

**PREMISES LOGBOOK****02: Further Support and Advice**

Discipline	Section	Principle Contact	Email	Telephone
<b>Asbestos</b>	Surveys, management plans and training.	David Morgan	MorganD@ealing.gov.uk	07826 535455
<b>Legionella</b>	Risk Assessment, written schemes and logbooks.	Raj Chowdhury	ChowdhuryR@ealing.gov.uk	07568 1301165
	Training	Raj Chowdhury		
<b>COSHH</b>	Risk Assessments / Register	Raj Chowdhury	ChowdhuryR@ealing.gov.uk	07568 1301165
	Training	Raj Chowdhury		
<b>Anchors &amp; Fall Arrest Systems</b>	Testing/ Maintenance	Steve Dunham	dunhams@ealing.gov.uk	07940 546263
	Insurance Inspection	Steve Dunham		
<b>Hazard Register</b>	Registers and hazard ID training.	Raj Chowdhury	ChowdhuryR@ealing.gov.uk	07568 1301165
<b>Lifts</b>	Testing/ Maintenance and training.	Steve Dunham	dunhams@ealing.gov.uk	07940 546263
	Insurance Inspection	Steve Dunham		
<b>Fire Procedures</b>	Risk Assessment and written procedures and evacuation drills.	Steve Dunham	dunhams@ealing.gov.uk	07940 546263
	Advisory Signage	Steve Dunham		
	Testing/ Maintenance	Steve Dunham		
	Fire Warden Training	Steve Dunham		
<b>Sprinklers</b>	Testing/ Maintenance	Steve Dunham	dunhamss@ealing.gov.uk	07940 546263
	Training	Sprinkler contractor		
<b>Emergency Lighting</b>	Testing/ Maintenance	Steve Dunham	dunhams@ealing.gov.uk	07940 546263
<b>Heating / Gas Installations</b>	Testing/ Maintenance	Steve Dunham	dunhams@ealing.gov.uk	07940 546263
	Insurance Inspection	Steve Dunham		
<b>Electrical, PAT &amp; Lightning Protection</b>	Testing/ Maintenance	Steve Dunham	dunhams@ealing.gov.uk	07940 546263
<b>Display Energy Certificates &amp; Advisory Reports</b>	Procurement	Steve Dunham	dunhams@ealing.gov.uk	07940 546263

## **Useful External Sources of Information and Guidance**

Ealing Grid for Learning (EGfL) - [www.egfl.org.uk](http://www.egfl.org.uk)

EGfL - Premises Logbook - [www.egfl.org.uk/categories/safety/building/logbook.html](http://www.egfl.org.uk/categories/safety/building/logbook.html)

Department for Education – [www.education.gov.uk](http://www.education.gov.uk)

Teachernet – [Teachers.Net your homepage today!](http://www.teachernet.org.uk)

Caretakers Website – [The Caretakers' Toolbox - The Caretakers' Forum](http://www.caretakers.org.uk)

A website that is written by and dedicated to caretakers of all forms of establishment. Contains general and specific guidance on caretaking duties in schools.

Communities and Local Government – [www.communities.gov.uk](http://www.communities.gov.uk)

Health and Safety Executive (HSE) – [www.hse.gov.uk](http://www.hse.gov.uk)

Guidance on health & safety, statutory requirements and good practice maintenance regimes.

Most documents are available for free download, but some are priced publications.

Check the Health & Safety Executive's Prosecutions and Notices Databases to find out whether any proposed contractor has been subjected to previous convictions for breaches of safety legislation, has a case going through the courts, or has received any Improvement or Prohibition Notices.

Check HSE public record of enforcement notices at: [Public register of enforcement notices \(hse.gov.uk\)](http://www.hse.gov.uk/public-register)

Check HSE database for prosecutions and breaches at: [HSE - Register of prosecutions and notices](http://www.hse.gov.uk/prosecutions)

The Royal Society for the Prevention of Accidents (RoSPA) - [www.rospace.com](http://www.rospace.com)

The Gas Safe Register – [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

Check if the gas contractor servicing your equipment is registered. Only engineers registered on the Gas Safe Register can work on any gas equipment.

Association for Physical Education (afPE) – [www.afpe.org.uk](http://www.afpe.org.uk)

CLEAPSS - [www.cleapss.org.uk](http://www.cleapss.org.uk)

CLEAPSS is an advisory service providing support in science and technology. Services cover health & safety, risk assessment, sources and use of chemicals, living organisms and equipment. CLEAPSS also provides advice on technicians & their jobs, as well as the design of laboratories and facilities & fittings for D&T and science rooms. They also provide H & S training to support staff working in Science and Technology, and for H & S advice for Radiation Protection Advisor.

Planning Portal - [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

Information about the planning system and building regulations