

# **SCHOOL COMPLIANCE: SERVICING, DAY-TO- DAY MAINTENANCE AND PROJECTS ON SCHOOL SITES GUIDANCE**

Steve Allwood  
Principal Asset Officer  
School Organisation and Provision  
People Services  
Derby City Council

Revision Date 18/04/16



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## 1. INTRODUCTION

This guidance has been produced to help and assist Headteachers and Governing Bodies to understand their roles and responsibilities, with particular reference to **School Maintenance** (day-to-day repairs & maintenance and statutory servicing & inspections) and **Project** work.

Derby City Council has overall corporate responsibility for ensuring its assets, including schools, are managed safely and to ensure, so far as is reasonably practicable, that they should not harm, or cause loss, to those who could be affected.

In view of the Council's corporate and legal responsibility for Community and Voluntary Controlled Schools, this guidance has been drafted as these school buildings are under Council ownership.

Further details of the different categories of schools, and the division of ownership and responsibility for different schools, is set out in a separate document called "Derby City Council - School Premises - Compliance Statement". Please review this separate document for more details on the differences between: Community, Voluntary Aided, Voluntary Controlled and Foundation schools etc.

## 2. UNDERTAKING SERVICING, REPAIRS, BUILDING WORKS OR PROJECTS

There are two main types of works Headteachers and Governing Bodies will become involved with in respect to their school buildings and sites. These are **Servicing & Maintenance** and **Projects**.

## 3. SERVICING AND MAINTENANCE

Servicing and day-to-day repairs and maintenance works are the responsibility of schools in the first instance. This includes a range of regular servicing requirements, all necessary statutory inspections, servicing and monitoring, and small scale repair works. Examples will include items such as:

- Day-to-day repairs – i.e. broken window glass, door ironmongery etc
- Asbestos Management Survey updates (please see more detailed guidance below)
- Boiler and gas fired heater tests and inspections – including biomass boilers and combined heat and power plant etc
- Boundary wall fence and gate lay surveys (please see more detailed guidance below)
- Electrical safety tests and inspections
- Emergency lighting tests and inspections
- Fire safety equipment inspections
- Gas soundness testing and installation inspections
- Internal PE equipment inspections
- Legionella and Water Hygiene requirements

It is important to note that this list is a summary of some of the main elements, and is not an exhaustive list. It must also be noted that works covered under Servicing here are different from any Project works set out in Section 5 below. Any work considered Project work requires the submission of a Project Consent Application and for schools to obtain approval before commissioned works. Further details are provided in Section 5 below.

Schools **must** obtain appropriate professional advice in managing both *servicing* and *project* works. All schools have the option to either purchase a sold service from the Council through a **DCC Buildings Package**, or by purchasing a service from external consultants (**non-DCC Package schools**).

### **3.4 DCC Buildings Package Schools**

Schools are able to purchase a Buildings Package offered by Derby City Council Property Design and Maintenance to deliver all of the above requirements to ensure that the School remains compliant with all building related regulations and best practice in respect to servicing and inspections. For more information, please refer to the School Information Portal, link below:

<https://schoolportal.derby.gov.uk/property-services/>

Should schools purchase a Council Building Maintenance Package through Property Design and Maintenance, schools will have a comprehensive package that will provide the necessary maintenance and professional advice to ensure compliance with current legislation and guidance. The package will cover:

- professional advisors offering the best advice and available options
- the Council acting as Corporate Landlord and ensure compliance with current legislation and regulations
- appointing, managing and monitoring contractors to perform routine maintenance, periodic inspections and servicing tasks
- designing, procuring and project managing maintenance, refurbishment and new build schemes.

Only fully qualified, competent employees or contractors who have passed the Derby City Council competency requirements will be employed to carry out all servicing.

The package includes one annual planning visit and a termly visit from your allocated surveyor to plan and prioritise your maintenance requirements.

Servicing will be carried out on a rolling programme throughout the year as agreed with schools. The Council will ensure that work is correctly specified and procurement rules and financial regulations are adhered to on all work undertaken, and that the work complies with Derby City Council's required codes of practice.

### **3.2 Non-DCC Package Schools**

If a school chooses to appoint an external consult, then the Headteacher and Governing Body must ensure that they, and their consultant, put measures in place to ensure the school is fully compliant with all building related regulations and best practice.

If **Community** or **Voluntary Controlled** Schools do not buy a DCC Building Package then they **must** obtain professional advice to establish all that this required and advise on the appointment of contractors. In addition, **Community** and **Voluntary Controlled** Schools **must** purchase an annual **Compliance Audit** from Property Design and Maintenance. The Compliance Audit is designed to ensure the Council is discharging its Corporate Landlord duties, and monitor compliance against the minimum legal requirements as well as protecting Headteacher and Governing Bodies from potential safety issues.

For 2016/17 the **Compliance Audit** costs £300. Property Design and Maintenance wrote to schools in February asking them to confirm whether they will be purchasing the DCC Building package or an annual Compliance Audit. Schools were asked to confirm their

choice on the provided forms to be returned to Property Design and Maintenance by 4<sup>th</sup> March 2016.

