



SAFEA

Sports and Fitness Equipment Association

Guidance

For the members of the Association and clients in the provision of inspection, maintenance, repair and replacement services for physical education, fitness and sports equipment in schools, colleges and universities in the United Kingdom

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Introduction

This guidance is a statement of best practice for the responsible provision of services by members of SAFEA to schools, colleges and universities in the United Kingdom with regard to the effective inspection, maintenance, repair and replacement of large fixed and portable items of equipment used for physical education, fitness and sport.

Changes which are taking place in the field of education in recent times, many resulting from legislation, are impacting significantly on the arrangements by which such services may be delivered. The devolving of finances and responsibilities from local education authorities to individual schools and colleges and their governing bodies is necessitating a total reappraisal of the systems by which effective inspection, maintenance, repair and replacement programmes may best be enabled.

Activity in the field of health and safety, increasingly underpinned by legislation, has identified the need for attention to all major fixed and portable items of equipment used in physical education through a regular programme of inspection, maintenance, repair and replacement. This equipment is commonly to be found in halls, gymnasias, sports halls and fitness rooms. It is also found frequently in the playgrounds of primary schools and sometimes in the dance facilities of secondary schools, colleges and universities. Custom and practice in this area indicates a minimum interval of one year between inspections, or six months where the equipment is additionally used by the wider community.

The guidance is intended to provide a framework which is both clear and concise, yet is sufficiently flexible to meet the varying needs of the wide variety of educational establishments in the United Kingdom.

The process by which a satisfactory system of inspection, maintenance, repair and replacement may be achieved involves consideration of finance, tendering (specification and contract agreement), implementation and evaluation.

Finance

- a. Finance should be made available in the budgets of individual establishments to ensure that the necessary annual or six monthly programme of inspection, maintenance and repair work may be properly carried out.
- b. Additional monies will need to be provided for the replacement of major items, based on the reasonable repairable life expectancy of those items with careful regular usage and their projected replacement costs at the end of that period.
- c. The sum available year on year should reasonably reflect inflation indicators, particularly the retail prices index (RPI).
- d. A method for calculating the total monies needed by an educational establishment for these purposes year on year is appended to this guidance in Appendix 1.
- e. Economies without reducing the essential quality and technical expertise of the work necessary will be a factor. Co-ordinated arrangements lower charges through reduced administration costs and through focusing the work

of specialist firms into localities, thereby maximising work time and minimising travel. Reduced expenditure may be achieved through consideration of the following strategies:

- Making use of central purchasing agencies for coordinated tendering, contracting and monitoring purposes. A number do exist across the UK, serving individual local authorities and consortia of these bodies.
- Where central purchasing agencies are not available, consorting with other establishments in a geographical locality to coordinate the requirements. This will most probably require initiative by one such establishment, by the local education authority or be arranged through an area association of physical education teachers and lecturers.

Tendering

- a. The tender specification should always be drawn up with guidance and advice from appropriate professional sources. Information to assist the process is provided in Appendix 2.
- b. The tender may be for:
 - Inspection only;
 - Inspection / maintenance only;
 - Inspection / maintenance / minor repairs;
 - Inspection / maintenance / all repairs;
 - Inspection / maintenance / all repairs / the replacement of condemned items.
- c. Bone-fide providers will typically have five or more years of proven experience, or be SAFEA members / ISO 9002 accredited.
- d. The tender should typically be presented to three or more service providers and be for a period of one to three years. With a very large tender, an open advertisement should be placed in appropriate national publications.
- e. Tenders of relatively small value are very often negotiable.
- f. The tender should be advertised at least four months before the work to be covered by that tender is required to commence.
- g. The tender should give clear information on the work to be undertaken and the time scale for its completion, together with any constraints which will apply.
- h. Tender information should include the date by which responses must be received and that by which a decision will be made to award the contract.
- i. No approach other than the formal tender should be permitted. Any irregularity in this respect will disqualify the tender in respect of the offending party.
- j. Tendering companies should be informed in writing of the awarding decision within two weeks of that decision being taken.

- k. The contract should state clearly and specifically the work to be undertaken, the items to be included (with any exclusions), the expected time scale for the work and the agreed charges and arrangements for payment.
- l. Reference should be made to the relevant existing British Standards or new BS / EN (European) Standards as they become available with which the work or replacements will need to comply.
- m. Action and charges in the event of emergency procedures should be laid down, as when apparatus may be in need of urgent attention at a time other than during the arranged time period for inspection and repair work.
- n. Health and Safety measures in accordance with the requirements of the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1992 should be an integral feature of the contract. For example, the arrangements for keeping pupils away from a site when repair work is taking place and for securing tools and machines.
- o. The procedure to be followed in the case of non-compliance with the contract by either party must be clearly stated, for example, through an agreed written grievance procedure.

