

Estate Management

Contact

Viktor Campbell-Macdonald

Estate Management

3rd Floor, Laurence House

Catford SE6 4RU

Tel: 020 8314 6302

Fax: 020 8314 3019

Viktor.campbell-macdonald@lewisham.gov.uk

Service Level Agreement

Fire Risk Assessment, School Asbestos Register Management and FM Advice Service

The C&YP Estate Management Unit (EMU) has provided Statutory Maintenance Compliance Inspections on behalf of the schools for many years and will continue to do so free of charge.

In addition to this key function, the Unit has been asked increasingly by schools to assist with very specific and technical advice that (although covering areas which are the school's responsibility) may frequently fall outside the remit or knowledge of school based staff.

Below are the functions with which EMU are able to assist schools under this new SLA. All services would be provided on site.

Continuing Fire Risk Assessments and associated professional advice.

Lewisham undertook to ensure that, in accordance with legislation, each school had received an up to date Fire Risk Assessment (FRA) by March 2012; this initial task has now been completed free of charge to the schools. From March 2012 the schools will resume responsibility for ensuring that they have a current FRA in place. Schools will be required to provide annually, as a part of the Statutory Maintenance review process, a copy of an FRA undertaken within the

past 12-18 months as appropriate to the size of the school. The agreement to this SLA will also cover the provisional advice on how remedial action may be undertaken. It is worthy of note that to date our FRA officer has, through his actions and advice, saved schools many thousands of pounds through procurement and advice on remedial measures (and countless pupil and staff lives).

Services provided under this element of the SLA include:-

- The provision of a Fire Risk Assessment (FRA) within The Regulatory Reform (Fire Safety) Order 2005 undertaken by a professionally qualified Fire Safety Officer.

(It is a legal requirement for the school to arrange for a Fire Risk Assessment to be carried out and be readily available for inspection by the Fire Brigade or other enforcing authorities. As the L.B. Lewisham may be held responsible in the case of a current FRA not being available at the time of Fire Brigade inspections, schools not wishing to avail themselves of this SLA will be required to submit independently prepared annual FRA reports to the Estate Management Unit).

- *Procurement of remedial measures will be provided at an additional service charge based upon the specific requirement*

Asbestos management and advice

As is well known, asbestos is a hazardous material and all schools are required by legislation to maintain a fully up to date register of asbestos present on site. As schools commission their own minor building works and property maintenance, it is imperative that asbestos is both appropriately recorded, managed and maintained for the benefit of pupils, staff and external contractors. The cost in terms of both personal health and compensation from unintentional exposure to friable asbestos and asbestos particle is incalculable.

Services provided under this element of the SLA include:-

- Maintenance of an Asbestos register and location plan of asbestos on site (the provision of these items is a statutory function for the school in accordance with - The Health and Safety at Work etc Act 1974; Management of Health and Safety at Work Regulations 1999; The Construction (Design and Management) Regulations 2007; Defective Premises Act 1972; CAR (Control Asbestos Regulations) 2006 - and must be undertaken with the assistance of the school).
- Provision of specialist advice and support in managing and resolving asbestos related issues within school buildings by

Appendix A

staff fully qualified in asbestos management including, site support, telephone based support and a full investigation and LBL Risk Team approved report in the event of an incident.

Drinking water treatment and management advice

Appropriate and careful management of stored water supplies is essential to comply with Government legislation and to prevent the outbreak of waterborne bacteria, primarily Legionella. Schools are asked to employ external water management consultants, but are often confused over legislation associated with this difficult subject and what should be expected of an external consultant.

Services provided under this SLA include:-

- **Specialist advice and support enabling the school to procure the management and treatment of fresh water storage and provision within the school and in accordance with the Health and Safety at Work etc Act 1974; The Management of Health and Safety at Work Regulations 1999; Control of Substances Hazardous to Health Regulations 2002 (as amended); Water Supply (Water Fittings) Regulations 1999**

Additional support services

Given the specialist nature of Facilities Management (FM) functions and following numerous requests from schools, the Estate Management Unit is also able to offer the following services:-

- **Specialist advice and support covering - the management of general FM functions including advice on contractor hire and management; the recruitment of Premises Officers; meal time supervisors and other ancillary staff.**

Charge

Options:-

(Schools may select either options 1,2 or 3. Option 4)

1. Fire Risk Assessments (FRA)	£ 420 per day *
2. Asbestos Associated Service	£ 290 per day *
3. Legionella prevention & Other specialist FM advice based functions	£ 290 per day *
4. Composite SLA (items 2 and 3 above)	£ 480 per day

* As the nature of these services will vary from site to site based upon the size and condition of the property, it is not possible to give a fixed rate which would be equitable to all. Schools should budget upon the basis that the average FRA for a 2 form entry school, including report preparation, feedback and advice is likely to be completed in 3 days per annum.

Asbestos and other advice and support areas will vary in duration dependent upon the nature of the problem and the advice/support required but are unlikely to take longer than 3 days per annum.

Estate Management

Request for London Borough of Lewisham Estate Management services.

Please return to:

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The Governing body of

wishes to purchase the levels of support as shown below (please place tick in the relevant boxes)

Service Level Agreement	Charge	Booking
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Estate Management

Option 1

Option 2

Option 3

Option 4

Chair's signature

Date

Head teacher's signature

Date

Estate Management

Please return to:
Viktor Campbell-Macdonald
Estate Management
3rd Floor, Laurence House
Catford
SE6 4RU

FOLD

Please complete the form on the other side, fold along this line making sure the return address appears on the outside, staple closed and return to named contact person via the internal mail.