals	Are they stored correctly; segregated, where appropriate; and quantities of flammables kept to a minimum?		
Storage	Is there evidence of shelving overfilled, inappropriate high level storage, under desk storage?		
Trips	Are there any trailing cables, boxes, bags, coats, bins, floor covering / tiles, which need removing or better storage provided?		
Furniture	Is the furniture in good condition and chairs/tables free from bent or wobbly legs?		
Heat/Light	Is the area temperature adequate, does lighting appear to be adequate for the purpose of the area, are all lights working?		
Observations and actions required:		Target (date)	Completed (date)
Date that copy of this inspection was sent to Facilities Coordinator			

Signed: _____ Date: _____

Monthly Inspection Record Sheet

Building	Date / /
Inspection carried out by	Location of Inspection (i.e. ground floor, kitchen etc)

Inspections should be carried out at each facilities at least once a month

Note: Please do not mark the Not Applicable (N/A) box if you are unsure of the correct response. Please leave blank and seek further guidance	Please tick appropriate column		
General Access - Internal	YES	NO	N/A
Are passageways free from obstructions?			
Is the flooring: in good condition? free from slip, trip, fall hazards? adequately drained where necessary eg toilets?			
Are stair treads in good condition?			
Are staircase banisters/handrails in good condition?			
Are doors and gates of suitable construction?			
Is their condition/operation satisfactory?			
Are double swing doors fitted with transparent panels?			
Are transparent surfaces/panels in doors clearly marked?			
Are power-operated doors provided with suitable safety features to allow safe access and egress in normal use and in an emergency?			
During cleaning operations, are warning signs/cones used to ensure safety of staff/residents/members of the public?			

General Access - External			
Where vehicles and pedestrians use the same routes is there: sufficient separation between them? are routes suitably indicated by warning/information signs?			
Are footpaths free from slip, trip, fall hazards?			
In winter weather are the access routes to the Unit: gritted/salted to ensure safe access? are there adequate supplies of grit/salt? cleared of snow? regularly inspected and re-treated/cleared of snow and ice if required?			
If external lighting is provided - is it adequate?			

Working Environment	Please tick appropriate column		
	YES	NO	N/A
Is the temperature reasonable, minimum of 16°C?			
If portable heaters are required are they functioning correctly?			
Are they situated safely, out of general circulation areas eg against a wall?			
Are heaters/radiators fitted with guards that prevent anyone from contacting hot surfaces and being burnt?			
Are thermometers provided?			
Are the lighting levels adequate to allow safe working?			
Are the lights stable/flicker free?			
Is the ventilation adequate?			
Can the ventilation be controlled?			
Is the ventilation draught free?			
Is there adequate space to allow work activities to be carried out safely?			
Is there any visible damage to doors, walls, ceilings etc?			

Workstations			
<i>Every workstation is to be arranged so that it is suitable for a person to work at and for the type of work to be carried out.</i>			
Have employees got unobstructed access/egress to/from their workstations?			
Are the seats provided suitable and give adequate support to the user?			
Do employees have adequate working space allowing freedom of movement?			
Is the floor clear of slip, trip, fall hazards eg trailing cables?			
Are any trailing cables suitably protected to remove the risk of trips eg protected in a cable curb?			
Is the workstation tidy?			

Work Equipment			
Is portable electrical equipment visually inspected by the user prior to use?			
Is non-essential electrical equipment switched off and disconnected after use?			
Is the equipment regularly maintained and cleaned?			
If required, are guards fitted to machines?			
If the use of equipment is limited to trained persons, are there signs indicating this?			
Where emergency stop controls are installed e.g. kitchens or at machines, are they clearly marked and easily accessible?			

Personal Protective Equipment (PPE)	Please tick appropriate column		
	YES	NO	N/A
Where PPE eg gloves, aprons, goggles etc is required to use a piece of equipment, cleaning or when carrying out personal tasks etc, is it provided?			
Are adequate supplies provided?			
Are employees wearing appropriate PPE?			

Windows			
Are they able to be opened safely, without the risk of anyone falling in/out?			
Is the width of opening restricted to prevent anyone from falling out?			
Are they maintained in good condition?			

Welfare			
Are suitable and sufficient conveniences provided for male and female staff?			
Are they in a clean and maintained condition?			
Do they have adequate lighting and ventilation?			
Are there adequate washing facilities with hot and cold running water?			
Is the accommodation suitable, secure and affords privacy for changing?			
Is there separate accommodation for male and female staff?			
Is there an adequate supply of wholesome drinking water readily accessible?			
Is drinking water clearly identified?			

Facilities for rest and to eat meals			
If required, are rest areas provided with suitable furniture?			
If required, are facilities provided for food preparation maintained in good hygienic condition?			
Where provided, are facilities for pregnant/nursing mothers suitable and maintained in good order?			
Are eating facilities kept clean?			

Fire escape routes and safety signs			
Are fire escape routes and exits clearly indicated by signs?			
Are fire escape routes free from obstruction?			
Are all fire doors operable and unobstructed?			
Are there fire action notices positioned at each manual break glass point?			
Are fire extinguishers and fire blankets accessible and ready for use?			
Has weekly fire alarm tests been carried out and recorded?			

Annual Inspection Record Sheet

Building	Date / /
Inspection carried out by	Location of Inspection (i.e. ground floor, kitchen etc)

Servicing	Please tick appropriate column		
	YES	NO	DATE
Fire alarm service?			
Hard wiring certificate?			
Are all appliances displaying a PAT sticker?			
Are CCTV camera clear and recording?			
Security alarm service?			
Boiler service?			
Legionella sampling?			

Insurance/H&S			
Public liability in date?			
Insurance policy on display?			
HSE on display?			
Risk Assessments up to date?			
Policies and procedures reviews?			

Maintenance			
Weekly/Monthly inspections carried out?			
Outstanding maintenance work?			
Is the property maintained in good condition?			