

ESSENTIAL Education Facilities Compliance Schedule



The Essential Education Facilities Compliance Schedule summarises the core statutory and routine safety tasks most commonly required across schools, academies, and colleges. It represents the non-negotiable foundation of a compliant estate – covering the checks, inspections, and tests that every educational organisation should expect to undertake as a minimum.

While comprehensive, this schedule is not exhaustive. Some statutory tasks are excluded because they apply only where specific systems or equipment exist and those systems are not common in education (for example, sprinkler systems, high voltage electrics, or specialist installations). Each organisation must therefore consider its own estate, assets, and operational risks to determine any additional requirements beyond this list.

Task No.	Sub schedule	Category	Subcategory	Task Name	Task Description	Typical Task Frequency (subject to Risk Assessment and specific context)	Task Type (Approved Contractor / Competent Person)	Task Status (Statutory/ Best Practice/ PPM)	Priority (Core/ Recommended/ Optional)	Commonality (Common/ Occasional/ Rare)	Can be Grouped?	Suggested Grouping Category	Evidence (short)	Notes
1	Core Statutory Safety	Fire	Risk Assessments & Planning	Fire - Risk Assessments & Planning - Risk Assessment Review & Renew	Statutory: The Fire Risk Assessment must be reviewed and renewed annually, or sooner if there are material changes such as building works, new equipment, or a significant incident. This ensures that evolving risks, such as temporary classrooms or increased pupil numbers, are properly managed. Regular review maintains compliance and provides assurance that fire precautions are adequate in teaching and residential areas. Evidence to upload includes the updated assessment, signed review record, and consultant's report if applicable.	Yearly	Approved Contractor	Statutory	Core	Common	No		Updated FRA, signed review, report	
5	Core Statutory Safety	Fire	Risk Assessments & Planning	Fire - Risk Assessments & Planning - Personal Emergency Evacuation Plan (PEEP) Review	Statutory: PEEPs must be reviewed annually to ensure that staff and pupils with disabilities have safe and effective evacuation arrangements. This is critical in education where mobility-impaired students or staff may change each academic year. Reviews guarantee that refuge points, equipment, and staff roles remain aligned to the needs of identified individuals. Evidence should include updated PEEP forms signed off by the responsible manager.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Fire Documentation Review	Updated PEEP forms	
11	Core Statutory Safety	Fire	Detection & Alarm Systems	Fire - Detection & Alarm Systems - Detection & Alarm Systems Full Service & Inspection	Statutory: Fire detection and alarm systems must undergo an annual full service and inspection by a competent contractor. This ensures detectors, sounders, call points, and control panels function correctly and meet British Standards requirements. In schools and colleges, this work is vital to protect large numbers of occupants who may be dispersed across multiple blocks. Evidence to upload includes the contractor's inspection certificate and service report.	Yearly	Approved Contractor	Statutory	Core	Common	No		Inspection certificate & service report	
12	Core Statutory Safety	Fire	Detection & Alarm Systems	Fire - Detection & Alarm Systems - Detection & Alarm Systems Quarterly Test & Service	Statutory: A quarterly test and service by an approved contractor supplements the annual inspection, confirming continued reliability of the alarm system. This identifies emerging faults or battery failures before they compromise life safety. Regular testing is particularly important in education buildings where alarms cover classrooms, labs, sports halls, and theatres. Evidence should include the contractor's quarterly service record and test certificate.	Quarterly	Approved Contractor	Statutory	Core	Common	No		Quarterly service record & certificate	
13	Core Statutory Safety	Fire	Detection & Alarm Systems	Fire - Detection & Alarm Systems - Detection & Alarm Systems Weekly Call Point Testing	Statutory: Weekly fire alarm tests must be carried out using a different manual call point each week, with the alarm sounding confirmed across the site. This ensures the system works and helps staff and pupils become familiar with alarm signals during term time. Regular testing provides assurance that any fault is detected promptly between contractor visits. Evidence to upload includes logbook entries showing date, location, and staff signature.	Weekly	Competent Person	Statutory	Core	Common	No		Logbook entries	
14	Core Statutory Safety	Fire	Extinguishing Equipment	Fire - Extinguishing Equipment - Portable Fire Extinguishers Full Service & Inspection	Statutory: All portable fire extinguishers must be serviced and inspected annually by an approved contractor. This confirms that extinguishers are in date, correctly located, and ready for use in an emergency. In education environments, extinguishers often cover science labs, workshops, kitchens, and IT suites, making compliance critical. Evidence to upload includes the contractor's service report and updated inspection tags.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Fire Extinguishing Equipment Servicing	Service report & updated tags	
29	Core Statutory Safety	Fire	Extinguishing Equipment	Fire - Extinguishing Equipment - Portable Fire Extinguishers Monthly Visual Check	Statutory: Monthly visual checks confirm extinguishers are correctly located, accessible, have intact pins and seals, and are free from damage or discharge. In education, extinguishers often cover high-risk areas such as labs, kitchens, workshops, and ICT suites where ignition sources are present. These simple monthly checks ensure readiness between annual services. Evidence to upload includes inspection log entries and annotated photos of extinguisher locations.	Monthly	Competent Person	Statutory	Core	Common	Yes	Monthly Fire Extinguishing Equipment Checks	Inspection log entry & photos	
30	Core Statutory Safety	Fire	Passive Fire Protection & Escape Routes	Fire - Passive Fire Protection & Escape Routes - Fire Doors Full Inspection	Statutory: Fire doors must undergo a full inspection by a competent contractor every six months to confirm compliance with standards and continued integrity. This inspection checks closers, intumescent strips, glazing, and frames to ensure they will hold back fire and smoke. In schools and colleges with heavy daily use, fire doors often suffer wear and tampering by pupils, making this especially important. Evidence to upload includes the contractor's inspection certificate and detailed report.	6 Monthly	Approved Contractor	Statutory	Core	Common	No		Inspection certificate & report	
34	Core Statutory Safety	Fire	Passive Fire Protection & Escape Routes	Fire - Passive Fire Protection & Escape Routes - Fire Doors Integrity & Gaps Check	Statutory: Monthly in-house checks confirm fire doors close fully, latch securely, and maintain proper smoke and fire seals. In busy schools and colleges, fire doors are frequently wedged open or damaged by high pupil traffic. These checks provide early detection of issues that would compromise fire safety before the next contractor inspection. Evidence to upload includes logbook entries and annotated photos of checked doors.	Monthly	Competent Person	Statutory	Core	Common	No		Logbook entry & photos	
36	Core Statutory Safety	Fire	Passive Fire Protection & Escape Routes	Fire - Passive Fire Protection & Escape Routes - Means of Escape & Final Exit Doors Inspection	Statutory: Monthly inspections confirm escape routes and final exit doors are unobstructed, open freely, and lead safely to assembly points. In education, corridors and exits are prone to being blocked by furniture, deliveries, or pupil activity, making regular checks essential. Ensuring clear escape paths is critical during term time when occupancy is high. Evidence to upload includes inspection log entries and annotated photos of escape routes.	Monthly	Competent Person	Statutory	Core	Common	Yes	Monthly Fire Exit Door & Escape Route Checks	Inspection log & photos	
37	Core Statutory Safety	Fire	Passive Fire Protection & Escape Routes	Fire - Passive Fire Protection & Escape Routes - Escape Route Signage & Assembly Point Check	Statutory: Monthly checks confirm escape signage is visible and assembly points remain clearly identified and safe. In schools, signage is often obscured by displays or wear, while assembly points may be affected by building works or playground use. These inspections ensure evacuation instructions remain clear to pupils and visitors. Evidence to upload includes annotated photos and inspection records.	Monthly	Competent Person	Statutory	Core	Common	Yes	Monthly Fire Exit Door & Escape Route Checks	Annotated photos & inspection record	
38	Core Statutory Safety	Fire	Emergency Lighting	Fire - Emergency Lighting - Emergency Lighting Full Service & Duration Test	Statutory: Emergency lighting systems must undergo a full annual service and three-hour duration test by a competent contractor. This ensures that lighting remains operational during a prolonged power failure, safeguarding escape routes. In schools and FE colleges, this is vital during evening lettings, exams, or performances when buildings may be in low-light use. Evidence should include the contractor's service certificate and duration test results.	Yearly	Approved Contractor	Statutory	Core	Common	No		Service certificate & duration results	
39	Core Statutory Safety	Fire	Emergency Lighting	Fire - Emergency Lighting - Emergency Lighting Monthly Flick Test	Statutory: Monthly flick tests confirm each emergency light illuminates briefly when mains power is cut, providing assurance between annual services. In education, this ensures corridors, stairwells, and assembly points remain safe if an evacuation occurs during power failure. Regular checks are essential in buildings used after dark or during winter months. Evidence to upload includes logbook entries and annotated photos of tested lights.	Monthly	Competent Person	Statutory	Core	Common	No		Logbook entries & photos	
43	Core Statutory Safety	Fire	Evacuation & Drills	Fire - Evacuation & Drills - Building Evacuation Drill	Statutory: A whole-site evacuation drill must be conducted every four months during term time to ensure pupils, staff, and visitors are familiar with escape procedures. Regular drills are vital for testing staff readiness and identifying blockages or behavioural issues, especially in younger year groups. In large schools or colleges, frequent drills ensure safe, calm evacuation across multiple blocks and assembly areas. Evidence to upload includes drill records, observer notes, and annotated site maps showing assembly point occupancy.	Every 4 Months	Competent Person	Statutory	Core	Common	No		Drill records & annotated site maps	
46	Core Statutory Safety	Water Hygiene	Core Legionella Control	Water Hygiene - Core Legionella Control - Risk Assessment of Hot & Cold Water Systems	Statutory: This task requires a formal risk assessment of all hot and cold water systems to identify potential sources of Legionella bacteria. It is essential to maintain compliance with HSE ACoP L8 and COSHH, ensuring water systems are safe for building users. In schools and colleges, where pupils and staff occupy classrooms, sports facilities, and residential accommodation, managing these risks is critical to safeguarding health. Evidence to upload includes the full risk assessment document, consultants report, and any updated schematics of the water system.	24 Months	Approved Contractor	Statutory	Core	Common	No		Risk assessment report; schematic/asset register; action plan	
47	Core Statutory Safety	Water Hygiene	Core Legionella Control	Water Hygiene - Core Legionella Control - Cold Water Storage Tanks & Calorifiers - Cleaning & Disinfection	Statutory: This task involves the annual cleaning and disinfection of cold water storage tanks and calorifiers to control the build-up of biofilm and bacterial growth. It helps prevent Legionella and other waterborne pathogens, ensuring compliance and safe water delivery throughout the estate. In educational settings, where vulnerable groups such as children, young people, and potentially residential students use water outlets daily, maintaining system hygiene is critical. Evidence should include service certificates, disinfection reports, and annotated photos of completed cleaning.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Water Hygiene Contractor Servicing	Service certificate; disinfection report; photos	
48	Core Statutory Safety	Water Hygiene	Core Legionella Control	Water Hygiene - Core Legionella Control - Calorifiers - Internal Inspection	Statutory: This task involves opening up and inspecting calorifiers to check for scaling, sediment build-up, and corrosion inside the vessel. Regular inspection ensures reliable operation, energy efficiency, and helps detect conditions that may promote Legionella growth. In colleges and schools, calorifiers often serve high-demand areas such as science labs, kitchens, and sports changing facilities, so reliability and safety are key. Evidence to upload includes inspection reports, service engineer notes, and photographs of internal condition.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Water Hygiene Contractor Servicing	Inspection report; engineer notes; photos	
49	Core Statutory Safety	Water Hygiene	Core Legionella Control	Water Hygiene - Core Legionella Control - Cold Water Storage Tanks - Inspection	Statutory: This task requires a yearly inspection of cold water storage tanks to assess their condition, covers, insulation, and internal cleanliness. A well-maintained tank reduces contamination risks and ensures compliance with HSG 274 guidance. For education sites with older infrastructure or multiple buildings, inspections are especially important to assure governors and trustees of ongoing water hygiene compliance. Evidence should include inspection certificates, condition reports, and photographic records.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Water Hygiene Contractor Servicing	Inspection certificate; condition report; photos	