Included in this information will be a **Compliance Statement** that the professional advisor is required to complete and sign on behalf for those schools that have chosen not to purchase the DCC building package. This must be returned to Property Design and Maintenance by 29<sup>th</sup> April 2016. The Compliance Statement sets out the legislative and evidential requirements that the professional advisor is expected to meet. The details set out in the Compliance Statement form the basis of the **Compliance Audit** which is an onsite inspection of records relating to:

- Asbestos
- Electrical Safety
- Fire Safety Equipment
- Gas Safety
- Heating and Ventilation
- Water Hygiene
- Lifts and Lifting Equipment
- General Building items ( this includes Boundary Walls and Fences, PE Equipment).

Foundation schools and Voluntary Aided Schools are able to purchase this annual audit should they wish to.

If, during a compliance Audit, the Council believes that the Headteacher and Governing Body is at risk of failing any of its duties, then a compliance notice will be issued as set out in section 6 below. The Headteacher and Governing Body will be responsible for completing the required action within the set timescale outlined in the notice. The date of the Compliance Audit will be arranged in liaison with schools and confirmed by Property Design and Maintenance.

## **4. PROJECTS**

Any work which is more detailed than general day-to-day repairs or servicing set out in Section 3 above would be considered **Project** work. Examples would include items such as:

- Remodelling of any space in the school, including change of use
- Refurbishments, including redecoration
- Installation of new fixtures and fittings
- Electrical works (including fire alarms, intruder alarms and ICT infrastructure)
- Any intrusive works into the fabric of the building or ceiling voids, including ICT cabling
- Changes to heating, hot water and ventilation infrastructure
- External works, including canopies, shelters, fences, walls and fixed play equipment.

This list is only a small number of examples and is not exhaustive.

In the case of the above, all schools **must** appoint a suitably qualified, insured and accredited Professional Adviser to manage the works from design through to completion. The professional advisor must, amongst other things, assess the asbestos implications of any project. Schools must **never** appoint a contractor directly or independently without having first followed advice from a Professional Advisor. The professional advisor must also specifically advise the school on the appointment of each contractor.

**Any school considering such project work must submit a Project Consent Application form and await written approval for the works before placing any orders.**

Further information can be obtained using link below:

<https://schoolsportal.derby.gov.uk/capital-and-buildings/project-consent-and-devolved-formula-capital/>

## 5. SCHOOL KITCHENS

Details of the position with school kitchens, including the ownership and maintenance responsibility for the fixed cooking equipment (including ovens and burners) and “light” cooking equipment (pots, pans, crockery and cutlery) are set out in Appendix 2. This also sets out the implications for ownership and maintenance responsibility where a school has bought into the DCC School Catering Package and where individual schools have not.

Summary Details are set out below, with further detail, including individual school be school information, contained within Appendix 2.

School		Area of Responsibility		
		Gas, electrical and ventilation servicing and safety inspections, including all fixed M&E equipment and infrastructure	Repairs and replacement of large and fixed cooking equipment	Responsibility for light cooking equipment
Non-PFI Schools	School buys into both DCC catering package and DCC Building Package	DCC	DCC	DCC Contractor
	School buys into DCC catering package only	DCC	DCC	DCC Contractor
	School buys into DCC building package only	DCC	School to fund	School
	School does not buy into DCC building package and does not buy into DCC catering package	School	School	School
PFI Schools	Grouped School PFI Contract	School purchase through PFI contractor	School purchase through PFI contractor (unless damage)	School unless life cycled through PFI contractor
	BSF PFI Contract	Included in DCC PFI contract	Included in DCC PFI contract (unless damage)	School catering unless life cycled through PFI contractor

## 6. COMPLIANCE

Should the Council believe that a School is at risk of non-compliance with any aspect of building or health and safety legislation, the Council will follow the agreed protocol for the issuing of notices directly to the Headteacher. This would be either; an **Advice**, an **Improvement** or a **Prohibition** Notice.

The ultimate purpose of issuing any such notice is to ensure that Headteachers, as duty holders, manage and control risks effectively, thus preventing harm. This protocol is in place to protect Headteachers and Governing Bodies.

The aims of issuing Advice Notice (AN), Improvement Notice (IN) or Prohibition Notices (PN) is to:

- Formally notify where a breach of the law is relatively minor...(AN)
- Formally notify the Headteacher, as the duty holder, that a serious breach of health and safety law exists...(IN/PN)
- Ensure that Headteachers, as duty holders, take action to deal with identified risks in an appropriate timescale
- Promote and achieve sustained compliance with the legal requirements.

## **6.1 Advice Notices**

Where the breach of the law is relatively minor, an **Advice Notice** may be issued in writing to inform the Headteacher, as duty holder, or responsible person (building manager), what to do to comply with the legal requirements, and explain why. Advice Notices will be issued where the above applies, or for more serious breaches where the Council is not the employer and does not have responsibility for health and safety, for example, Foundation and Voluntary Aided schools.

## **6.2 Improvement Notices**

Where the breach of the law is more serious, an **Improvement Notice** will be issued to inform the Headteacher, as the duty holder, to undertake action to comply with legal requirements. An Improvement Notice will contain a statement that, in the opinion of the Issuing Officer, a breach of Health and Safety Law has been committed and sets out time limits to rectify the breach. The Issuing Officer will discuss the Improvement Notice and, if possible, resolve points of clarification before serving it. The notice will identify what needs to be done, why, and by when. The time period within which to take the remedial action will generally be up to a maximum of 21 days. The Headteacher, or responsible person, as the recipient of the notice must notify the proposed course of action to Corporate Health and Safety Advisory Service by completing the A or B section within the specified timescale, otherwise a Prohibition Notice may be issued.

