

ESTATES COMPLIANCE ARRANGEMENT (ECA)



UNIVERSITY OF
LINCOLN

ECA 22 – Structures Compliance

1.0 Policy Link (Level 1 Document)

This arrangement has been written in line with the relevant UoL Structures Compliance (if applicable) Policy and Guidance notes which can be found at

[Health and Safety Department \(sharepoint.com\)](#)

2.0 Purpose

The purpose of this arrangement is to outline the Estates Department Structures Compliance processes to ensure that all known and relevant Estates responsible structures are appropriately and proportionately inspected and maintained with appropriate records kept.

3.0 General

This arrangement applies to all relevant Estates Department managed structures across all University campuses.

4.0 Procedure

The following structures are inspected, maintained, and recorded by the Estates Department:

Type of structure	Inspection frequency	Type of inspection	Inspected by
Bridges and external fire escapes	2Y 6Y	Minor visual Major visual/physical	External contractor
External fire escapes	12M 12M	During FRA Visual	H&S team Estates
CCTV columns	12M	Visual	External contractor
Street lighting columns	12M	Visual	Estates
Roads, pavements, car parks	12M	Visual	Estates
Decking	12M	Visual	Estates
Shelters	12M	Visual	Estates
Temporary structures	As per manufacturers' instructions	Visual	Estates or contractor
External permanent Handrails	12M unless specified by manufacture	Visual	Estates or contractor

Individual structural elements will be identified on Planon as assets where feasible. It is not practical to record each individual pedestrian route/footpath/access route on Planon but they are clearly marked on campus maps.

Visual inspections will be carried out as part of either planned maintenance or during the annual slips, trips and falls inspections. Any remedial work recommended will be recorded as a Planon Job or packaged into a minor project (e.g. annual slips, trips and falls remedial works). Remedial works will be reported by exception only.

Any other potential issues with external building fabric elements will be recorded by exception only during the slips, trips and falls survey. Throughout the year, any staff can report failure of elements or possible remedial works through the Planon system.

Extreme weather checks

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In the event of extreme weather (difficult to categorise this but for example strong winds/severe heavy rain etc.) the Estates Department building fabric team will inspect (post the extreme weather) structures if required in conjunction with our FM provider and report and action any defects or remedial works using the reactive tasks process on Planon.

Estates Department Staff Qualifications/Competency

All relevant staff qualifications/competency can be found in the HASMAP Indicator E (Training Competency) on the Training Matrix (see link below). This is a fluid document and can be updated daily, however there is a monthly Compliance Team Trg Matrix meeting to review the matrix.

[Estates Department Trg Matrix](#)

5.0 Estates Department Points of Contact

Please contact the Estates Compliance team/Maintenance team for clarification or further guidance on these Arrangements.

6.0 Associated Documents

Internal

Level 2 Associated Documents

Reference	Title
N/A	N/A

Level 3 Documentation

Reference	Title
N/A	N/A

External

Source	Title
Legislation	Management of Health and Safety at Work Regulations 1999
Legislation	Regulatory Reform (Fire Safety) Order 2005
Legislation	Approved Documents - GOV.UK (www.gov.uk)

7.0 Change History

Version	Date	Summary of Changes Made
1	07/06/21	Estate Compliance Arrangement for Structures Compliance created
2	25/10/21	Completed ECA
2.1	12/12/22	Updated following H&S team audit and SB/RW/CJ review
2.2	20/12/22	Updated frequency table to clarify external staircase inspections.
2.2.1	07/03/2023	Updated frequency table to clarify handrails inspections.

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8.0 Appendix List

No appendixes