50	Core Statutory Safety	Water Hygiene	Core Legionella Control	Water Hygiene - Core Legionella Control - Thermostatic Mixing Valves (TMVs) - Service & Inspection	Statutory: This task involves servicing and testing TMVs to ensure they blend water correctly and prevent scalding while maintaining protection against Legionella. TMVs are safety-critical in schools, nurseries, and SEN settings where pupils may be more vulnerable to burns. Regular servicing reduces both compliance risk and safeguarding concerns. Evidence to upload includes service reports, calibration results, and engineer certification.	6 Monthly	Approved Contractor	Statutory	Core	Common	No			Service report; calibration/test sheets; engineer certificate	
51	Core Statutory Safety	Water Hygiene	Core Legionella Control	Water Hygiene - Core Legionella Control - Legionella Sampling	Statutory: This task involves collecting water samples from designated outlets and sending them to a laboratory for Legionella analysis. Sampling provides assurance that control measures are effective and is a legal requirement in certain high-risk systems. In educational environments, periodic sampling provides reassurance to leadership teams and parents that systems remain safe for pupils and staff. Evidence should include laboratory certificates of analysis and chain-of-custody records.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Water Hygiene Contractor Servicing		Lab certificate of analysis; chain-of-custody; sampling plan	
52	Core Statutory Safety	Water Hygiene	Core Legionella Control	Water Hygiene - Core Legionella Control - Hot & Cold Water Systems - Temperature Monitoring	Statutory: This task requires monthly temperature checks at sentinel outlets and key system points to ensure that hot water is stored and distributed at safe temperatures, and cold water remains below 20°C. Temperature monitoring is the frontline control measure against Legionella proliferation. In schools and colleges with multiple buildings, this task is often carried out by caretakers or site teams as part of a compliance walkaround. Evidence to upload includes temperature logs, monitoring sheets, or extracts from digital monitoring systems.	Monthly	Competent Person	Statutory	Core	Common	No			Temperature log extract; monitoring sheets; BMS/digital logs	
53	Core Statutory Safety	Water Hygiene	Core Legionella Control	Water Hygiene - Core Legionella Control - Infrequently Used Outlets - Flushing	Statutory: This task involves flushing water through outlets such as seldom-used sinks, showers, or external taps to prevent stagnation. Regular flushing ensures turnover of water and reduces the risk of bacterial growth. In education sites, particular attention is needed before and after holiday periods or in specialist curriculum spaces like science labs or DT workshops. Evidence should include flushing records, annotated logs, or photos of completed flushing.	Weekly	Competent Person	Statutory	Core	Common	No			Flushing log; photos (spot check); sign-off	
58	Core Statutory Safety	Water Hygiene	Additional Control Measures	Water Hygiene - Additional Control Measures - Showers & Taps - Descaling	Best Practice: This task requires regular descaling of shower heads and taps to remove limescale deposits where bacteria can harbour. Descaling improves hygiene, extends equipment life, and reduces the risk of Legionella colonisation. In schools, sports changing rooms and boarding facilities are high-use areas where effective cleaning routines are critical. Evidence should include cleaning logs, photographs of descaled fittings, and staff sign-off records.	Quarterly	Competent Person	Best Practice	Recommended	Common	Yes	Quarterly Water Hygiene Descaling & Visual Checks		Cleaning log; photos; staff sign-off	
59	Core Statutory Safety	Water Hygiene	Additional Control Measures	Water Hygiene - Additional Control Measures - Drinking Water Dispensers & Fountains - Descaling	Best Practice: This task involves descaling and sanitising water fountains and dispensers to ensure safe drinking water. While not strictly statutory, it improves safety and reassurance for pupils, staff, and visitors. Many educational institutions provide free drinking water in communal areas, making this an important hygiene measure for safeguarding. Evidence to upload includes cleaning records, service sheets, and annotated photos of units.	Quarterly	Competent Person	Best Practice	Recommended	Common	Yes	Quarterly Water Hygiene Descaling & Visual Checks		Cleaning record; service sheet; photos	
60	Core Statutory Safety	Water Hygiene	Additional Control Measures	Water Hygiene - Additional Control Measures - Showers & Sports Changing Facilities - Hygiene Audit	Best Practice: This task involves carrying out a structured audit of shower and changing facilities to ensure cleaning, flushing, and descaling routines are being correctly followed. It provides an assurance layer that day-to-day control measures are effective. In schools and FE colleges with extensive sports provision, audits help demonstrate proactive safeguarding to inspectors, governors, and parents. Evidence should include completed audit checklists, inspection reports, and photographic records.	Yearly	Competent Person	Best Practice	Recommended	Common	No			Audit checklist; inspection report; photos	
69	Core Statutory Safety	Electrical Safety	Fixed Wiring Systems	Electrical Safety - Fixed Wiring Systems - Test & Inspection (EICR)	Statutory: This five-yearly (or more frequent in certain areas) electrical installation condition report checks the safety and integrity of low voltage wiring. It ensures compliance with the Electricity at Work Regulations and identifies deterioration before it becomes dangerous. For educational establishments, this includes classrooms, labs, theatres, and workshops where high pupil occupancy increases risk. Evidence to upload includes the full EICR certificate and detailed inspection report.	60 Months	Approved Contractor	Statutory	Core	Common	No			EICR certificate; inspection report	
72	Core Statutory Safety	Electrical Safety	Residual Current Devices (RCDs)	Electrical Safety - Residual Current Devices (RCDs) - Instrument Test	Statutory: This annual test uses calibrated equipment to confirm that RCDs trip within the required time and current thresholds. It is critical because RCDs provide life-saving protection against electric shock and fire. In schools and FE colleges, RCD reliability is especially important in science labs, DT workshops, and classrooms where pupils use electrical equipment. Evidence includes the contractor's RCD test results and certification.	Yearly	Approved Contractor	Statutory	Core	Common	No	Annual LV Distribution Contractor Servicing		RCD test results; certificate	
73	Core Statutory Safety	Electrical Safety	Residual Current Devices (RCDs)	Electrical Safety - Residual Current Devices (RCDs) - Functional Push-Button Test	Statutory: This termly functional check ensures that RCDs respond correctly when tested with their in-built push button. It matters because it provides interim assurance between annual instrument tests that the protective devices are not seized or defective. In educational environments, regular functional checks maintain push safety in high-use teaching spaces. Evidence should include log extracts or checklists signed by the competent person.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	Termly Electrical Checks		Signed log; annotated photos	
74	Core Statutory Safety	Electrical Safety	LV Switchgear & Distribution	Electrical Safety - LV Switchgear & Distribution - Service & Torque Check	Statutory: This annual service involves a contractor checking connections, torquing bolts, and cleaning within LV switchgear and panelboards to prevent overheating and failures. It is important because loose or degraded connections are a common cause of electrical fires. For schools and colleges with multiple distribution boards across sites, this ensures safe supply during term time. Evidence includes the contractor's service report and inspection certificate.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual LV Distribution Contractor Servicing		Service report; test certificate	
77	Core Statutory Safety	Electrical Safety	LV Switchgear & Distribution	Electrical Safety - LV Switchgear & Distribution - Surge Protection Devices Inspection & Test	Statutory: This annual task checks that installed surge protection devices are intact and functional, ensuring compliance with wiring regulations. SPDs are vital for protecting sensitive IT, AV, and control equipment against transient overvoltages. In education, where ICT servers and AV systems are integral to learning, functional SPDs reduce the risk of costly downtime. Evidence should include the contractor's test certificate and inspection records.	Yearly	Approved Contractor	Statutory		Common	Yes	Annual LV Distribution Contractor Servicing		Test results; certificate	
80	Core Statutory Safety	Electrical Safety	Lightning Protection	Electrical Safety - Lightning Protection Continuity Test & Inspection	Statutory: This annual test confirms that lightning protection conductors and bonds maintain electrical continuity. It is essential for ensuring compliance with BS EN 62305 and preventing dangerous lightning strike consequences. In educational settings, lightning protection safeguards pupils, staff, and property across large open sites with sports fields and tall buildings. Evidence to upload includes the contractor's inspection report and certification.	Every 11 Months	Approved Contractor	Statutory	Core	Common	No			Test results; certificate	
82	Core Statutory Safety	Electrical Safety	Portable Equipment (PAT)	Electrical Safety - Portable Equipment (PAT) - PAT DT & Science Equipment	Statutory: This annual PAT test covers electrical tools, lab equipment, and appliances used in Design & Technology and Science areas. It matters because these items are subject to intensive use and greater wear, creating higher risks of shock or fire. For schools and FE colleges, ensuring these appliances are safe is a core part of safeguarding pupils in practical curriculum areas. Evidence includes the PAT certificate and detailed asset register.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Portable Equipment (PAT) Testing		PAT certificate; asset register	
83	Core Statutory Safety	Electrical Safety	Portable Equipment (PAT)	Electrical Safety - Portable Equipment (PAT) - PAT Drama Equipment	Statutory: This annual PAT test covers lighting rigs, sound systems, and other electrical drama equipment. Such equipment is often portable, high load, and regularly reconfigured, which increases risk. In education, regular testing ensures safety during rehearsals, productions, and public performances involving pupils and visitors. Evidence includes the PAT certificate and the updated drama equipment testing log.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Portable Equipment (PAT) Testing		PAT certificate; asset register	
84	Core Statutory Safety	Electrical Safety	Portable Equipment (PAT)	Electrical Safety - Portable Equipment (PAT) - PAT Maintenance & Workshop Equipment	Statutory: This annual PAT test covers portable power tools, chargers, and electrical devices used in workshops and maintenance areas. These items are often exposed to heavy use and harsher environments, which makes deterioration more likely. In schools and colleges, ensuring safe tools for caretakers and DT staff prevents accidents that could otherwise occur in curriculum or maintenance activities. Evidence includes the PAT certificate and the updated testing log.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Portable Equipment (PAT) Testing		PAT certificate; asset register	
85	Core Statutory Safety	Electrical Safety	Portable Equipment (PAT)	Electrical Safety - Portable Equipment (PAT) - PAT Office & Classroom Equipment	Statutory: This PAT testing covers portable office and classroom devices such as laptops, projectors, and printers, typically on a two-year cycle. It matters because, although lower risk than workshop equipment, electrical faults can still cause fire or shock hazards. In educational environments where equipment is shared between pupils and staff, assurance of electrical safety is essential. Evidence should include the PAT test results and updated equipment inventory.	24 Months	Approved Contractor	Statutory	Core	Common	Yes	Portable Equipment (PAT) Testing		PAT certificate; asset register	
108	Core Statutory Safety	Electrical Safety	Electrical Rooms & Outlets	Electrical Safety - Electrical Rooms & Outlets - Extension Leads & Reels - Inspection & Test	Statutory: This annual test checks the integrity, insulation, and safety of extension leads and cable reels, which are often subject to heavy use. These portable items are a common source of faults, making inspection critical for compliance. In schools and colleges, they are widely used in classrooms, ICT rooms, and events, so assurance of safety protects staff and pupils. Evidence should include PAT records and inspection reports.	Yearly	Competent Person	Statutory	Core	Common	No			PAT certificate; asset register	
111	Core Statutory Safety	Electrical Safety	Water Heaters	Electrical Safety - Water Heaters - Service & Inspection	Statutory: This task requires an approved contractor to conduct a full annual service and inspection of electric water heaters, confirming electrical safety, thermostats, and pressure relief valves. It matters because poorly maintained heaters can fail, leak, or overheat, posing safety and compliance risks. In schools and colleges, water heaters are used daily in kitchens, toilets, and labs, making reliability vital during term time. Evidence to upload includes the contractors inspection report and certificate.	Yearly	Approved Contractor	Statutory	Core	Common	No			Inspection report; certificate	