## **6.3 Prohibition Notices**

Where an activity involves, or will involve, a serious breach of legislation or a risk of serious personal injury, a **Prohibition Notice** will be served prohibiting the activity immediately and not allowing it to be resumed until remedial action has been taken. The notice will explain why the action is necessary. A Prohibition Notice would:

- contain a statement that, in the opinion of the Issuing Officer, there is a risk of serious personal injury
- instruct a stop to work, or closure of a building, in order to prevent serious personal injury

Where the resulting action will have a significant impact on service delivery, the matter will also be referred to senior managers at the Council. If appropriate, advice will also be sought from the Corporate Health and Safety Advisory Service.

## **6.4 Circulation**

Copies of the notices will be circulated as detailed on the individual forms.

## **6.5 Monitoring**

The Headteacher or responsible person, as the recipient of the notice, must confirm the proposed course of action and estimated date of completion to the Corporate Health and Safety Advisory Service by completing Form A or B within the specified timescale. He / she must confirm (Form D) to the Corporate Health and Safety Advisory Service and confirm that remedial action has been taken within seven days of the estimated date for completion. The Corporate Health and Safety Advisory Service will monitor responses.

## **6.6 Escalation**

Should the Council not receive confirmation that an item identified on a Notice has been closed out and addressed within the prescribed time, the matter will be escalated as follows:

- 1) Initially the issuing Department will contact the school to request an urgent confirmation that the matter has been addressed and resolved.
- 2) If the issuing Department cannot obtain confirmation the item has been dealt with by the Headteacher, the matter will be referred to People Services (School Organisation and Provision). This will result in the matter being raised **formally** with the **Head Teacher** and **Governing Body** as an urgent **Health and Safety/Safeguarding** matter. A formal instruction will be issued for works to be completed immediately.
- 3) If the People Services Directorate do not receive the required confirmation within a stipulated time, as a **safeguarding matter** under the Council's safeguarding obligations, the Council will give consideration to undertaking rectification works and then charging the school for all works and fees incurred.

## **7. PROCUREMENT**

It is essential that schools fully adhere to all the Contract Procedure Rules (CPR) for Schools. This includes, but is not limited to, the thresholds for tenders, the numbers of companies invited and the length of time allowed for tender returns. The selection process for both professional advisors and principal contracts must be in accordance with the UK and EU procurement regulation. If in doubt please contact DCC procurement team for advice before proceeding.

For schools using non-DCC professional advisers it is crucial that you ensure your professional adviser is fully aware of all the CPRs for Schools and that you can verify that they have followed all of them. Written contract files will be required for future audit purposes. Headteachers and Governors are responsible for their professional advisers actions in procuring projects using public funding and you must be satisfied that the procurement has been carried out correctly and obtain documentary evidence.

Derby City Council's Contracts Procedure Rules for Schools include, but are not limited to, the requirement for:

- at least three written quotes for contracts between £5,000 and £25,000
- at least four Tenders\* invited for contracts over £25,000
- a minimum of four weeks allowed for quote or tender returns
- for contracts valued over the EU threshold, currently £172,515 the requirement should be advertised in the Official Journal for the EU (OJEU) and a strict procurement process must be followed.

Schools should contact Derby City Council's Procurement team if they are unsure of the correct procurement process or need any further advice



In addition there is important information on the legal position on procurement in relation to schools purchasing goods or services from other schools. It is essential the schools comply with EU Procurement Legislation and the Council's Contract Procedure Rules. Where EU Procurement Legislation is not followed, schools may be open to legal challenge.