Implementation

It should be noted that a degree of goodwill and trust must be established / exist between the client and service provider for a contract to operate successfully.

The service provider should:

- a. be covered by insurance for public liability acceptable to the client, typically for a total of not less than £2 million;
- b. be in possession of a Company Health and Safety Policy document, method statement and general risk assessment for the work to be undertaken;
- c. have an in-house system to remind the client when the next service is due (6 monthly or 12 monthly as appropriate) and send out a document to this effect;
- d. give the client at least one week's notice of when the inspection / maintenance will be carried out and when repair / replacement work will commence (usually four to six weeks after the inspection / maintenance date);
- e. always report to reception at the establishment on arrival and departure;
- f. endeavour to complete the repairs in one facility before commencing repairs in another on the site. This will ensure that only one facility is not available for use at any one time, minimising disruption to the curriculum programme;
- g. keep the client informed on how repairs work is progressing and give reasonable notice of when this will conclude in one facility and begin in another, and be completed overall;
- h. encourage the client to make an immediate approach in the event of any concerns involving the service provider;

- i. mark all items clearly and indelibly which are deemed defective, unusable and beyond reasonable economic repair;
- j. on completion of each visit for inspection / maintenance, or repair / replacement, inform the client of all the work that has taken place and obtain a signature of satisfaction on a detailed service form. A copy of this should be retained by the establishment.

The client should:

- k. be covered by insurance for public liability acceptance to the service provider, typically for a total of not less than £2 million;
- l. ensure that a senior member of staff capable of making decisions is on site for the period of time that the service provider is carrying out the work;
- m. ensure that the service provider has access to all the facilities and items of equipment during an inspection;
- n. encourage the service provider to make an immediate approach in the event of any concerns;
- o. check with the service provider on the findings at the conclusion of an inspection;
- p. make reasonable space available to the service provider for vehicle access and for a 'secure base' while repair work is carried out, together with access to toilets (essential) and drink making facilities (desirable);
- q. be prepared to suspend all use of a specialist facility while repair work takes place and post notices to this effect in appropriate locations for the attention of staff and pupils / students;
- r. ensure that all items which are deemed defective and unusable for physical education and marked accordingly by service provider are subsequently removed at the earliest opportunity from the working environment and either destroyed or dismantled for other uses; for example, the seasoned timber from worn benches taken for practical use in the design and technology curriculum.

Evaluation

- a. The client should always contact the contractor directly in the event of any concerns over service provision.
- b. Should a problem concerning service provision remain unresolved following discussion between the client and the contractor, then an approach should be made to SAFEA.
- c. The client should sign and retain a copy of the relevant schedule statement(s) produced by the service provider on satisfactory completion of the specified work.

- d. Suggestions for the improvement of inspection and repair services should be made by the client directly to the service provider, with a copy to:

Sports and Fitness Equipment Association (SAFEA)
Federation House
Stoneleigh Park
Warwickshire CV8 2RF

Appendix 1

Annual finance for the inspection, maintenance, repair and replacement of physical education apparatus in an educational establishment

- The **total annual figure** required may be calculated by adding together two separate elements:
 - i. The charge for inspection / maintenance / repair as determined by the arranged contract price, and
 - ii. An equipment replacement sum to account for items worn beyond reasonable economic repair.
- The calculation of the total monies needed for replacing equipment year on year can be estimated by applying the formula below for each separate item of equipment in use, adding together the resultant amounts and then applying the retail prices index (RPI) year on year to allow for inflation.

$$\frac{\text{Number of items in use} \times \text{cost per item}}{\text{Number of expected years of use}}$$

- Example 1: Suppose that the establishment has 16 floor mats, each of which cost £40.00, and a new mat is expected to last for 10 years from purchase with reasonable use.

Applying the formula: Number of items in use = 16; cost per item = £40.00; number of years of use = 10.

$$\frac{16 \times 40}{10} = \text{£64.00 per year}$$

This does not mean that £64.00 will be spent on mats each year, but that £64.00 (plus RPI indexation) will need to be rolled over year on year so that the necessary monies are in place when mats do need replacing.

- Example 2: Suppose that the establishment has a set of 5 nesting tables which cost £140 for the set and which may be expected to last for 8 years with reasonable use.

Applying the formula: Number of items in use = 1 set (of 5 tables); cost per item = £140; number of years of use = 8

$$\frac{1 \times 140}{8} = \text{£17.50 per year}$$

Once again, by rolling over this sum (plus RPI indexation) year on year, the monies for replacement of the nesting tables will be available when the time comes for this to happen.