120	Core Statutory Safety	Gas Safety	Boilers & Fixed Plant	Gas Safety - Boilers & Fixed Plant - Boiler Service & Inspection	Statutory: This task requires a Gas Safe registered contractor to carry out a full service and inspection of boilers. It ensures the safe and efficient operation of heating plant, reduces the risk of leaks or explosions, and provides the legally required certification under the Gas Safety (Installation & Use) Regulations. In education, reliable boiler performance is critical for maintaining warm, safe teaching environments during term time, particularly in winter months. Evidence to upload includes the Gas Safe service certificate, detailed service report, and any remedial notes.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Gas Contractor Servicing		Gas Safe service certificate, service report, remedial notes	
121	Core Statutory Safety	Gas Safety	Boilers & Fixed Plant	Gas Safety - Boilers & Fixed Plant - Installation Soundness & Tightness Test	Statutory: A Gas Safe engineer must test the installation pipework for soundness and tightness to confirm there are no leaks. This check is a legal requirement and forms part of the safety assurance framework for gas distribution across a site. In schools and colleges, undetected leaks pose an immediate hazard to pupils and staff, particularly in high-use communal areas. Upload the signed pressure test certificate or contractor's report to Compliance Pod.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Gas Contractor Servicing		Pressure test certificate, contractor's report	

122	Core Statutory Safety	Gas Safety	Boilers & Fixed Plant	Gas Safety - Boilers & Fixed Plant - Gas Boiler Flue & Ventilation System Service	Statutory: A full inspection and service of boiler flues and associated ventilation systems must be carried out by an approved contractor. It ensures harmful combustion gases are safely expelled and that airflow supports efficient, safe combustion. In educational buildings with high occupancy, maintaining proper flue integrity prevents carbon monoxide build-up in classrooms and communal spaces. Evidence includes the contractor's service report, Gas Safe certification, and any photographic evidence of repairs or modifications.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Gas Contractor Servicing	Service report, Gas Safe certificate, photos of repairs	
127	Core Statutory Safety	Gas Safety	Catering Systems	Gas Safety - Catering Systems - Commercial Kitchen Appliance Service & Inspection	Statutory: A Gas Safe registered contractor must annually service and inspect all gas-fired catering appliances in commercial school kitchens. This ensures compliance with workplace safety standards, reduces fire and explosion risks, and confirms appliances are safe for daily meal preparation. With pupils relying on catering services daily, safe kitchen operation is a critical safeguarding responsibility. Upload the Gas Safe certificate, detailed appliance service report, and any remedial notes to the system.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Gas Contractor Servicing	Gas Safe certificate, appliance service report, remedial notes	
128	Core Statutory Safety	Gas Safety	Catering Systems	Gas Safety - Catering Systems - Catering Gas Interlock System Service	Statutory: The gas interlock system in school kitchens must be serviced by a contractor each year to ensure it functions correctly with extraction and ventilation systems. This service prevents gas from flowing unless extraction fans are running, safeguarding against dangerous fume build-up. In high-volume school kitchens, this is essential to protect catering staff and pupils consuming food prepared on site. Evidence required includes the service certificate, system test record, and any remedial reports.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Gas Contractor Servicing	Service certificate, system test record, remedial reports	
129	Core Statutory Safety	Gas Safety	Catering Systems	Gas Safety - Catering Systems - Catering Gas Interlock Functionality Test	Statutory: Every four months, a competent person should test the functionality of the catering gas interlock system to confirm that it isolates gas supply correctly when extraction fails. This interim test provides assurance between contractor visits and helps avoid system failure during peak school catering operations. As kitchens serve hundreds of meals daily in education settings, failures could have both safety and service disruption impacts. Upload a dated log extract and photos of the test confirmation.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	Termly Gas Visual Checks	Log extract, photos of test	
130	Core Statutory Safety	Gas Safety	Curriculum Spaces	Gas Safety - Curriculum Spaces - Laboratory Gas Proving System Service	Statutory: A Gas Safe registered contractor must service and test laboratory gas proving systems each year to ensure safety cut-offs work correctly. These systems confirm no leaks are present before gas is supplied to classroom benches, providing critical protection for pupils in science lessons. In schools and colleges, this underpins safe practical teaching of chemistry and related subjects. Upload the service certificate, contractor's test sheet, and log of any remedial works.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual Gas Contractor Servicing	Service certificate, contractor's test sheet, remedial works log	
131	Core Statutory Safety	Gas Safety	Curriculum Spaces	Gas Safety - Curriculum Spaces - Emergency Gas Shut-Off Valve Service	Statutory: Annual servicing by a contractor is required for emergency gas shut-off valves in curriculum areas such as science labs and DT workshops. This ensures they will operate correctly in the event of an emergency or accidental release. Given pupils' hands-on engagement with gas in these spaces, reliable shut-off valves are critical to safeguarding. Upload the service record, valve test sheet, and Gas Safe certificate.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual Gas Contractor Servicing	Service record, valve test sheet, Gas Safe certificate	
132	Core Statutory Safety	Gas Safety	Curriculum Spaces	Gas Safety - Curriculum Spaces - Laboratory Gas Proving System Functionality Test	Statutory: A competent person should conduct functionality tests of the laboratory gas proving system every four months to confirm operational reliability between annual contractor visits. This check reduces risks during term-time teaching and ensures immediate action can be taken if faults are detected. In the education context, this provides day-to-day reassurance for staff supervising experiments with pupils. Evidence includes a dated log entry and photos of the proving system indicator panel during testing.	Every 4 Months	Competent Person	Statutory	Core	Occasional	Yes	Termly Gas Visual Checks	Log entry, photos of indicator panel	
133	Core Statutory Safety	Gas Safety	Curriculum Spaces	Gas Safety - Curriculum Spaces - Emergency Gas Shut-Off Valve Functionality Test	Statutory: A competent person should carry out functionality tests of emergency gas shut-off valves every four months to confirm they isolate gas supplies reliably in science laboratories and DT workshops. This interim checks ensure the valves will operate correctly during an incident, providing a safeguard between annual contractor servicing. In an educational setting where pupils may accidentally misuse gas taps, this regular assurance is vital. Upload a dated log extract and annotated photos confirming the valve operation.	Every 4 Months	Competent Person	Statutory	Core	Occasional	Yes	Termly Gas Visual Checks	Log extract, annotated photos	
137	Core Statutory Safety	Gas Safety	Pipework & Distribution	Gas Safety - Pipework & Distribution - Pipework Integrity Pressure Test	Statutory: Every five years, a contractor must carry out a pressure test of gas pipework distribution systems to confirm integrity and leak-free operation. This long-interval statutory task provides assurance that underground or inaccessible pipework remains safe for continued use. On education estates with extended distribution networks, the test is critical for safeguarding multiple occupied buildings. Evidence includes the contractor's pressure test certificate and full test report.	60 Months	Approved Contractor	Statutory	Core	Occasional	No		Pressure test certificate, full test report	
139	Core Statutory Safety	Gas Safety	Carbon Monoxide Detectors	Gas Safety - Carbon Monoxide Detectors - Functional Test	Statutory: This task requires a competent person to carry out monthly functional tests on carbon monoxide detectors, ensuring alarms sound correctly and batteries or mains connections remain active. It matters because failure of detectors could result in undetected carbon monoxide exposure, which is life-threatening. In schools and colleges, detectors may be fitted in plant rooms, kitchens, or science areas, requiring assured protection during teaching hours. Evidence to upload includes a log extract of tests and annotated photos where relevant.	Monthly	Competent Person	Statutory	Core	Common	No		Log extract; annotated photos	
140	Core Statutory Safety	Gas Safety	Carbon Monoxide Detectors	Gas Safety - Carbon Monoxide Detectors - Full Service, Calibration & Certification	Statutory: This task requires an approved contractor to complete a yearly service of carbon monoxide detectors, including calibration, sensor replacement if required, and issuing certification. It matters because detectors degrade over time and faulty equipment could leave dangerous gases undetected. In schools and colleges, detectors may be located in boiler houses, kitchens, or labs, where staff and pupils are present during term time. Evidence to upload includes the contractors service certificate, calibration report, and annotated photos if equipment was replaced.	Yearly	Approved Contractor	Statutory	Core	Common	No		Service certificate; calibration report; photos	
141	Core Statutory Safety	Gas Safety	Radon Gas	Gas Safety - Radon Gas - Monitoring & Record Review	Statutory: This task requires an approved contractor to place and review radon gas detectors as part of a three-year monitoring cycle, or more frequently if high-risk areas are identified. It matters because radon exposure poses serious long-term health risks if unmanaged, and schools are duty-bound to assess exposure under health and safety law. In educational estates, basements or ground-floor classrooms may be particularly at risk, requiring assurance during term occupancy. Evidence to upload includes the radon monitoring report, detector results, and risk assessment updates.	Every 36 Months	Approved Contractor	Statutory	Core	Rare	No		Monitoring report; detector results; RA update	
144	Core Statutory Safety	Asbestos	Management & Documentation	Asbestos - Management & Documentation - Management Plan Review & Update	Statutory: The asbestos management plan must be formally reviewed and updated to reflect any changes in the building fabric, usage, or findings from surveys. This ensures the school or college remains compliant with the Control of Asbestos Regulations 2012 and that the plan reflects current risks. In an educational environment with frequent room changes, refurbishments, or curriculum-related activities, this is essential to safeguard pupils, staff, and contractors. Evidence to upload includes the updated management plan document and a signed record of review.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Asbestos Documentation Review	Updated management plan, signed record of review	
150	Core Statutory Safety	Asbestos	Monitoring & Inspections	Asbestos - Monitoring & Inspections - ACM Condition Monitoring Visual Check	Statutory: Visual inspections of known ACMs must be carried out every six months to confirm they remain in good condition and undisturbed. This reduces the risk of unnoticed damage leading to fibre release, ensuring ongoing compliance with CAR 2012. In an education setting, where walls, ceilings, and service cupboards are subject to daily pupil activity, regular checks are essential to maintaining a safe environment. Evidence to upload includes completed inspection forms, annotated photos, and register updates.	6 Monthly	Competent Person	Statutory	Core	Common	No		Inspection forms, photos, register updates	
156	Core Statutory Safety	Pressure Systems (PSSR)	Governance & Compliance	Pressure Systems (PSSR) - Governance & Compliance - Manage Periodic Thorough Examinations per WSE	Statutory: This task ensures periodic thorough examinations of pressure systems are carried out by an appointed competent person in accordance with the WSE. It is essential for demonstrating legal compliance and for verifying that systems remain safe for use, with defects identified and acted upon promptly. In education estates, this often requires scheduling examinations outside teaching hours, particularly where plantrooms, laboratories, or workshops are involved. Evidence to upload includes the competent person's thorough examination certificate and any supporting reports.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual PSSR Thorough Examinations	Thorough examination certificate; TE report	
158	Core Statutory Safety	Pressure Systems (PSSR)	Records & Labelling	Pressure Systems (PSSR) - Records & Labelling - Asset Register, Tagging & Safe Operating Limits Display	Statutory: This task involves maintaining an accurate asset register of all pressure systems, ensuring equipment is tagged for identification, and displaying the safe operating limits at the point of use. This is critical to compliance as operators and engineers must clearly understand the system's design pressure and operating conditions to prevent unsafe use. In schools and colleges, this may apply to cylinders in plantrooms, science labs, or workshops, where signage also acts as a safeguard for technical staff. Evidence to upload includes updated asset registers, photos of equipment labels, and signage records.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual PSSR Documentation Audit	Asset register; photos of labels; signage record	
159	Core Statutory Safety	Pressure Systems (PSSR)	Records & Labelling	Pressure Systems (PSSR) - Records & Labelling - Operating Instructions & Isolation Signage	Statutory: This task ensures operating instructions and isolation points are clearly signed and visible at each pressure system location. This matters because it allows staff and engineers to operate and isolate equipment safely, particularly in emergencies. In educational environments, signage supports technicians, caretakers, and contractors who may not be familiar with the plant, and ensures safety where pupils may access areas such as workshops or labs. Evidence to upload includes annotated photographs of signage and updated safety documentation.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual PSSR Documentation Audit	Annotated photos; updated safety docs	