Appendix 1 – School Buildings and Maintenance Management Position 2016/17

School	Category	Phase	2016/17 DCC Building Maintenance Package*	Responsibility for Servicing	Responsibility for Purchasing a Compliance Audit	Site Ownership/ Lease
<b>Nursery Schools</b>						
Ashgate Nursery	Community	Nursery	Yes	DCC	N/A	DCC owned
Central Community Nursery	Community	Nursery	Yes	DCC	N/A	DCC owned
Harrington Nursery	Community	Nursery	No	School	School	DCC owned
Lord Street Community Nursery	Community	Nursery	No	School	School	DCC owned
Stonehill Nursery	Community	Nursery	Yes	DCC	N/A	DCC owned
Walbrook Nursery	Community	Nursery	No	School	School	DCC owned
Whitecross Nursery School	Community	Nursery	Yes	DCC	N/A	DCC owned
<b>Primary Phase Schools</b>						
Alvaston Infant and Nursery School	Community	Primary	Yes	DCC	N/A	DCC owned
Alvaston Junior Community School	Community	Primary	No	School	School	DCC owned
Arboretum Primary School	Community	Primary	No	School	School	DCC owned
Ash Croft Primary School	Community	Primary	No	School	School	DCC owned
Ashgate Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Asterdale Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Beaufort Community Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Becket Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Borrow Wood Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Brackensdale Infant School	Community	Primary	Yes	DCC	N/A	DCC owned
Brackensdale Junior School	Community	Primary	Yes	DCC	N/A	DCC owned
Breadsall Hill Top Primary School	Community	Primary	No	School	School	DCC owned
Brookfield Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Carlyle Infant School	Community	Primary	No	School	School	DCC owned
Cavendish Close Infant School	Community	Primary	No	School	School	DCC owned
Cavendish Close Junior School	Community	Primary	Yes	DCC	N/A	DCC owned
Chaddesden Park Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Chellaston Infant School	Community	Primary	No	School	School	DCC owned
Chellaston Junior School	Foundation	Primary	No	School	School	Governor owned
Cherry Tree Hill Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Cottons Farm Primary School (PFI)	Community	Primary	No (PFI)	DCC PFI Contractor	N/A	PFI - DCC owned
Dale Community Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Derwent Community School	Community	Primary	No	School	School	DCC owned
Firs Estate Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Gayton Community Junior School	Community	Primary	Yes	DCC	N/A	DCC owned
Griffe Field Primary School	Community	Primary	No	School	School	DCC owned
Hardwick Primary School (PFI)	Community	Primary	No (PFI)	DCC PFI Contractor	N/A	PFI - DCC owned
Homefields Primary	Community	Primary	No	School	School	DCC owned
Lakeside Community Primary School (PFI)	Community	Primary	No (PFI)	DCC PFI Contractor	N/A	PFI - DCC owned
Lawn Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Markeaton Primary School	Community	Primary	No	School	School	DCC owned
Meadow Farm Community Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Mickleover Primary School	Community	Primary	No	School	School	DCC owned
Oakwood Infant School	Community	Primary	No	School	School	DCC owned
Oakwood Junior School	Community	Primary	Yes	DCC	N/A	DCC owned
Osmaston Primary School	Community	Primary	No	School	School	DCC owned
Parkview Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Pear Tree Community Junior School	Community	Primary	No	School	School	DCC owned
Pear Tree Infant School	Community	Primary	No	School	School	DCC owned

School	Category	Phase	2016/17 DCC Building Maintenance Package*	Responsibility for Servicing	Responsibility for Purchasing a Compliance Audit	Site Ownership/ Lease
Portway Infant School	Community	Primary	Yes	DCC	N/A	DCC owned
Portway Junior School	Community	Primary	Yes	DCC	N/A	DCC owned
Ravensdale Infant School	Community	Primary	Yes	DCC	N/A	DCC owned
Ravensdale Junior School	Community	Primary	Yes	DCC	N/A	DCC owned
Redwood Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Reigate Primary and Nursery School	Community	Primary	No	School	School	DCC owned
Ridgeway Infant School	Community	Primary	No	School	School	DCC owned
Roe Farm Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
Rosehill Infant and Nursery School	Community	Primary	Yes	DCC	N/A	DCC owned
Shelton Infant School	Community	Primary	No	School	School	DCC owned
Shelton Junior School	Foundation	Primary	No	School	School	Governor owned
Silverhill Primary School	Community	Primary	No	School	School	DCC owned
Springfield Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
St Chad's Church of England (Controlled) Nursery and Infant School	Voluntary Controlled	Primary	Yes	DCC	N/A	DCC owned
Village Primary	Community	Primary	No	School	School	DCC owned
Wren Park Primary School	Community	Primary	Yes	DCC	N/A	DCC owned
<b>Voluntary Aided Schools</b>						
St Alban's Catholic Primary School	Voluntary Aided	Primary	No	School	School (Optional)	School owned
St James' Church of England (Aided) Infant School and Nursery	Voluntary Aided	Primary	Yes	DCC	N/A	School owned
St James' Church of England (Aided) Junior School	Voluntary Aided	Primary	Yes	DCC	N/A	School owned
St Joseph's Catholic Primary School	Voluntary Aided	Primary	No	School	School (Optional)	School owned
St Mary's Catholic Primary School	Voluntary Aided	Primary	No	School	Purchased	School owned
St Peter's Church of England (Aided) Junior School	Voluntary Aided	Primary	No	School	School (Optional)	School owned
St Werburgh's Church of England (Aided) Primary School	Voluntary Aided	Primary	No	School	School (Optional)	School owned
<b>Secondary Schools</b>						
Littleover Community School	Community	Secondary	Yes	DCC	N/A	DCC owned
Murray Park Community School	Foundation	Secondary	No	School	School (Optional)	School owned
Noel-Baker School (PFI)	Foundation	Secondary	No (PFI)	DCC PFI Contractor	N/A	DCC PFI Contract
Bemrose School	Foundation	All Through	Yes	DCC	N/A	School owned
da Vinci Community College (PFI)	Foundation	Secondary	No (PFI)	DCC PFI Contractor	N/A	DCC PFI Contract
Derby Moor Community Sport College Trust	Foundation	Secondary	No	School	Purchased	School owned**
<b>Special Schools</b>						
Ivy House School	Community	All Through	Yes	DCC	N/A	DCC owned
St Andrew's School Main Site	Community	Secondary	Yes	DCC	N/A	DCC owned
St Andrews's School Whittaker Road Site	Community	Secondary	Yes	DCC	N/A	DCC owned
St Clare's School	Community	Secondary	Yes	DCC	N/A	DCC owned
St Giles' School	Community	Primary	Yes	DCC	N/A	DCC owned
St Martins School (PFI)	Community	Secondary	No (PFI)	DCC PFI Contractor	N/A	PFI Contract
The Kingsmead School	Community	Secondary	No	School	School	DCC owned
<b>Pupil Referral Units</b>						
KS1/2 Newton's Walk	PRU	Primary	Yes	DCC	N/A	DCC owned