Appendix 2

Information to assist the process of a tender specification for the inspection / maintenance / repair / replacement of physical education equipment in educational establishments

The specification may be drawn up to cover:

- The inspection of physical education equipment; or
 - The inspection / maintenance of physical education equipment; or
 - The inspection / maintenance / minor repairs of physical education equipment; or
 - The inspection / maintenance / all repairs of physical education equipment; or
 - The inspection / maintenance / all repairs / replacement (of condemned items) of physical education equipment.
- a. The period for this contract shall be from: (date) to (date)
 - b. The contract shall cover these establishments:
(list of names and addresses)
 - c. The contractor shall make one / two visits to each establishment; the first to inspect or to inspect and maintain equipment and to compile a report on the repair / replacement work necessary and the second (within four to six weeks of the initial visit) to carry out the necessary repairs / replacement work.
 - d. The contractor shall provide reasonable prior notice to each establishment of the date, to be during term time or as otherwise agreed, on which the inspection only or inspection only or inspection / maintenance visit will take place and the subsequent dates on which repair / replacement work may be expected to commence and finish.
 - e. Where an official order for repair work is placed by the client following the completion of an inspection visit and report, work should be carried out by the provider within four to six weeks of receiving this order.
 - f. The contract shall be (as appropriate) to: inspect; or inspect / maintain; or inspect / maintain / minor repairs; or inspect / maintain / all repairs; or inspect / maintain / all repairs / replace – the large fixed and portable items of equipment used for gymnastics and playground activities (primary schools), and for gymnastics, trampolining, fitness and sports hall activities (secondary schools, colleges and universities).
 - g. Maintenance work shall include all necessary sanding and revarnishing (wooden surfaces), lubrication and adjustment of all moving parts, overhaul of relevant roof, wall and floor fittings and portable equipment, minor repairs which involve patching, restitching, reshoeing and rebinding.
 - h. The charge for the (as appropriate) inspection; or inspection / maintenance; or inspection / maintenance / minor repairs; or

inspection / maintenance / all repairs, but excluding any spare parts, shall be:

£xxx per primary school; £xxx per secondary school / college gymnasium;

£xxx per secondary school / college sports hall; £xxx per secondary school / college fitness room; £xxx per trampoline; £xxx per mini tramp.

- i. The contractor shall obtain, supply and fit all spare parts required under the contract, to be charged at cost but including any small order, handling and/or delivery charges.
- j. Spare parts shall be guaranteed for a minimum of six months from fitting with regular normal usage. Any fitted item failing to meet this specification shall be replaced without charge.
- k. The contractor shall have the right to refuse to carry out repair work on any items not made available by the client at the time of inspection, or to do so on payment of an additional fee by the client.
- l. Equipment breakdowns occurring from regular and normal usage within one month of maintenance or repair work shall be rectified by the contractor at no cost to the establishment, with the exclusion of the replacement of specialised manufactured parts and equipment damaged through unfair wear and tear, or misuse.
- m. The work schedule provided by the contractor shall be signed by the client established on satisfactory completion of the work and a copy retained by the establishment.

Note The equipment to be serviced will vary between establishments but will typically include:

Primary schools

Halls: Hinged climbing frames, counter balanced beams, climbing ropes, balance benches (wooden and padded surfaces), planks, vaulting and bar boxes, agility stools, agility tables, trestles, linking equipment, wall storage, equipment trolleys, mats, mattresses and miscellaneous items.

Playgrounds: Outdoor apparatus (minor repairs and adjustments) but excluding adventure playground structures.

Secondary schools, colleges and universities:

Gymnasias: hinged climbing frames, counter balanced beams, climbing ropes, wall bars, basketball goals, trackways and netting, balance benches (wooden and padded surfaces), vaulting and bar boxes, vaulting horses and bucks, springboards, games posts, equipment trolleys, mats, mattresses, trampolines, mini tramps and miscellaneous items.

Fitness areas (equipment designed specifically for institutional use): leg press, chest press, shoulder press, high pulley, low pulley, squat, chinning, abdominal board, thigh and knee, hypor extension, cycle exerciser, rowing machine and miscellaneous items.

Sports halls: basketball goals, trackways and netting, overhead spotting rigs, balance benches (wooden and padded surfaces), vaulting boxes, bucks and horses, springboards, balance beams, badminton posts, netball posts, volleyball posts, goal posts, equipment trolleys, mats, mattresses, trampolines, mini tramps and miscellaneous items.