160	Core Statutory Safety	Pressure Systems (PSSR)	Unvented Hot Water (G3)	Pressure Systems (PSSR) - Unvented Hot Water (G3) - Annual Service & Safety Device Check	Statutory: This task ensures that unvented hot water systems are serviced annually by a G3-registered contractor, including checks of the temperature and pressure relief valves, discharge pipework, and expansion devices. It matters because failed safety devices can cause scalding or explosive vessel rupture, making this inspection legally essential. In education settings, this applies to hot water cylinders serving showers, sports facilities, or boarding accommodation, which should be serviced during school breaks. Evidence to upload includes the contractor's service report, G3 certificate, and photos of safety devices.	Yearly	Approved Contractor	Statutory	Core	Common	No		Service report; G3 certificate; photos	

176	Core Statutory Safety	Lifting Equipment (LOLER)	Passenger Lifts	Lifting Equipment (LOLER) - Passenger Lifts - LOLER Thorough Examination	Statutory: This task requires a competent approved contractor to undertake a 6-monthly LOLER thorough examination of passenger lifts. It is essential to confirm that all lifting components are safe, compliant with legislation, and capable of safely transporting pupils, staff, and visitors. In education settings where passenger lifts are used for accessibility, regular LOLER inspections protect vulnerable users and prevent sudden equipment failures during term time. Evidence to upload includes the LOLER thorough examination report and any defect notices.	6 Monthly	Approved Contractor	Statutory	Core	Common	Yes	6-Monthly LOLER Thorough Examinations (All Lifts)	LOLER TE report; defect notice	
182	Core Statutory Safety	Lifting Equipment (LOLER)	Platform & Wheelchair Lifts	Lifting Equipment (LOLER) - Platform & Wheelchair Lifts - LOLER Thorough Examination	Statutory: This task requires a 6-monthly thorough examination of platform and wheelchair lifts by an approved contractor. The inspection ensures equipment is safe for lifting and accessible use in line with LOLER requirements. These lifts are critical for inclusive access in schools, colleges, and academies, enabling pupils with mobility needs to attend lessons alongside peers. Evidence to upload includes the engineer's LOLER examination certificate and any defect reports.	6 Monthly	Approved Contractor	Statutory	Core	Common	Yes	6-Monthly LOLER Thorough Examinations (All Lifts)	LOLER TE certificate/report; defect report	
190	Core Statutory Safety	Lifting Equipment (LOLER)	Goods & Service Lifts	Lifting Equipment (LOLER) - Goods & Service Lifts - LOLER Thorough Examination	Statutory: This task requires a yearly thorough examination of goods and service lifts by an approved contractor. These checks ensure equipment used to transport catering trolleys, supplies, or other loads is safe for operation. In colleges and larger MATs where catering and logistics are integral to operations, compliance with LOLER prevents serious accidents and enforces insurer and legal obligations. Evidence to upload includes the LOLER examination report and defect notices.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual LOLER Thorough Examinations (All Lifts)	LOLER examination report; defect notices	
200	Core Statutory Safety	Work Equipment (PUWER)	Work at Height Equipment	Work Equipment (PUWER) - Work at Height Equipment - Fall Arrest & Harness Systems - Annual Thorough Examination	Statutory: This task requires a competent contractor to carry out a full annual thorough examination of all fall arrest and harness systems used on site. It is essential to ensure equipment is structurally sound and certified safe, as failure can lead to life-threatening accidents. In education, fall arrest systems may be used by caretaking teams working at height on roofs or plant areas during holidays or term-time maintenance. Evidence to upload includes the contractor's service report and inspection certificate.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual PUWER Contractor Servicing	Service report, certificate	
201	Core Statutory Safety	Work Equipment (PUWER)	Work at Height Equipment	Work Equipment (PUWER) - Work at Height Equipment - Fall Arrest & Harness Systems - 6 Monthly Visual Check	Statutory: This task involves a competent person carrying out a 6 monthly visual inspection of fall arrest and harness equipment to check for wear, fraying, or damage. Interim checks provide assurance that equipment remains safe to use between annual certifications. Schools and colleges often store this equipment in site workshops or plant rooms where it can be forgotten until urgently needed, so regular checks are crucial. Evidence to upload includes annotated photos and a log extract signed by the inspector.	6 Monthly	Competent Person	Statutory	Core	Occasional	Yes	PUWER Visual Checks	Annotated photos, log extract	
204	Core Statutory Safety	Work Equipment (PUWER)	Work at Height Equipment	Work Equipment (PUWER) - Work at Height Equipment - Ladders - Annual Service & Inspection	Statutory: This task requires a contractor to carry out a full annual inspection and certification of ladders used across the school or college site. Structural integrity and safety of ladders are critical to prevent falls from height, one of the most common workplace accidents. In an education setting, ladders are frequently used by caretaking staff for maintenance tasks in classrooms, halls, and external areas. Evidence to upload includes the contractor's inspection certificate and ladder register update.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual PUWER Contractor Servicing	Inspection certificate, register update	
205	Core Statutory Safety	Work Equipment (PUWER)	Work at Height Equipment	Work Equipment (PUWER) - Work at Height Equipment - Ladders - Termly Visual Check	Statutory: A competent person should conduct a termly visual inspection of ladders, ensuring rungs, stiles, and feet are secure and free from damage. These checks help identify issues such as splits, warping, or missing grips that could compromise safety. In schools, ladders are often stored in caretaking stores and may be used under time pressure, making interim checks vital. Evidence to upload includes annotated photos of any issues and a logbook record of the inspection.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	PUWER Visual Checks	Annotated photos, logbook record	
206	Core Statutory Safety	Work Equipment (PUWER)	Work at Height Equipment	Work Equipment (PUWER) - Work at Height Equipment - Step Ladders & Kick Stools - Annual Service & Inspection	Statutory: An annual service and inspection by a contractor must be carried out on step ladders and kick stools to certify them as safe for continued use. This is important as these smaller items are widely used by staff for everyday tasks and often overlooked, yet they present significant risks if faulty. In schools, these items are commonly found in classrooms, libraries, science labs, and catering areas where staff regularly need to reach storage. Evidence to upload includes the contractor's inspection certificate and register update.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual PUWER Contractor Servicing	Inspection certificate, register update	
207	Core Statutory Safety	Work Equipment (PUWER)	Work at Height Equipment	Work Equipment (PUWER) - Work at Height Equipment - Step Ladders & Kick Stools - Termly Visual Check	Statutory: A competent person should visually check step ladders and kick stools each term for stability, intact feet, and secure trades. These interim checks ensure problems are caught early in equipment that is frequently moved and used by multiple staff. In an education setting, such equipment is often shared across teaching and support teams, so checks help prevent accidents in classrooms, storerooms, and catering areas. Evidence to upload includes a signed log extract and annotated photos of any defects.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	PUWER Visual Checks	Annotated photos, log extract	
208	Core Statutory Safety	Work Equipment (PUWER)	Curriculum & Workshop Machinery	Work Equipment (PUWER) - Curriculum & Workshop Machinery - Fixed Workshop Equipment - Annual Service & Inspection	Statutory: This task requires a contractor to carry out a full annual service and inspection of fixed workshop machinery such as drills, saws, or lathes. It ensures guarding, interlocks, and emergency stop mechanisms are functioning correctly and that the machinery remains safe for pupil use. In secondary schools and colleges, these machines are regularly used in Design & Technology lessons and present high safeguarding risks if not properly maintained. Evidence to upload includes the contractor's service report, inspection certificate, and machine logbook entry.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual PUWER Contractor Servicing	Service report, inspection certificate, logbook entry	Could be carried out under Departmental / Curriculum compliance schedule
209	Core Statutory Safety	Work Equipment (PUWER)	Curriculum & Workshop Machinery	Work Equipment (PUWER) - Curriculum & Workshop Machinery - Fixed Workshop Equipment - Termly Visual Check	Statutory: A competent person must carry out a termly visual inspection of fixed workshop equipment to confirm guards are present, switches are working, and the machine is free from obvious hazards. These regular checks help ensure equipment used daily by pupils in DT workshops is safe between contractor visits. They also provide early warning if damage has occurred during practical lessons. Evidence to upload includes annotated photos and a signed inspection log.	Every 4 Months	Competent Person	Statutory	Core	Occasional	Yes	PUWER Visual Checks	Annotated photos, inspection log	Could be carried out under Departmental / Curriculum compliance schedule
210	Core Statutory Safety	Work Equipment (PUWER)	Curriculum & Workshop Machinery	Work Equipment (PUWER) - Curriculum & Workshop Machinery - Curriculum Specialist Equipment - Annual Service & Inspection	Statutory: This task requires a contractor to carry out an annual service and inspection of curriculum-specific machinery and equipment used in subjects such as Science, Art, and Technology. Specialist items like kilns, fume cupboards, and cutting equipment must be inspected to ensure safe operation and compliance with PUWER. In schools and colleges these items are used directly by pupils, so safeguarding and safe functionality are critical. Evidence to upload includes the contractor's service report, inspection certificate, and an updated departmental equipment log.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual PUWER Contractor Servicing	Service report, inspection certificate, departmental log	Could be carried out under Departmental / Curriculum compliance schedule
211	Core Statutory Safety	Work Equipment (PUWER)	Curriculum & Workshop Machinery	Work Equipment (PUWER) - Curriculum & Workshop Machinery - Curriculum Specialist Equipment - Termly Visual Check	Statutory: A competent person must carry out a termly visual inspection of curriculum-specific equipment, checking guards, switches, casings, and connections. Interim checks are essential to spot damage or deterioration between contractor inspections, particularly in high-use environments. In education, pupils often handle this equipment daily under supervision, so regular checks prevent unsafe use during practical lessons. Evidence to upload includes annotated photos of the equipment and a signed departmental log entry.	Every 4 Months	Competent Person	Statutory	Core	Occasional	Yes	PUWER Visual Checks	Annotated photos, departmental log	Could be carried out under Departmental / Curriculum compliance schedule
212	Core Statutory Safety	Work Equipment (PUWER)	Hand & Power Tools	Work Equipment (PUWER) - Hand & Power Tools - Portable Power Tools - Annual Service & Inspection	Statutory: An annual service and inspection by a contractor must be undertaken for all portable power tools, confirming their safety features, casing, and electrical integrity. These tools pose serious risks if not maintained, particularly where rotating parts and live electronics are involved. In schools and colleges they are widely used by site teams and sometimes by curriculum departments for maintenance or projects. Evidence to upload includes the contractor's inspection certificate and updated PAT/service log.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual PUWER Contractor Servicing	Inspection certificate, PAT/service log	
213	Core Statutory Safety	Work Equipment (PUWER)	Hand & Power Tools	Work Equipment (PUWER) - Hand & Power Tools - Portable Power Tools - Termly Visual Check	Statutory: A competent person must complete a termly visual inspection of portable power tools, looking for cracked casings, missing guards, frayed cables, or loose connections. This ensures unsafe tools are removed from service before they cause injury. In education environments, tools are often shared between caretakers or stored in workshops, meaning they may see heavy or unsupervised use. Evidence to upload includes annotated photos and a logbook record of the inspection.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	PUWER Visual Checks	Annotated photos, logbook record	
219	Core Statutory Safety	Work Equipment (PUWER)	Records & Competence	Work Equipment (PUWER) - Records & Competence - PUWER Register & Risk Assessment - Annual Review	Statutory: A competent person must review the PUWER equipment register and associated risk assessments annually to ensure they reflect the current equipment inventory and risk profile. This task ensures compliance by demonstrating that all equipment in use has been identified, assessed, and appropriately controlled. In education, changes such as new workshop machines or additional site tools often occur during summer works, so annual review ensures the register stays accurate. Evidence to upload includes the updated register, revised risk assessments, and review notes.	Yearly	Competent Person	Statutory	Core	Common	No	N/A	Updated register, revised risk assessments, review notes	