School	Category	Phase	2016/17 DCC Building Maintenance Package*	Responsibility for Servicing	Responsibility for Purchasing a Compliance Audit	Site Ownership/ Lease
KS 3/4 Multiple Sites – Southgate	PRU	Secondary	Yes	DCC	N/A	DCC owned
KS 3/4 Multiple Sites – Breadsall Hilltop	PRU	Secondary	Yes	DCC	N/A	DCC owned
KS 3/4 Multiple Sites – Wisgreaves	PRU	Secondary	Yes	DCC	N/A	DCC owned
<b>Academy Schools</b>						
Allenton Community Primary Academy	Academy	Primary	No	Academy	School (Optional)	DCC Owned Leased to Academy
Allestree Woodlands School	Academy	Secondary	No	Academy	School (Optional)	Academy
Bishop Lonsdale	Academy	Primary	No	Academy	School (Optional)	Academy
Chellaston Academy	Academy	Secondary	No	Academy	School (Optional)	Academy
City of Derby Academy	Academy	Secondary	No	Academy	School (Optional)	Academy
Grampian Primary Academy	Academy	Primary	No	Academy	School (Optional)	DCC Owned Leased to Academy
Landau Forte Moorhead Academy	Academy	Primary	No	Academy	School (Optional)	DCC Owned Leased to Academy
Lees Brook Community Sports College	Academy	Secondary	No	Academy	School (Optional)	Academy
Merrill Academy	Academy	Secondary	No	DCC PFI Contractor	N/A	Academy
Saint Benedict Catholic Voluntary Academy	Academy	Secondary	No	Academy	School (Optional)	Academy
St George's Catholic Voluntary Academy	Academy	Primary	No	Academy	School (Optional)	Academy
St John Fisher Catholic Voluntary Academy	Academy	Primary	No	Academy	School (Optional)	Academy
Walter Evans C of E Academy	Academy	Primary	No	Academy	School (Optional)	Academy
West Park School	Academy	Secondary	No	Academy	School (Optional)	Academy
Wyndham Primary Academy	Academy	Primary	No	Academy	Purchased	DCC Owned Leased to Academy

\* 2016/17 DCC Building Maintenance Package Schools – Data provided here is accurate as of 19/04/16. There are some schools, at the time of producing this list, who were still to place a formal orders following verbal or written commitments. These schools are advised to place this formal order urgently.

\*\* Pending land transfer

## **Appendix 2 - SCHOOL KITCHENS**

### **DCC BUILDING PACKAGE SCHOOLS**

Where a school has purchased a DCC Building Maintenance package, the Council will arrange all necessary gas, electrical and ventilation safety inspections and the servicing of all fixed catering equipment and M&E infrastructure. The school would be required to fund the replacements of any such fixed equipment and M&E infrastructure, unless the school are in the Council's grouped catering service contractor or the works formed part of a Council major capital programme scheme.

The school will be responsible for all light equipment, utensils, pans etc., including any small electrical or mechanical items not covered by a DCC building package. If the school also buy into the Council's grouped catering service contract then the responsibility for all light equipment, utensils, pans etc., including any small electrical or mechanical items will be the responsibility of the Council's contractor, and not the school. This would also apply for the fixed equipment and M&E infrastructure.

### **NON-DCC BUILDING PACKAGE SCHOOLS**

Where a school has not purchased a DCC Building Maintenance package, the school will be responsible for arranging all necessary gas, electrical and ventilation safety inspections and the servicing of all fixed catering equipment and M&E infrastructure – unless the school have bought into the Council's grouped school meals catering service contract.

### **DCC GROUPED SCHOOL MEALS CATERING SERVICE CONTRACT**

Where a school has bought into the DCC grouped school meals catering package then all necessary gas, electrical and ventilation safety inspections, and the servicing of all fixed catering equipment and M&E infrastructure, will be arranged by the Council. The Council's grouped schools catering contract also makes provision for the servicing, repairs and replacement of all large fixed equipment.

In addition, the Council's contractor will be responsible for all light equipment, utensils, pans etc., including any small electrical or mechanical items not covered by a DCC building package.

The current Council grouped schools catering contract runs until 31<sup>st</sup> October 2016. The Council is currently procuring a new contract scheduled to commence from the 1<sup>st</sup> November 2016. Individual school details are set out in the below table.

### **GROUPED SCHOOLS PRIVATE FINANCE INITIATIVE ("PFI") CONTRACT**

There are 5 schools in the Council's Grouped Schools PFI contract. The contractual position in relation to maintenance and repairs at a PFI school is set out in schedule 9 of Project Agreement:

- the PFI Contractor is responsible for initially providing a new kitchen and new fixed equipment and for maintaining the building structure (ceilings, floors,

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walls, floors, windows, structure and finishes and incoming services to within 1 metre of entry into the kitchen); and

- the Council is responsible for the supply, installation, maintenance and replacement of cooking equipment, utensils, pots, pans, crockery, cutlery, waste bins etc. as required to enable the meal service to be provided and for provision of that meal service.

The Council delivers its obligations under schedule 9 of the Project Agreement through the central school meal contract, where a school buys into this contract.

