

Estate Statutory Compliance

Responsibility: All Managers and Specialist staff

Purpose and Objectives:

1. To ensure that managers are aware of the responsibilities and process for dealing with the many aspects of statutory compliance in relation to the Estate.

General Requirements:

1. Background

Within Campus Services (CS) two of its divisions are responsible for the implementation of works across the University Estate. Property Service (PS) manages all planned preventative and reactive maintenance and compliance testing, with the exception of utility services infrastructure external to the buildings. Estate Development Services (EDS) manage the delivery of all construction and refurbishment works and the planned preventative and reactive maintenance and compliance testing of utility services infrastructure external to the buildings. The PS team includes fitters and electricians, approved electricians and technicians with Gas Safe and Joint Industry Board accreditation competent to work on University buildings and services. PS trade staff, including plumbers, carpenters and decorators, also undertake routine building fabric repair and decoration. Maintenance work that PS can not undertake directly within their own staff, for example refrigeration plant maintenance, is managed by PS using external contractors.

The EDS team includes a mix of chartered building surveyors, engineers and project managers who are responsible for all technical and compliance matters related to the estate. EDS are also responsible managing the programme of long term maintenance.

2. Technical Roles and Responsibilities

All technical and compliance matters relating to the estate are the responsibility of EDS, with the exception of fire safety and teaching and research based activities which are the responsibility of the UoE H&S Office and individual Schools and Colleges supported by the UoE H&S Office.

A schedule of statutory compliance duties and how responsibilities are distributed will be maintained. Those responsible for implementation must report to the duty holder any significant findings. For example a repeated fire alarm activation problem may constitute the trigger to report back to the duty holder, but a single case of water quality would not be reported.

Technical duties of a facilities management nature the Property Services team will be responsible for their implementation. For example further, 5 year building electrical testing would be managed and implemented by PS with the EDS Head of Engineering having responsibility for reviewing and sanctioning recommendations from the testing.

EDS will be responsible for all matters relating to strategic planning, property asset management, structural issues, planning approval, building control, works on listed buildings and external works and appearance.

3. Interface between PS and EDS

The interface between PS and EDS is as follows -

All planned preventative maintenance to be controlled by PS.

All reactive maintenance first response will be by PS including 12 months defects from new construction projects. Follow up actions by contractors will be agreed with the Project Manager / Coordinator.

Follow up to reactive maintenance where risk of breach of regulations has occurred should be referred back to the Duty holder. Where appropriate a log of failures should be maintained by those implementing the system and reviewed by the duty holder. For example the gas Safety Case Log and HV log which are reviewed annually by externally appointed Authorising Engineers.

Replacement of all primary equipment, fittings and assets should be approved by duty holder. Examples of primary equipment includes

- Buildings or part Demolition
- Roof coverings
- Windows
- Drainage
- boilers,
- AHUs,
- major electrical distribution boards,
- chillers and AC plant
- UPSs,
- generators
- compressors

Modification to existing systems is to be approved by duty holderers for example extension of external lighting systems.

4. Other

Property Services have a maintenance but not necessarily the legislative compliance responsibility for

- BMS
- Door access
- Fans cleaning
- Water feature

Reference

- Management (Health Safety and Welfare Regulations) 1999