220	Core Statutory Safety	Work Equipment (PUWER)	Records & Competence	Work Equipment (PUWER) - Records & Competence - Equipment Training Records - Annual Review	Statutory: A competent person must review training records annually to confirm that all staff authorised to use work equipment have received adequate instruction. This ensures compliance with PUWER's requirement for competency and helps reduce accidents caused by untrained use. In schools and colleges, training is particularly important for caretakers, grounds staff, and teaching staff in practical subjects. Evidence to upload includes updated training matrices, certificates, and a signed review record.	Yearly	Competent Person	Statutory	Core	Common	No	N/A	Training matrices, certificates, review record	
221	Core Statutory Safety	Local Exhaust Ventilation (LEV)	Statutory Thorough Examination & Testing	LEV - Statutory Thorough Examination & Testing - All Systems	Statutory: This task requires a competent Approved Contractor to carry out the thorough examination and testing of all local exhaust ventilation systems on site in accordance with COSHH Regulations. It ensures that fume cupboards, dust extractors, kiln extraction, solder fume systems, and spray booths are effectively controlling hazardous substances and protecting users. For schools, colleges, and MATs, this is essential to safeguard pupils and staff in science labs, workshops, and art rooms where exposure risks are high during term-time activity. Evidence to upload includes the contractor's examination report, COSHH compliance certificate, and updated system logbook entries.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual LEV Contractor Servicing	Examination report, COSHH certificate, Logbook update	

222	Core Statutory Safety	Local Exhaust Ventilation (LEV)	Science Lab Fume Cupboards	LEV - Science Lab Fume Cupboards - Service & Inspection	Statutory: This task involves an Approved Contractor conducting a full annual service and inspection of science laboratory fume cupboards, including airflow measurements, integrity of ductwork, and condition of filters. It matters because fume cupboards are the primary protection against chemical exposure in practical science teaching and their failure presents immediate health risks. In an education setting, heavy term-time usage by students and technicians increases the need for robust assurance. Evidence to upload includes service reports, calibration certificates, and updated performance test records.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual LEV Contractor Servicing	Service report; Calibration certificates; Performance test records	Could be carried out under Departmental / Curriculum compliance schedule
224	Core Statutory Safety	Local Exhaust Ventilation (LEV)	Workshop Dust Extraction	LEV - Workshop Dust Extraction - Service & Filter/Duct Maintenance	Statutory: An Approved Contractor must carry out the annual service and maintenance of dust extraction systems in design & technology workshops, covering fans, filters, and ductwork. This ensures compliance with COSHH requirements by preventing hazardous dust build-up from woodworking, plastics, or metals. In an educational setting, effective dust extraction is essential to protect pupils and staff during practical lessons and demonstrations. Evidence to upload includes contractor servicing reports, replaced filter records, and system performance certificates.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual LEV Contractor Servicing	Service report; Filter change record; Performance certificate	Could be carried out under Departmental / Curriculum compliance schedule
226	Core Statutory Safety	Local Exhaust Ventilation (LEV)	Art Kiln Extraction Systems	LEV - Art Kiln Extraction Systems - Service & Inspection	Statutory: An Approved Contractor must service and inspect art kiln extraction systems annually, including the fan units, ducting, and vents. This matters because kilns release silica dust, fumes, and heat which present significant health risks if not effectively extracted. In education, kiln rooms are typically small, enclosed spaces where pupils and staff may be exposed during teaching, making compliance and safe operation critical. Evidence to upload includes contractor service reports, inspection certificates, and updated logbook entries.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual LEV Contractor Servicing	Service report; Inspection certificate; Logbook update	Could be carried out under Departmental / Curriculum compliance schedule
228	Core Statutory Safety	Local Exhaust Ventilation (LEV)	Solder Fume Extractors & Spray Booths	LEV - Solder Fume Extractors & Spray Booths - Service & Inspection	Statutory: This task requires an Approved Contractor to service and inspect solder fume extractors and spray booths annually, confirming that suction levels, filters, and ducting are working correctly. It matters because exposure to solder fumes, adhesives, or paint vapours can cause serious respiratory harm if not adequately controlled. In education, these systems are often used in electronics workshops or IT spaces by pupils with little awareness of the risks, making professional assurance essential. Evidence to upload includes contractor service reports, calibration certificates, and updated compliance records.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual LEV Contractor Servicing	Service report; Calibration certificates; Compliance records	Could be carried out under Departmental / Curriculum compliance schedule
241	Building Systems & PPM	Air Handling & Ventilation	Air Conditioning	Air Handling & Ventilation - Air Conditioning - TM44 Inspection	Statutory: This task involves completing a TM44 inspection of all air conditioning systems with a combined cooling output of 12kW or more, as required every five years under the Energy Performance of Buildings Regulations. It ensures that systems are energy efficient, appropriately sized, and safely maintained, helping reduce carbon emissions and avoid enforcement penalties. In education, this is particularly important where large teaching blocks or IT suites rely on air conditioning for comfort and equipment protection. Evidence to upload includes the TM44 inspection certificate and full inspection report.	60 Months	Approved Contractor	Statutory	Core	Common	No		TM44 certificate; inspection report	
242	Building Systems & PPM	Air Handling & Ventilation	Air Conditioning	Air Handling & Ventilation - Air Conditioning - F-Gas Log Review & Register Update	Statutory: This task ensures the annual review and update of the F-Gas register for all qualifying air conditioning and chiller systems, documenting refrigerant usage, leak checks, and contractor servicing. Compliance is essential to meet legal duties under the UK retained F-Gas Regulations and to demonstrate robust management of greenhouse gas emissions. In schools and colleges, where contractors may make log entries during service visits, estates or business managers must still evidence an annual review and sign-off. Evidence to upload includes the updated F-Gas register, signed review, and contractor leak test certificates.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Air Conditioning Contractor Servicing	Updated F-Gas register; signed review; leak test certificates	
243	Building Systems & PPM	Air Handling & Ventilation	Air Conditioning	Air Handling & Ventilation - Air Conditioning - Service & Inspection	Statutory: This task requires a full service and inspection of air conditioning and chiller units by an approved contractor on an annual basis, covering refrigerant checks, electrical safety, filters, and operational performance. Regular servicing is legally required to maintain safe, efficient operation and to prevent breakdowns or leaks. In education settings, ensuring reliable air conditioning supports IT server rooms, science laboratories, and teaching areas where temperature control is important. Evidence to upload includes the contractor service report, safety certification, and any remedial actions noted.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Air Conditioning Contractor Servicing	Contractor service report; safety certificates; remedial list	
245	Building Systems & PPM	Air Handling & Ventilation	AHU	Air Handling & Ventilation - AHU - Service & Inspection	Statutory: This task requires an approved contractor to carry out a full service and inspection of Air Handling Units (AHUs) annually, covering safety interlocks, filters, drives, and airflow performance. It ensures compliance with workplace health regulations and maintains safe, efficient operation of central ventilation systems. In large education campuses, AHUs are critical to providing fresh air to lecture theatres, sports halls, and laboratories. Evidence to upload includes the service report, certificates, and any remedial recommendations.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual AHU Contractor Servicing	Service report; certificates; remedial recommendations	
246	Building Systems & PPM	Air Handling & Ventilation	AHU	Air Handling & Ventilation - AHU - Hygiene & Ductwork Clean & Inspection	Statutory: This task requires an annual clean and inspection of AHU ductwork, complying with COSHH and workplace health regulations to prevent dust, mould, and biological contamination. It is vital to safeguarding indoor air quality, particularly in high-occupancy environments where poor ventilation can cause health risks. In schools and colleges, this is critical for areas such as dining halls, sports facilities, and science labs where large groups of pupils gather. Evidence to upload includes the contractor's hygiene inspection report, ductwork cleaning certificate, and annotated before-and-after photos.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual AHU Contractor Servicing	Hygiene inspection report; cleaning certificate; photos	
267	Building Systems & PPM	Doors, Gates & Access Systems	Automatic Doors	Doors, Gates & Access Systems - Automatic Doors - Safety Sensor & Obstacle Detection Service & Inspection	Statutory: This task involves a full service and inspection of automatic doors, including checks on sensors, safety edges, obstacle detection, and force limitation, carried out by an approved contractor. It ensures compliance with PUWER and BS EN 16005 standards, reducing the risk of entrapment or injury to staff, pupils, and visitors. In an education setting where automatic doors are often in high-use entrances or accessible routes, their safe operation is critical to safeguarding and accessibility. Evidence to upload includes the contractor service report and compliance certificate.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Doors, Gates & Access Systems Contractor Servicing	Service report; compliance certificate	
269	Building Systems & PPM	Doors, Gates & Access Systems	Electric Gates & Barriers	Doors, Gates & Access Systems - Electric Gates & Barriers - Safety Inspection & Force Testing Service	Statutory: This annual service involves a full safety inspection and force testing of electric gates and barriers, including checks on entrapment zones, crush points, and safety devices, by an approved contractor. Compliance with PUWER and BS EN 12453 is required to prevent serious injury or fatalities from unsafe automated gates. On education sites where vehicle and pedestrian segregation is critical, this task safeguards both pupils and staff, especially at drop-off and pick-up times. Evidence to upload includes the contractor's inspection certificate and test report.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual Doors, Gates & Access Systems Contractor Servicing	Inspection certificate; force test report	
272	Building Systems & PPM	Doors, Gates & Access Systems	Roller Shutters & Powered Grilles	Doors, Gates & Access Systems - Roller Shutters & Powered Grilles - Service & Inspection	Statutory: This annual service involves a full mechanical and electrical inspection of roller shutters and powered grilles, including safety brakes, curtain integrity, and emergency overrides, by an approved contractor. It ensures compliance with PUWER and BS EN 12635 standards, reducing the risk of accidents and failures. In schools and colleges, shutters often protect canteens, sports halls, or laboratories, making their safe functioning important for both security and pupil use. Evidence to upload includes the contractor's service report and compliance certificate.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Doors, Gates & Access Systems Contractor Servicing	Service report; compliance certificate	
306	Building Systems & PPM	Fabric & Decoration PPM	Movable Walls & Partitions	Fabric & Decoration PPM - Movable Walls & Partitions - Visual Condition & Functionality Check	Best Practice: This task requires a competent person to carry out a visual inspection and basic functionality test of movable walls and partitions every four months, checking for signs of wear, smooth operation, secure locking, and safe handling. It matters because poorly maintained partitions can cause health risks, trap fingers, or fail to provide the necessary separation of teaching spaces. In schools and colleges, these systems are often used daily to reconfigure classrooms or halls during term time, so reliability and pupil safety must be assured. Evidence to upload includes a log extract of the inspection and annotated photos highlighting any defects or adjustments.	Every 4 Months	Competent Person	Best Practice	Recommended	Common	Yes	Termly Fabric & Decoration Checks	Log extract; annotated photos	
309	Building Systems & PPM	Site & Grounds PPM	Perimeter Structures	Site & Grounds PPM - Perimeter Structures - Retaining Wall & Boundary Structure Visual Check	Best Practice: This task requires competent staff to visually inspect retaining walls and boundary structures each term for cracks, leaning, or spalling. These checks help identify early warning signs of instability before they develop into safety hazards, allowing timely repairs. In schools and colleges, retaining walls often sit near high-footfall areas such as playgrounds, paths, and car parks, so failures would pose particular risks to pupil safety. Evidence to upload includes annotated photos, inspection logs, and any escalation records.	Every 4 Months	Competent Person	Best Practice	Recommended	Occasional	Yes	Termly Site & Grounds PPM Checks	Annotated photos; inspection logs; escalations	