If a PFI school decides that it no longer wishes to buy into the Council's school meals contract, but wishes instead to contract with an alternate provider or employ staff directly, the Council will remain responsible for the maintenance of school kitchen equipment and provision of the meal service under schedule 9 of the Project Agreement. The Council must therefore be satisfied that any alternative arrangements put in place by the school ensure that the Council's obligations under schedule 9 are met and there is no material breach of the Project Agreement occurring. In practical and operational terms this currently means that schools are required to purchase a kitchen plant and equipment maintenance and servicing package from the Council's Grouped Schools PFI Contractor. The Council's PFI contract invoices all grouped PFI schools separately, on an annual basis, for this service.

### **BUILDING SCHOOLS FOR THE FUTURE ("BSF") PFI**

The contractual position in relation to maintenance and repairs at the two BSF PFI Schools (Noel Baker/St Martins) is set out in the BSF Project Agreement (dated November 2010).

The PFI Contractor is responsible for the maintenance of the M&E infrastructure, building fabric and fixed catering equipment as defined in the Kitchen Equipment Schedule. The PFI Contractor is responsible for life-cycling the kitchen equipment provided by it as detailed in the Kitchen Equipment Schedule.

The Catering provider is responsible for the catering service, provision of school meals, maintenance of all loose equipment and life-cycling loose equipment.

2016/17 Position (Existing catering contract up to 31/10/16) as 18/04/16			
School	Area of Responsibility		
	Gas, electrical and ventilation servicing and safety inspections, including all fixed M&E equipment and infrastructure	Repairs and replacement of large and fixed cooking equipment	Responsibility for light cooking equipment
<b>Nursery Schools</b>			
Ashgate Nursery	DCC	DCC	DCC Contractor
Central Community Nursery	DCC	DCC	DCC Contractor
Harrington Nursery	School	School	School
Lord Street Community Nursery	School	School	School
Stonehill Nursery	DCC	School to fund	School
Walbrook Nursery	School	School	School

## Classification: OFFICIAL

**Classification: OFFICIAL**

2016/17 Position (Existing catering contract up to 31/10/16) as 18/04/16			
School	Area of Responsibility		
	Gas, electrical and ventilation servicing and safety inspections, including all fixed M&E equipment and infrastructure	Repairs and replacement of large and fixed cooking equipment	Responsibility for light cooking equipment
Whitecross Nursery School	DCC	DCC	DCC Contractor
<b>Primary Phase Schools</b>			
Alvaston Infant and Nursery School	DCC	School to fund	School
Alvaston Junior Community School	School	School	School
Arboretum Primary School	School	School	School
Ash Croft Primary School	School	School	School
Ashgate Primary School	DCC	DCC	DCC Contractor
Asterdale Primary School	DCC	School to fund	School
Beaufort Community Primary School	DCC	DCC	DCC Contractor
Becket Primary School	DCC	School to fund	School
Borrow Wood Primary School	DCC	School to fund	School
Brackensdale Infant School	DCC	DCC	DCC Contractor
Brackensdale Junior School	DCC	DCC	DCC Contractor
Breadsall Hill Top Primary School	School	School	School
Brookfield Primary School	DCC	DCC	DCC Contractor
Carlyle Infant School	DCC	DCC	DCC Contractor
Cavendish Close Infant School	School	School	School
Cavendish Close Junior School	DCC	School to fund	School
Chaddesden Park Primary School	DCC	School to fund	School
Chellaston Infant School	School	School	School
Chellaston Junior School	School	School	School
Cherry Tree Hill Primary School	DCC	School to fund	School
Cottons Farm Primary School (PFI)	School to purchase from PFI contractor	School to fund	School
Dale Community Primary School	DCC	School to fund	School
Derwent Community School	DCC	DCC	DCC Contractor
Firs Estate Primary School	DCC	School to fund	School
Gayton Community Junior School	DCC	School to fund	School
Griffe Field Primary School	School	School	School
Hardwick Primary School (PFI)	School to purchase from PFI contractor	School to fund	School
Homefields Primary	School	School	School
Lakeside Community Primary School (PFI)	School to purchase from PFI contractor	School to fund	School
Lawn Primary School	DCC	School to fund	School
Markeaton Primary School	School	School	School
Meadow Farm Community Primary School	DCC	School to fund	School
Mickleover Primary School	School	School	School
Oakwood Infant School	School	School	School
Oakwood Junior School	DCC	DCC	DCC Contractor
Osmaston Primary School	School	School	School
Parkview Primary School	DCC	DCC	DCC Contractor
Pear Tree Community Junior School	School	School	School
Pear Tree Infant School	School	School	School
Portway Infant School	DCC	DCC	DCC Contractor
Portway Junior School	DCC	DCC	DCC Contractor
Ravensdale Infant School	DCC	School to fund	School
Ravensdale Junior School	DCC	School to fund	School
Redwood Primary School	DCC	DCC	DCC Contractor
Reigate Primary and Nursery School	School	School	School
Ridgeway Infant School	School	School	School
Roe Farm Primary School	DCC	DCC	DCC Contractor
Rosehill Infant and Nursery School	DCC	School to fund	School

