

## ANNEX A

# STATUTORY MAINTENANCE

#GlasgowCommunities

PEOPLE  
MAKE  
GLASGOW  
COMMUNITIES

This form should be returned to [sarah.jones@glasgow.gov.uk](mailto:sarah.jones@glasgow.gov.uk) by **[DATE]** every year over the term of your lease with Glasgow City Council together with the documents outlined in Section B below. This should be submitted along with your organisation questionnaire, annual accounts, business plan and PMGC annual report.

Statutory maintenance involves tasks required by law to ensure the safety, functionality, and compliance of buildings and facilities. Here's a brief guidance on how it should be undertaken and by whom:

### Guidance on Statutory Maintenance

#### 1. Identification of Statutory Tasks:

Statutory tasks are those mandated by primary legislation (e.g., Acts of Parliament) and secondary legislation (e.g., Regulations, Statutory Instruments) . These tasks are critical for legal compliance and safety.

#### 2. Responsibility:

Building Leaseholders and Managers: They are primarily responsible for ensuring that statutory maintenance tasks are identified, scheduled, and completed. This includes understanding the legal requirements and implementing necessary measures.

#### 3. Documentation and Scheduling:

**Maintenance Schedules:** Create detailed schedules that outline when and how each statutory task should be performed. Use industry standards like SFG20 to ensure tasks are correctly categorised and prioritised.

**Record Keeping:** Maintain accurate records of all maintenance activities, including inspections, repairs, and compliance checks. This documentation is crucial for demonstrating compliance during audits.

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### **4. Compliance and Monitoring:**

**Regular Inspections:** Conduct regular inspections to ensure all statutory maintenance tasks are being performed correctly and on time. Use approved codes of practice and guidance from agencies like the Health and Safety Executive (HSE).

**Audits and Reviews:** Periodically review maintenance processes and outcomes to ensure ongoing compliance and identify areas for improvement.

### **For example: Updating the Asbestos Register**

The requirement to update an asbestos register is governed by the Control of Asbestos Regulations 2012. Here are the key points:

#### **1. Annual Updates:**

The asbestos register must be reviewed and updated at least once a year. This ensures that any changes in the condition of asbestos-containing materials (ACMs) are documented.

#### **2. Changes in Condition:**

If there are any significant changes to the condition of ACMs, such as damage or deterioration, the register must be updated immediately.

#### **3. Renovations or Alterations:**

Whenever there are major changes to the building, such as renovations, refurbishments, or new construction work, the asbestos register must be updated to reflect any new findings or changes.

#### **4. New Asbestos Discoveries:**

If new asbestos is discovered during inspections or maintenance work, it must be added to the register promptly.

Importance of Updating the Asbestos Register

**Safety:** Regular updates ensure that all individuals working in or around the building are aware of the presence and condition of ACMs, helping to prevent accidental exposure.

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**Compliance:** Keeping the asbestos register up to date is a legal requirement under the Control of Asbestos Regulations 2012. Failure to comply can result in severe penalties, including fines and imprisonment.

**Risk Management:** An up-to-date asbestos register helps in planning maintenance and renovation work, ensuring that appropriate precautions are taken to manage asbestos risks.

By adhering to these requirements, organisations can ensure the safety of their premises and compliance with legal obligations.

### Qualifications of Contractors

Contractors who carry out statutory maintenance tasks must possess the following qualifications:

**Relevant Certifications:** Contractors should hold certifications relevant to the specific maintenance tasks they are performing. This may include qualifications in electrical safety, plumbing, HVAC systems, and other specialised areas.

**Health and Safety Training:** Contractors must be trained in health and safety regulations. This ensures they can work safely and comply with legal requirements. They should provide you with detailed and site-specific Risk Assessments and Method Statements for the works they plan to carry out and provide copies of their insurance.

**Experience and Competence:** Contractors should have proven experience in their field and demonstrate competence through previous work and references. This includes understanding statutory requirements and best practices for maintenance.

**Accreditation:** Contractors should be accredited by recognised bodies such as the Chartered Institute of Building (CIOB) or the Institution of Occupational Safety and Health (IOSH). This accreditation ensures they meet industry standards for quality and safety.

**For example:** Contractors undertaking fixed electrical testing should be registered with at least one of the following:

**NICEIC (National Inspection Council for Electrical Installation Contracting):** This is a leading certification body for electrical contractors in the UK

**ECA (Electrical Contractors' Association):** Membership with the ECA ensures that contractors meet high standards of electrical safety and competence

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**NAPIT (National Association of Professional Inspectors and Testers):** This organisation provides certification for electrical contractors, ensuring they are qualified to perform electrical testing and inspections

**SELECT:** is the Scottish certification body for contractors

### Checking the Asbestos Register

Contractors should always check the asbestos register before commencing any work. Here's why:

**Safety:** Asbestos-containing materials (ACMs) can pose serious health risks if disturbed. Checking the asbestos register helps contractors identify the presence and condition of ACMs, allowing them to take necessary precautions.

**Compliance:** The Control of Asbestos Regulations 2012 require that anyone who may disturb asbestos during their work must be informed of its presence and condition. Checking the register ensures compliance with these regulations.

**Risk Management:** The asbestos register provides detailed information on the location, type, and condition of ACMs. This helps contractors plan their work to minimise the risk of asbestos exposure.

By following all these guidelines and ensuring contractors are properly qualified, organisations can effectively manage statutory maintenance tasks and maintain compliance with legal requirements.

During the life time of the lease a nominated representative will undertake an annual audit of the maintenance tasks to ensure the lease holder is continuing to comply with its statutory and non statutory obligations to ensure compliance with the lease obligations.



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SECTION C: DECLARATIONS		
We confirm that all the information contained within this submission is correct.		
Name and position within Organisation	Signature	Date
Laura Francis		15/12/2025