310	Building Systems & PPM	Site & Grounds PPM	Perimeter Structures	Site & Grounds PPM - Perimeter Structures - Fencing & Gates Safety & Security Check	Statutory: This task requires a termly check of fencing and gates to ensure perimeter security and safe operation of access points. Effective boundary protection is a safeguarding requirement, preventing unauthorised access and pupil absconding, while also ensuring gates, hinges, and locks remain safe in daily use. In education contexts, perimeter security is critical for both safeguarding compliance and Ofsted expectations. Evidence to upload includes annotated photographs, inspection logs, and remedial action records.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	Termly Site & Grounds PPM Checks	Annotated photos; inspection logs; remedial records	
311	Building Systems & PPM	Site & Grounds PPM	Vegetation & Natural Hazards	Site & Grounds PPM - Vegetation & Natural Hazards - Tree Safety Survey & Report	Statutory: This task requires a formal arboricultural survey every three years by a qualified tree surveyor to assess tree health and structural safety. Trees represent a foreseeable hazard under occupiers' liability law, and unmanaged decay, disease, or storm damage can cause serious injury or property damage. On education sites, trees are often close to playgrounds, sports fields, and pedestrian walkways, meaning that failures could directly endanger pupils. Evidence to upload includes the arboricultural survey report and any remedial action recommendations.	36 Months	Approved Contractor	Statutory	Core	Common	No		Arboricultural survey report; recommendations	
312	Building Systems & PPM	Site & Grounds PPM	Vegetation & Natural Hazards	Site & Grounds PPM - Vegetation & Natural Hazards - Tree Safety Visual Walkthrough	Statutory: This task requires grounds staff to carry out a termly visual walkthrough of tree stock, noting obvious hazards such as broken limbs, leaning, fungal growth, or dieback. These routine inspections provide an early alert to emerging issues between formal surveys, reducing the risk of accidents. On school sites, termly checks help mitigate risks before high pupil occupancy seasons such as summer term outdoor activities. Evidence to upload includes annotated photographs, inspection logs, and records of escalations.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	Termly Site & Grounds PPM Checks	Annotated photos; inspection logs; escalation records	

329	Facilities & Operations	Catering (Facilities)	Ventilation	Catering - Ventilation - Grease Extract Service & Inspection	Statutory: This task requires an annual service and inspection of kitchen grease extract ductwork by an approved contractor, in accordance with TR19 standards. It is essential because grease build-up poses a significant fire risk and can invalidate insurance cover if not properly maintained. In educational catering environments, where large volumes of meals are produced daily during term time, this work protects both pupils and staff. Evidence to upload includes the contractor's TR19 certificate, service report, and annotated photos of ductwork condition.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Catering Contractor Servicing	TR19 certificate; service report; annotated photos	
331	Facilities & Operations	Catering (Facilities)	Refrigeration Systems	Catering - Refrigeration Systems - Service & Inspection	Statutory: This annual service by an approved contractor ensures refrigeration plant and cold storage systems comply with F-Gas regulations, including leak testing and system performance verification. It matters because refrigerant leaks pose environmental risks, may breach statutory duties, and lead to costly breakdowns or food safety breaches. In education settings, cold stores and fridges are critical to safely storing perishable foods for pupils, so failure could disrupt catering provision during term time. Evidence to upload includes the F-Gas certificate, service report, and contractor log of system checks.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Catering Contractor Servicing	F-Gas certificate; service report; leak test log	
333	Facilities & Operations	Catering (Facilities)	Refrigeration Systems	Catering - Fridge & Freezer Monitoring Equipment - Calibration	Statutory: This task requires an annual calibration of fridge and freezer monitoring devices, handheld probes, and data loggers by an approved contractor. It ensures that recorded temperatures are accurate, supporting statutory food safety obligations and preventing unsafe food storage. For education catering, where thousands of meals may be stored and served daily, reliable monitoring underpins HACCP compliance and pupil safeguarding. Evidence to upload includes calibration certificates, contractor service reports, and updated calibration stickers or records.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Catering Contractor Servicing	Calibration certificates; service report; updated stickers	
335	Facilities & Operations	Catering (Facilities)	Powered Equipment	Catering - Powered Equipment - Service & Inspection	Statutory: An annual contractor service and inspection of powered catering equipment, such as slicers, mixers, dishwashers, and ovens, is required to ensure compliance with PUWER and safety standards. This matters because mechanical or electrical failures can cause injury or disrupt food provision. In schools and colleges, where large-scale catering operations are run under tight timetables, reliable equipment is vital to avoid meal delays for pupils. Evidence to upload includes the contractor's service report, electrical test certificates, and annotated photos of the equipment inspected.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Catering Contractor Servicing	Service report; electrical test certificates; photos	Could be carried out under Core Statutory Safety Electrical Safety compliance schedule
339	Facilities & Operations	Catering (Facilities)	HACCP Documentation	Catering - HACCP Documentation - Annual Audit	Statutory: This task requires a formal annual audit of HACCP documentation by a competent contractor or suitably qualified person to ensure that food safety management systems meet statutory requirements. It is essential because HACCP is the cornerstone of food hygiene compliance, and failures in documentation could result in enforcement action or unsafe food reaching pupils. In educational catering operations, where meals are prepared at scale and often include vulnerable pupils, an independent or formal review provides assurance of safe systems. Evidence to upload includes the audit report, updated HACCP documents, and signed verification records.	Yearly	Approved Contractor	Statutory	Core	Common	No		Audit report; updated HACCP docs; signed verification	
343	Facilities & Operations	PE, Gym & Playground Equipment	Playground Equipment	PE, Gym & Playground Equipment - Playground Equipment - Service & Maintenance	Statutory: This task requires a full annual service and maintenance of fixed playground equipment by an approved contractor in accordance with PUWER and BS EN 1176. It is essential to identify and rectify hidden faults, structural weaknesses, or wear that could lead to serious injury, particularly where young children use the equipment daily. In an educational setting, the work must be scheduled during holiday periods or supervised carefully to avoid safeguarding risks. Evidence to upload includes the contractor's service report, inspection certificate, and annotated photographs of repairs completed.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual PE, Gym & Playground Contractor Servicing	contractor service report; inspection certificate; annotated photos	
346	Facilities & Operations	PE, Gym & Playground Equipment	Playground Equipment	PE, Gym & Playground Equipment - Playground Equipment - Visual Safety Check	Statutory: This task involves monthly visual inspections of playground equipment by a competent person to identify obvious hazards such as broken fixings, sharp edges, or vandalism. It is important because interim checks detect issues between formal annual inspections, preventing accidents before equipment is used by large groups of pupils. In schools, this is often tied into site walkarounds during term-time when play areas are in heavy use. Evidence to upload includes log extracts, annotated photographs, and checklists signed by the staff member completing the inspection.	Monthly	Competent Person	Statutory	Core	Common	Yes	Monthly PE, Gym & Playground Visual Checks	checklist; annotated photos; log extract	
347	Facilities & Operations	PE, Gym & Playground Equipment	PE & Sports Equipment	PE, Gym & Playground Equipment - PE & Sports Equipment - Service & Maintenance	Statutory: This task covers the annual servicing and maintenance of PE and sports equipment such as wall bars, basketball hoops, and gymnastic apparatus by a qualified contractor. It is vital to ensure that all load-bearing and mechanical components are safe and comply with PUWER, preventing failures that could injure pupils during PE lessons. In schools, equipment is subject to frequent use in timetabled sessions, so servicing must be planned to minimise disruption. Evidence to upload includes contractor service reports, inspection certificates, and annotated photographs.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual PE, Gym & Playground Contractor Servicing	contractor service report; inspection certificate; annotated photos	
350	Facilities & Operations	PE, Gym & Playground Equipment	PE & Sports Equipment	PE, Gym & Playground Equipment - PE & Sports Equipment - Visual Safety Check	Statutory: This task involves termly (every 4 months) visual safety checks of PE and sports equipment by a competent person to identify defects, loose fixings, or damage between contractor visits. This ensures early identification of risks, especially in equipment that is subject to high frequency of use and physical loading by pupils. In education, PE lessons and after-school clubs place heavy reliance on this equipment, meaning visual checks provide vital assurance during term-time. Evidence to upload includes completed checklists, annotated photos, and log entries.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	Termly PE, Gym & Playground Walkarounds	checklist; annotated photos; log extract	
356	Facilities & Operations	PE, Gym & Playground Equipment	Outdoor Fitness Equipment	PE, Gym & Playground Equipment - Outdoor Fitness Equipment - Service & Maintenance	Statutory: This task requires annual servicing and maintenance of outdoor fitness equipment such as cross trainers, resistance machines, or pull-up stations by an approved contractor. Servicing ensures structural integrity, mechanical safety, and compliance with PUWER, particularly as equipment is exposed to weather conditions that accelerate deterioration. In educational settings, this equipment is frequently used during break times or by community users, requiring assurance that it remains safe year-round. Evidence to upload includes contractor inspection reports, certificates, and annotated photos of equipment serviced.	Yearly	Approved Contractor	Statutory	Core	Occasional	Yes	Annual PE, Gym & Playground Contractor Servicing	contractor inspection report; certificate; annotated photos	
357	Facilities & Operations	PE, Gym & Playground Equipment	Outdoor Fitness Equipment	PE, Gym & Playground Equipment - Outdoor Fitness Equipment - Visual Safety Check	Statutory: This task involves monthly visual checks of outdoor fitness equipment by a competent person to detect vandalism, loose fixings, or visible wear from weather exposure. It matters because outdoor equipment is unsupervised and subject to continuous pupil access, making early identification of defects critical to safety. In schools, checks can be incorporated into routine site walkarounds to ensure fitness areas are safe before peak pupil use. Evidence to upload includes inspection checklists, annotated photos, and log entries.	Monthly	Competent Person	Statutory	Core	Occasional	Yes	Monthly PE, Gym & Playground Visual Checks	checklist; annotated photos; log entries	
358	Facilities & Operations	PE, Gym & Playground Equipment	Hall Seating & Bleachers	PE, Gym & Playground Equipment - Hall Seating & Bleachers - Annual Safety Inspection & Certification	Statutory: This task requires an approved contractor to carry out a yearly inspection of retractable or tiered hall seating, checking stability, mechanisms, and safety features, and issuing certification. It matters because faulty seating presents risks of collapse or entrapment, especially during assemblies or performances. In education, such seating is used during high-occupancy events where pupil safety must be assured. Evidence to upload includes the contractors inspection certificate and service report.	Yearly	Approved Contractor	Statutory	Core	Occasional	No		Inspection certificate; service report	
361	Facilities & Operations	First Aid & Medical	AEDs	First Aid & Medical - AEDs - Annual Service & Battery Replacement	Statutory: This task ensures that all Automated External Defibrillators (AEDs) on site receive a full annual service by an approved contractor, including battery replacement and software or firmware checks where required. Regular servicing is essential to guarantee that the device functions correctly in life-threatening emergencies, supporting compliance with health & safety legislation and resuscitation standards. In schools, colleges, and MAT campuses with large pupil populations and high visitor numbers, reliable AEDs are critical during sports events, assemblies, and examinations where sudden cardiac incidents could occur. Evidence to upload includes the contractor service report and certification of battery replacement.	Yearly	Approved Contractor	Statutory	Core	Common	No		Contractor service report; battery replacement certificate	