**Classification: OFFICIAL**

2016/17 Position (Existing catering contract up to 31/10/16) as 18/04/16			
School	Area of Responsibility		
	Gas, electrical and ventilation servicing and safety inspections, including all fixed M&E equipment and infrastructure	Repairs and replacement of large and fixed cooking equipment	Responsibility for light cooking equipment
Shelton Infant School	School	School	School
Shelton Junior School	School	School	School
Silverhill Primary School	School	School	School
Springfield Primary School	DCC	DCC	DCC Contractor
St Chad's Church of England (Controlled) Nursery and Infant School	DCC	School to fund	School
Village Primary	School	School	School
Wren Park Primary School	DCC	DCC	DCC Contractor
<b>Voluntary Aided Schools</b>			
St Alban's Catholic Primary School	School	School	School
St James' Church of England (Aided) Infant School and Nursery	DCC	School to fund	School
St James' Church of England (Aided) Junior School	DCC	School to fund	School
St Joseph's Catholic Primary School	School	School	School
St Mary's Catholic Primary School	School	School	School
St Peter's Church of England (Aided) Junior School	DCC	DCC	DCC Contractor
St Werburgh's Church of England (Aided) Primary School	DCC	DCC	DCC Contractor
<b>Secondary Schools</b>			
Littleover Community School	DCC	School to fund	School
Murray Park Community School	School	School	School
Noel-Baker School (PFI)	PFI Contractor	PFI Contractor (Unless damage)	School
The Bemrose School	DCC	School to fund	School
da Vinci Community College (PFI)	School to purchase from PFI contractor	School to fund	School
Derby Moor Community Sport College Trust	School	School	School
<b>Special Schools</b>			
Ivy House School	DCC	DCC	DCC Contractor
St Andrew's School Main Site	DCC	DCC	DCC Contractor
St Andrews's School Whittaker Road Site			
St Clare's School	DCC	DCC	DCC Contractor
St Giles' School	DCC	DCC	DCC Contractor
St Martins School (PFI)	PFI Contractor	PFI Contractor (Unless damage)	School
The Kingsmead School	DCC	DCC	DCC Contractor
<b>Pupil Referral Units</b>			
KS1/2 Newton's Walk	DCC	DCC	DCC Contractor
KS 3/4 Multiple Sites – Southgate			
KS 3/4 Multiple Sites - Breadsall Hill Top			
KS 3/4 Multiple Sites – Wisgreaves Road			
<b>Academy Schools</b>			
Allenton Community Primary Academy	Academy	Academy	Academy
Allestree Woodlands School	Academy	Academy	Academy
Bishop Lonsdale Church of England (Aided) Primary Academy	Academy	Academy	Academy
Chellaston Academy	Academy	Academy	Academy
City of Derby Academy	Academy	Academy	Academy
Grampian Primary Academy	Academy	Academy	Academy
Landau Forte Moorhead Academy	Academy	Academy	Academy
Lees Brook Community Sports College	Academy	Academy	Academy



**Classification: OFFICIAL**

<b>2016/17 Position (Existing catering contract up to 31/10/16) as 18/04/16</b>			
<b>School</b>	<b>Area of Responsibility</b>		
	<b>Gas, electrical and ventilation servicing and safety inspections, including all fixed M&amp;E equipment and infrastructure</b>	<b>Repairs and replacement of large and fixed cooking equipment</b>	<b>Responsibility for light cooking equipment</b>
Merrill Academy	Academy to purchase from PFI contractor	Academy to fund	Academy
Saint Benedict Catholic Voluntary Academy	Academy	Academy	Academy
St George's Catholic Voluntary Academy	DCC	DCC	DCC Contractor
St John Fisher Catholic Voluntary Academy	DCC	DCC	DCC Contractor
Walter Evans C of E Academy	Academy	Academy	Academy
West Park School	Academy	Academy	Academy
Wyndham Primary Academy	Academy	Academy	Academy

<b>2016/17 Position (Planned position for new catering contract from 01/11/16) as 18/04/16</b>			
<b>School</b>	<b>Area of Responsibility</b>		
	<b>Gas, electrical and ventilation servicing and safety inspections, including all fixed M&amp;E equipment and infrastructure</b>	<b>Repairs and replacement of large and fixed cooking equipment</b>	<b>Responsibility for light cooking equipment</b>
<b>Nursery Schools</b>			
Ashgate Nursery	DCC	DCC	DCC Contractor
Central Community Nursery	DCC	DCC	DCC Contractor
Harrington Nursery	School	School	School
Lord Street Community Nursery	School	School	School
Stonehill Nursery	DCC	School to fund	School
Walbrook Nursery	School	School	School
Whitecross Nursery School	DCC	DCC	DCC Contractor
<b>Primary Phase Schools</b>			
Alvaston Infant and Nursery School	DCC	School to fund	School
Alvaston Junior Community School	School	School	School
Arboretum Primary School	School	School	School
Ash Croft Primary School	School	School	School
Ashgate Primary School	DCC	DCC	DCC Contractor
Asterdale Primary School	DCC	School to fund	School
Beaufort Community Primary School	DCC	School to fund	School
Becket Primary School	DCC	School to fund	School
Borrow Wood Primary School	DCC	School to fund	School
Brackensdale Infant School	DCC	School to fund	School
Brackensdale Junior School	DCC	School to fund	School
Breadsall Hill Top Primary School	School	School	School
Brookfield Primary School	DCC	School to fund	School
Carlyle Infant School	DCC	DCC	DCC Contractor
Cavendish Close Infant School	School	School	School
Cavendish Close Junior School	DCC	School to fund	School
Chaddesden Park Primary School	DCC	School to fund	School
Chellaston Infant School	School	School	School
Chellaston Junior School	School	School	School
Cherry Tree Hill Primary School	DCC	School to fund	School
Cottons Farm Primary School (PFI)	School to purchase from PFI contractor	School to fund	School
Dale Community Primary School	DCC	School to fund	School