362	Facilities & Operations	First Aid & Medical	AEDs	First Aid & Medical - AEDs - Monthly Functionality & Pad Expiry Check	Statutory: This task requires a competent in-house person to carry out a monthly functionality check of each AED, ensuring status indicators are operational, pads are in date, and units are stored correctly. These checks safeguard readiness between contractor visits and provide assurance that the AED can be deployed immediately if needed. In education, where response times are vital, this is particularly important in sports halls, playgrounds, and areas of high pupil activity. Evidence to upload includes a dated log extract and annotated photos confirming device status.	Monthly	Competent Person	Statutory	Core	Common	Yes	Monthly First Aid & Medical Checks	Log extract; annotated photos of AED status/pads	
363	Facilities & Operations	First Aid & Medical	Emergency Medicines	First Aid & Medical - Emergency Medicines - Termly Inhaler & Adrenaline Auto-injector Expiry & Storage Check	Statutory: This task involves checking the expiry dates and storage conditions of emergency asthma inhalers and adrenaline auto-injectors (AAs) supplied for use in schools under DfE guidance. Ensuring these medicines are within date and correctly stored protects pupil welfare and prevents breaches of statutory requirements relating to the safe management of medicines. In practice, this is vital for primary and secondary schools where vulnerable pupils rely on these life-saving interventions, especially during term time when rapid response is needed. Evidence to upload includes an annotated photo of the medicine box, expiry date log, and any replacement orders.	Every 4 Months	Competent Person	Statutory	Core	Common	Yes	Termly First Aid & Medical Checks	Expiry log; annotated storage photos; replacement orders	
365	Facilities & Operations	First Aid & Medical	First Aid Kits	First Aid & Medical - First Aid Kits - Visual Check & Replenishment	Statutory: This task involves a monthly visual inspection and restocking of first aid kits by a competent person, confirming that consumables such as bandages, plasters, and sterile dressings are present, in date, and appropriately stored. Regular checks are critical to ensuring that first aid supplies are immediately usable in the event of an incident, avoiding the risk of non-compliance with first aid regulations. In schools and colleges, timely replenishment is particularly relevant during term time, as kits in science labs, workshops, and sports halls are heavily used. Evidence to upload includes annotated photos of kits, log extracts of replenishment, and receipts or order confirmations.	Monthly	Competent Person	Statutory	Core	Common	Yes	Monthly First Aid & Medical Checks	Replenishment log; annotated kit photos; receipts	

397	Facilities & Operations	Site Security Systems & Procedures	Intruder Alarm Systems	Site Security Systems & Procedures - Intruder Alarm Systems - Service & Test	Statutory: This task requires a full annual service and test of the intruder alarm system by an approved contractor to confirm operational reliability and compliance with insurance and monitoring standards. Ensuring the alarm is properly maintained is critical for safeguarding pupils, staff, and property against unauthorised entry. In educational settings, where buildings are often vacant in evenings, weekends, and holidays, a fully functioning alarm system is an essential layer of protection. Evidence to upload includes the contractor's service report, commissioning certificate, or any corrective works documentation.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Site Security Contractor Servicing	Service report; certificate; remedial works doc	
400	Facilities & Operations	Site Security Systems & Procedures	CCTV Systems	Site Security Systems & Procedures - CCTV Systems - Service & Inspection	Best Practice: This task requires an annual service and inspection of the CCTV system by an approved contractor to check camera performance, cabling integrity, and recording reliability. Regular servicing ensures high-quality footage is available if incidents occur, reducing safeguarding risks and liability. For schools and colleges, well-maintained CCTV is particularly important during term-time when pupil occupancy is high and safeguarding scrutiny is strong. Evidence to upload includes the contractor's service report, calibration records, and any remedial works certificate.	Yearly	Approved Contractor	Best Practice	Recommended	Common	Yes	Annual Site Security Contractor Servicing	Service report; calibration records; remedial certificate	
402	Facilities & Operations	Site Security Systems & Procedures	Access Control Systems	Site Security Systems & Procedures - Access Control Systems - Service & Test	Best Practice: This annual service and test by an approved contractor confirms that electronic access control systems, including door controllers and card readers, are reliable and secure. Professional servicing ensures safeguarding integrity by preventing failures that could allow unauthorised access. In multi-site academies and colleges, reliable access control is vital for managing pupil and staff movement during term-time and keeping restricted areas secure. Evidence to upload includes the contractor's service report and updated commissioning or compliance certificate.	Yearly	Approved Contractor	Best Practice	Recommended	Common	Yes	Annual Site Security Contractor Servicing	Service report; commissioning/compliance certificate	
408	Facilities & Operations	Site Security Systems & Procedures	Safeguarding Procedures	Site Security Systems & Procedures - Safeguarding Procedures - Lockdown & Evacuation Procedure Review & Test	Best Practice: This annual task requires a review and test of the school's lockdown or evacuation procedures to ensure staff and pupils are prepared for incidents that require securing the site. Regularly testing these procedures is vital to ensure staff confidence and swift pupil compliance in an emergency. In the education context, lockdown drills must be carefully scheduled to minimise disruption to lessons while still embedding safeguarding preparedness. Evidence to upload includes drill records, updated procedures, and signed acknowledgements from participating staff.	Yearly	Competent Person	Best Practice	Core	Occasional	No		Drill records; updated procedures; acknowledgements	
410	Facilities & Operations	Site Security Systems & Procedures	Panic Alarms & Lockdown Systems	Site Security Systems & Procedures - Panic Alarms & Lockdown Systems - Full System Service & Certification	Best Practice: This task requires an approved contractor to carry out a yearly full service of panic alarms & lockdown systems, including hardware inspection, software/firmware checks, zoning & message verification, and issuing certification. It matters because professional servicing validates reliability and ensures changes to layouts or timetables have been reflected in call points, speakers, and messaging logic. In education settings, this supports assurance ahead of busy term periods, examinations, and evening events where occupancy is high. Evidence to upload includes the contractors service report, certificate of completion, and annotated photos or configuration backups where available.	Yearly	Approved Contractor	Best Practice	Recommended	Common	Yes	Annual Site Security Contractor Servicing	Service report; certificate; photos/config backups	
411	Facilities & Operations	Site Security Systems & Procedures	Panic Alarms & Lockdown Systems	Site Security Systems & Procedures - Panic Alarms & Lockdown Systems - Functionality Test	Best Practice: This task requires a competent person to conduct a monthly functionality test of panic alarms & lockdown activation routes, confirming trigger devices operate, alerts propagate to the right zones, and reset procedures work. It matters because early detection & fast notification are critical for safeguarding during threat, intruder, or violence incidents, and failures could leave staff & pupils without timely protection. In schools & colleges, tests should cover high-risk areas such as receptions, medical/SEND rooms, exam halls, and out-of-hours clubs during term time. Evidence to upload includes a log extract of tests completed and annotated photos or screenshots showing activation, notification, and fault rectification where applicable.	Monthly	Competent Person	Best Practice	Recommended	Common	Yes	Monthly Site Security Checks	Log extract; annotated photos/screenshots	
415	Facilities & Operations	Transport & Vehicle Compliance	School Minibus	Transport & Vehicle Compliance - School Minibus - MOT Testing & Certification	Statutory: The school minibus must undergo a yearly MOT test to confirm its roadworthiness in line with DVSA regulations. This ensures that vehicles transporting pupils meet legal safety standards and remain fit for use on public roads. It is particularly important in the education context, as minibuses often carry multiple pupils on trips and between campuses during term time. Evidence to upload includes the MOT test certificate and any advisory notices.	Yearly	Approved Contractor	Statutory	Core	Common	No		MOT certificate; advisory notices	
416	Facilities & Operations	Transport & Vehicle Compliance	School Minibus	Transport & Vehicle Compliance - School Minibus - 6 Monthly Safety Inspection	Statutory: A professional safety inspection of the school minibus must be carried out every 6 months by an approved contractor, in line with DVSA guidance and insurance requirements. This inspection supplements the MOT by ensuring that critical systems such as brakes, tyres and steering are regularly checked. For schools, this reduces the risk of faults developing during term-time pupil transport. Evidence to upload includes the signed inspection report from the contractor.	6 Monthly	Approved Contractor	Statutory	Core	Common	No		Signed safety inspection report	
494	Curriculum & Departmental	Art & Ceramics	Kilns	Art & Ceramics - Kilns - Electrical Installation Inspection & Test	Statutory: This task involves a full electrical safety inspection and test of kiln installations, including connections, control panels, and protective devices, carried out by a qualified contractor. It ensures the kiln remains safe to operate, preventing electrical faults, fire risks, or injury, and satisfies statutory electrical compliance requirements. In schools and colleges, where kilns are often heavily used for curriculum projects, ensuring installations remain safe is critical to safeguarding pupils and staff. Evidence to upload includes the contractor's electrical inspection certificate and detailed service report.	Yearly	Approved Contractor	Statutory	Core	Common	Yes	Annual Art & Ceramics Contractor Servicing	Electrical inspection certificate; service report	Could be carried out under Core Statutory Safety Electrical Safety compliance schedule
537	Curriculum & Departmental	General Curriculum	Classroom Layout	General Curriculum - Classroom Layout - Safety & Furniture Layout Review	PPM: This task requires a termly review of classroom layouts and furniture positioning to confirm safe circulation and unobstructed fire exits. It ensures that desks, chairs, and storage units are arranged to minimise trip hazards and allow easy supervision. With high pupil occupancy during term time, such checks are essential to maintain safe evacuation routes and promote a safe learning environment. Evidence should include annotated photos of classroom layouts and a signed review checklist uploaded to Compliance Pod.	Every 4 Months	Competent Person	PPM	Core	Common	Yes	Termly General Curriculum Walkaround	Annotated layout photos; review checklist	
539	Curriculum & Departmental	General Curriculum	Displays & Fixtures	General Curriculum - Displays & Fixtures - Wall Fixture & Hanging Item Visual Check	PPM: This task requires a termly check of displays, wall-mounted fixtures, and hanging items in classrooms and corridors. It ensures that items are securely fixed and not blocking fire signage, emergency lighting, or ventilation grilles. These checks are particularly relevant in schools where frequent display changes occur, often undertaken by staff or pupils. Evidence should include a signed checklist and annotated photos of displays inspected or corrected.	Every 4 Months	Competent Person	PPM	Core	Common	Yes	Termly General Curriculum Walkaround	Checklist; annotated photos	
557	Governance, Safeguarding & Assurance	Safeguarding & Welfare	Welfare	Safeguarding & Welfare - Welfare - Toilet, Changing & Shower Facilities Compliance Check	Statutory: This task ensures that toilet, changing, and shower facilities meet the DfE's school premises regulations for adequacy, privacy, hygiene, and accessibility. Compliance matters because inadequate or poorly maintained welfare facilities can compromise dignity, health, and equality for pupils and staff. In schools and colleges with large numbers of users during term time, checks must confirm that facilities are sufficient and safe under peak occupancy. Evidence to upload includes compliance checklists, condition survey extracts, and annotated photos.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Welfare Facilities Compliance Checks	Compliance checklists; condition survey extracts; annotated photos	
558	Governance, Safeguarding & Assurance	Safeguarding & Welfare	Welfare	Safeguarding & Welfare - Welfare - Medical Room & First Aid Facilities Compliance Check	Statutory: This task confirms that the medical room and related first aid facilities meet statutory requirements for provision, hygiene, and secure storage of medication. It matters because welfare and health provision are essential to safeguarding pupils who become unwell or require medical attention during the school day. In larger schools and FE colleges, where multiple buildings may each need a designated medical space, checks ensure consistent provision across sites. Evidence to upload includes compliance checklists, photographs, and policy extracts.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Welfare Facilities Compliance Checks	Compliance checklists; photographs; policy extracts	