**Classification: OFFICIAL**

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2016/17 Position (Planned position for new catering contract from 01/11/16) as 18/04/16			
School	Area of Responsibility		
	Gas, electrical and ventilation servicing and safety inspections, including all fixed M&E equipment and infrastructure	Repairs and replacement of large and fixed cooking equipment	Responsibility for light cooking equipment
Derwent Community School	School	School	School
Firs Estate Primary School	DCC	School to fund	School
Gayton Community Junior School	DCC	School to fund	School
Griffe Field Primary School	School	School	School
Hardwick Primary School (PFI)	School to purchase from PFI contractor	School to fund	School
Homefields Primary	School	School	School
Lakeside Community Primary School (PFI)	School to purchase from PFI contractor	School to fund	School
Lawn Primary School	DCC	School to fund	School
Markeaton Primary School	School	School	School
Meadow Farm Community Primary School	DCC	School to fund	School
Mickleover Primary School	School	School	School
Oakwood Infant School	School	School	School
Oakwood Junior School	DCC	DCC	DCC Contractor
Osmaston Primary School	School	School	School
Parkview Primary School	DCC	DCC	DCC Contractor
Pear Tree Community Junior School	School	School	School
Pear Tree Infant School	School	School	School
Portway Infant School	DCC	DCC	DCC Contractor
Portway Junior School	DCC	DCC	DCC Contractor
Ravensdale Infant School	DCC	School to fund	School
Ravensdale Junior School	DCC	School to fund	School
Redwood Primary School	DCC	DCC	DCC Contractor
Reigate Primary and Nursery School	School	School	School
Ridgeway Infant School	School	School	School
Roe Farm Primary School	DCC	DCC	DCC Contractor
Rosehill Infant and Nursery School	DCC	School to fund	School
Shelton Infant School	School	School	School
Shelton Junior School	School	School	School
Silverhill Primary School	School	School	School
Springfield Primary School	DCC	DCC	DCC Contractor
St Chad's Church of England (Controlled) Nursery and Infant School	DCC	School to fund	School
Village Primary	School	School	School
Wren Park Primary School	DCC	DCC	DCC Contractor
<b>Voluntary Aided Schools</b>			
St Alban's Catholic Primary School	School	School	School
St James' Church of England (Aided) Infant School and Nursery	DCC	School to fund	School
St James' Church of England (Aided) Junior School	DCC	School to fund	School
St Joseph's Catholic Primary School	School	School	School
St Mary's Catholic Primary School	School	School	School
St Peter's Church of England (Aided) Junior School	DCC	DCC	DCC Contractor
St Werburgh's Church of England (Aided) Primary School	DCC	DCC	DCC Contractor
<b>Secondary Schools</b>			
Littleover Community School	DCC	School to fund	School
Murray Park Community School	School	School	School
Noel-Baker School (PFI)	PFI Contractor	PFI Contractor (Unless damage)	School

2016/17 Position (Planned position for new catering contract from 01/11/16) as 18/04/16			
School	Area of Responsibility		
	Gas, electrical and ventilation servicing and safety inspections, including all fixed M&E equipment and infrastructure	Repairs and replacement of large and fixed cooking equipment	Responsibility for light cooking equipment
The Bemrose School	DCC	School to fund	School
da Vinci Community College (PFI)	School to purchase from PFI contractor	School to fund	School
Derby Moor Community Sport College Trust	School	School	School
<b>Special Schools</b>			
Ivy House School	DCC	DCC	DCC Contractor
St Andrew's School Main Site	DCC	DCC	DCC Contractor
St Andrews's School Whittaker Road Site			
St Clare's School	DCC	DCC	DCC Contractor
St Giles' School	DCC	DCC	DCC Contractor
St Martins School (PFI)	PFI Contractor	PFI Contractor (Unless damage)	School
The Kingsmead School	DCC	DCC	DCC Contractor
<b>Pupil Referral Units</b>			
KS1/2 Newton's Walk	DCC	DCC	DCC Contractor
KS 3/4 Multiple Sites – Southgate			
KS 3/4 Multiple Sites - Breadsall Hill Top			
KS 3/4 Multiple Sites – Wisgreaves Road			
<b>Academy Schools</b>			
Allenton Community Primary Academy	Academy	Academy	Academy
Allestree Woodlands School	Academy	Academy	Academy
Bishop Lonsdale Church of England (Aided) Primary Academy	Academy	Academy	Academy
Chellaston Academy	Academy	Academy	Academy
City of Derby Academy	Academy	Academy	Academy
Grampian Primary Academy	Academy	Academy	Academy
Landau Forte Moorhead Academy	Academy	Academy	Academy
Lees Brook Community Sports College	Academy	Academy	Academy
Merrill Academy	Academy to purchase from PFI contractor	Academy to fund	Academy
Saint Benedict Catholic Voluntary Academy	Academy	Academy	Academy
St George's Catholic Voluntary Academy	DCC	DCC	DCC Contractor
St John Fisher Catholic Voluntary Academy	School	School	School
Walter Evans C of E Academy	Academy	Academy	Academy
West Park School	Academy	Academy	Academy
Wyndham Primary Academy	Academy	Academy	Academy