562	Governance, Safeguarding & Assurance	Safeguarding & Welfare	Welfare	Safeguarding & Welfare - Welfare - Window Restrictors Visual & Security Check	Statutory: This task requires a competent person to check window restrictors every four months to confirm they are secure, in good condition, and limit openings as required by safety regulations. It matters because faulty or missing restrictors present a fall risk, especially in upper-storey classrooms or residences. In education contexts, safeguarding pupils from accidental falls is critical where windows are often used for ventilation during term time. Evidence to upload includes annotated photos of inspected windows and a log extract of checks completed.	Every 4 Months	Competent Person	Statutory	Core	Common	No		Log extract; annotated photos	
565	Governance, Safeguarding & Assurance	Safeguarding & Welfare	Welfare	Safeguarding & Welfare - Welfare - Accessible Toilet Alarm Functionality Test	Best Practice: This task involves a competent person carrying out a monthly functionality test of accessible toilet alarms to ensure they activate correctly, trigger an alert, and can be heard by staff. It matters because failure of the system could leave vulnerable users without the means to summon help, raising safeguarding and welfare risks. In education settings, accessible toilets are frequently used by pupils with SEND and staff need confidence that alarms will work during term-time occupancy. Evidence to upload includes a log extract of completed checks and annotated photos if defects are identified.	Monthly	Competent Person	Best Practice	Recommended	Common	No		Log extract; annotated photos	
580	Governance, Safeguarding & Assurance	Policy & Procedure Audits	Accessibility	Policy & Procedure Audits - Accessibility - Accessibility Plan Review	Statutory: This task involves reviewing the Accessibility Plan annually in line with the Equality Act 2010, ensuring the school or trust continues to improve access for disabled pupils. The review checks that physical, curriculum, and communication barriers are identified and progressively removed. For education providers, this is essential to ensure all pupils can fully participate in learning, particularly in curriculum areas requiring specialist facilities. Evidence to upload includes the revised plan, governing body approval, and confirmation of online publication.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Policy & Procedure Audit Bundle	Revised plan, governing body approval, online publication confirmation	
614	Governance, Safeguarding & Assurance	Contractor & Permits	Operational Monitoring	Contractor & Permits - Operational Monitoring - Annual Competence & Safeguarding Re-Verification	Best Practice: This task involves re-checking contractor competence, insurance, and safeguarding credentials on an annual cycle to confirm they remain valid. It matters because documentation and clearances can expire, leaving schools at risk of non-compliance or safeguarding breaches if not renewed. In multi-academy trusts and colleges, this re-verification is essential where multiple contractors operate across different sites during term-time. Evidence to upload includes updated DBS checks, renewed insurance certificates, and completed verification forms.	Yearly	Approved Contractor	Best Practice	Recommended	Common	Yes	Annual Contractor Compliance Audit	Updated DBS; Renewed insurance; Verification form	

656	Governance, Safeguarding & Assurance	Risk Assessments	Pedestrian & Vehicle Segregation	Risk Assessments - Pedestrian & Vehicle Segregation - Audit & Review Cycle	Statutory: This task requires an annual review of risks associated with the movement of pedestrians and vehicles on site, ensuring clear segregation and safe circulation routes. It matters because many educational sites have shared access points where pupils, staff, delivery vehicles, and parents converge, creating significant risks if not managed. Reviews are particularly important at the start of each academic year when pupil numbers, bus arrangements, or site layouts may change. Evidence to upload includes the updated traffic management plan, annotated site maps, and signed minutes from the review meeting.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Risk Assessment Audit Cycle	Traffic plan; annotated site maps; review meeting minutes	
657	Governance, Safeguarding & Assurance	Risk Assessments	Slips, Trips & Falls	Risk Assessments - Slips, Trips & Falls Audit & Review Cycle	Statutory: This task requires an annual review of the risk of slips, trips, and falls, identifying control measures such as floor maintenance, housekeeping, and supervision. It matters because slips and trips are the leading cause of injury in schools and colleges, and effective management is essential to reduce claims and ensure pupil safety. Reviews should account for areas of high pupil traffic such as corridors, dining halls, and stairwells, especially during wet weather. Evidence to upload includes the updated risk assessment, cleaning schedules, and annotated photos of high-risk areas with mitigation in place.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Risk Assessment Audit Cycle	RA; cleaning schedules; annotated photos	
659	Governance, Safeguarding & Assurance	Risk Assessments	Manual Handling	Risk Assessments - Manual Handling - Audit & Review Cycle	Statutory: This task requires a review of manual handling risks, covering staff and pupils involved in lifting, carrying, or moving equipment and materials. It matters because incorrect manual handling is a leading cause of musculoskeletal injury, and schools and colleges have legal duties to reduce these risks through risk assessment and training. Reviews should reflect specific term-time activities such as setting up exam halls, moving furniture, or handling deliveries. Evidence to upload includes the updated manual handling risk assessment, staff training records, and annotated photos of equipment storage solutions.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Risk Assessment Audit Cycle	Manual handling RA; training records; annotated storage photos	
660	Governance, Safeguarding & Assurance	Risk Assessments	Working at Height	Risk Assessments - Working at Height - Audit & Review Cycle	Statutory: This task requires schools and colleges to review risks associated with staff working at height, such as using ladders, step stools, or accessing roofs for maintenance. It matters because falls from height are one of the leading causes of serious injury, and robust risk assessment is a legal requirement under the Work at Height Regulations 2005. In educational settings, reviews should account for routine term-time tasks like putting up displays, retrieving equipment from high storage, or caretaking duties. Evidence to upload includes the updated working at height risk assessment, ladder inspection records, and any annotated photos showing safe access arrangements.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Risk Assessment Audit Cycle	WAH RA; ladder inspection records; annotated access photos	
666	Governance, Safeguarding & Assurance	Compliance Registers & Evidence	Registers	Compliance Registers & Evidence - Registers - Creation & Maintenance	Statutory: This task ensures that statutory compliance registers covering areas such as fire safety, water hygiene, asbestos, and gas are created and actively maintained. Keeping registers current is fundamental to demonstrating compliance with health & safety law and reduces the risk of oversights that may compromise safeguarding. In education, this allows leadership and site teams to monitor obligations across classrooms, science labs, workshops, and sports areas, ensuring consistency across term-time and holiday periods. Evidence to upload includes signed compliance registers, updated asset lists, and cross-referenced contractor certificates.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Compliance Registers Review	Signed compliance registers; updated asset lists; cross-referenced contractor certificates	
667	Governance, Safeguarding & Assurance	Compliance Registers & Evidence	Registers	Compliance Registers & Evidence - Registers - Review	Statutory: This task requires an annual review of compliance registers to verify their completeness, accuracy, and alignment with statutory duties. Reviewing registers matters because regulators, insurers, and governors expect a clear and up-to-date record of all compliance-critical activities. In schools and colleges, where multiple curriculum spaces and pupil-occupied areas present varying risks, this provides assurance that statutory checks are not being missed. Evidence to upload includes annotated register review notes, updated register documents, and meeting minutes confirming the review.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Compliance Registers Review	Annotated register review notes; updated register documents; meeting minutes confirming the review	
668	Governance, Safeguarding & Assurance	Compliance Registers & Evidence	Registers	Compliance Registers & Evidence - Registers - Energy Performance Certificate (EPC) - Renewal & Record Keeping	Statutory: This task requires an approved contractor to renew the Energy Performance Certificate every ten years or following major works, ensuring records are maintained. It matters because EPCs are a legal requirement for new builds and refurbishments and are often checked during funding or audit processes. In schools and colleges, EPC compliance supports sustainability strategies and external assurance to governors or trustees. Evidence to upload includes the EPC certificate and contractor-issued assessment report.	Every 10 Years	Approved Contractor	Statutory	Core	Common	No		EPC certificate; assessment report	
669	Governance, Safeguarding & Assurance	Compliance Registers & Evidence	Registers	Compliance Registers & Evidence - Registers - Display Energy Certificate (DEC) - Renewal & Public Display	Statutory: This task requires an approved contractor or accredited assessor to renew and issue a Display Energy Certificate annually for eligible buildings, and ensure it is publicly displayed. It matters because failure to display a valid DEC breaches energy performance legislation and weakens sustainability assurance. In educational settings, high-traffic areas such as receptions or foyers must display certificates where pupils, staff, and visitors can see them. Evidence to upload includes the new DEC certificate and annotated photos showing public display.	Yearly	Approved Contractor	Statutory	Core	Common	No		DEC certificate; display photo	
670	Governance, Safeguarding & Assurance	Compliance Registers & Evidence	Registers	Compliance Registers & Evidence - Registers - Cross-Check With Asset Base	Best Practice: This task involves checking compliance registers against the live asset database to ensure all statutory assets, such as LEV units, fire doors, or pressure vessels, are included. It matters because omissions create compliance gaps that may only surface during external audits or inspections. In education, this cross-check is critical for specialist teaching spaces like DT workshops, science labs, or sports facilities where higher-risk equipment is located. Evidence to upload includes annotated asset cross-check logs, discrepancy reports, and updated registers.	6 Monthly	Competent Person	Best Practice	Recommended	Common	No	6 Monthly Compliance Registers Checks	Annotated asset cross-check logs; discrepancy reports; updated registers	
671	Governance, Safeguarding & Assurance	Compliance Registers & Evidence	Evidence Management	Compliance Registers & Evidence - Evidence Management - Central Storage & Retrieval Audit	Statutory: This task requires a formal audit of the central storage and retrieval system used for compliance evidence, ensuring that all required documents are accessible and properly organised. Accessibility matters because regulators and inspectors may demand immediate evidence of statutory compliance. In a multi-academy trust or college environment, central storage ensures leadership can quickly confirm compliance across all campuses. Evidence to upload includes completed retrieval audit reports, sample evidence retrieval logs, and confirmation of system access tests.	Yearly	Competent Person	Statutory	Core	Common	Yes	Annual Evidence Management Audit	Completed retrieval audit reports; sample evidence retrieval logs; confirmation of system access tests	
676	Governance, Safeguarding & Assurance	Compliance Registers & Evidence	Reporting & Governance	Compliance Registers & Evidence - Reporting & Governance - Audit Preparation & Readiness Check	Best Practice: This task requires a structured review of compliance registers and evidence ahead of external audits or inspections to ensure all records are aligned and accessible. It matters because preparation reduces audit stress, prevents compliance gaps being exposed, and demonstrates a proactive culture. In education, where Ofsted or HSE may request immediate evidence, readiness is essential to protect leadership confidence and safeguarding assurance. Evidence to upload includes audit preparation checklists, mock audit reports, and confirmation of evidence readiness.	Yearly	Competent Person	Best Practice	Recommended	Common	Yes	Annual Governance & Compliance Reporting	Audit preparation checklists; mock audit reports; confirmation of evidence readiness	
681	Governance, Safeguarding & Assurance	Sustainability & Climate Action	Policy & Governance	Sustainability & Climate Action - Policy & Governance - Climate Action Plan Annual Review & Update	Statutory: This task requires reviewing and updating the Climate Action Plan each year to ensure progress is measured, targets remain realistic, and adjustments reflect new legislation or sector guidance. It matters because compliance evidence must be current, and regular review demonstrates accountability to governors, trust boards, and regulators. Within schools and colleges, the annual review helps align sustainability actions with curriculum planning cycles and capital works scheduling. Evidence to upload includes the updated Climate Action Plan, Board/Trust minutes, and tracked changes or revision notes.	Yearly	Competent Person	Statutory	Core	Common	No		Updated CAP; Board/Trust minutes; tracked changes/revision notes	