

Schools PE & Sports Equipment – Inspection and Maintenance

Frequently Asked Questions



Contents

Contract Details	2
Who is responsible for inspecting our PE & Sports Equipment?.....	2
What does the contract include?	2
What about PPP Schools?	2
When will our school receive its inspection visit?	2
Who pays for the inspection?	2
Who should we contact if we have any questions or issues?	2
Preparing for your Inspection	3
How will inspection visits be arranged?	3
How should we prepare for our inspection from Sportsafe?	3
What to expect during the inspection visit from Sportsafe?	3
Does a member of staff need to be present during the inspection?	3
Following your Inspection Visit	4
What should we do when we receive the inspection invoice?	4
What should we do when we receive our Service Report?	4
What if a piece of equipment has been condemned?	4
What about benches that aren't used for PE or Sports purposes?	4
How do we use the Council's Bulky Uplift Service?	4
Does this contract include the replacement of condemned equipment?	5
What if equipment needs to be repaired?	5
Who pays for repairs to equipment?	5
How do we arrange the repairs?	5
Advice on prioritising repairs/replacement for Primary Schools	6
Advice on prioritising repairs/replacement for Secondary Schools	7
Appendix 1 - Types of equipment to be inspected under the contract	8
Appendix 2 – Mats - Criteria for inspection.....	9
Appendix 3 – Responsibility for repairs of PE and Sports Equipment in shared facilities	10

Contract Details

Who is responsible for inspecting our PE & Sports Equipment?

Sportsafe Ltd UK are responsible for the inspection of Physical Education, School Sport, and Physical Activity (PESSPA) equipment within our school estate to ensure it is inspected and maintained to the appropriate safe-practice standards to allow sporting activities to take place. Inspection and maintenance of PE & Sports equipment will prolong its life and help ensure safe standards are met.

What does the contract include?

The contract covers all schools in the region. Every school will receive an annual inspection and maintenance visit of their PE & sports equipment. Please see **Appendix 1** at the end of this document for details of the type of equipment that will be inspected under this contract. This contract does not include fitness suite equipment (inspected by [ServiceSport UK](#)) or outdoor play equipment (inspected by [Play Services Ireland](#)).

What about PPP Schools?

PPP schools will receive an annual inspection visit from Sportsafe, however only some of the equipment will be inspected by Sportsafe within a PPP school. Sportsafe will inspect indoor equipment that is not fixed to the structure (i.e. freestanding such as mats, benches etc).

Sportsafe will NOT inspect indoor equipment that is fixed to the structure of the building (including indoor sports hall divider nets) or outdoor equipment. This equipment will be inspected during a separate inspection visit by Amey's contractor, Continental Sports.

When will our school receive its inspection visit?

Each school will receive an annual inspection visit. Inspections will take place during the school day. Further information is included below around scheduling of visits.

Who pays for the inspection?

The cost of the annual inspection visit will be paid for centrally. Basic maintenance e.g. tightening a screw, adding lubrication should be carried out as part of the inspection and included within the inspection charges. Sportsafe can carry out additional repairs up to a value of £150, whilst on site for their annual inspection visits. This limit is for all repairs at a site and not per repair item. This will also be paid for centrally.

Who should we contact if we have any questions or issues?

Sportsafe dedicated Account Manager - Daniel Goodchild
d.goodchild@sportsafeuk.com Tel 01206 795 265 ext 652

Please contact Lindsay Greene, Principal Officer Health and Wellbeing if you have any queries/issues with this contract or Sportsafe:

Lindsay.Greene@dumgal.gov.uk or phone 07557 079497

If for any reason Lindsay is not available, please contact:

alice.bainbridge@dumgal.gov.uk Tel 0303 333 3000 ext 62538

Preparing for your Inspection

How will inspection visits be arranged?

School office email addresses have been provided for Primary Schools and School Support Managers emails have been provided for Secondary Schools to allow Sportsafe to arrange an inspection date with the school. The school should receive their date offer for their annual inspection visit 12 to 16 weeks in advance of the visit so that any alternative arrangements for classes can be put in place.

Inspections are clustered geographically and planned by Sportsafe. You will receive an email offering a date of inspection (stating either AM or PM), on receipt of this email simply reply with Accept or Decline. If you accept the date offered, you will then receive a confirmation email. If you decline, your inspection will be replanned, and new date offered. If Sportsafe don't hear back from the school regarding the date for the visit they will phone the school to check that the visit can go ahead. If you need to re-arrange your inspection date call Sportsafe's service department on 01206 795 265 and select option 1. If you need to cancel your inspection for any reason, you must give Sportsafe at least 7 days notice.

How should we prepare for our inspection from Sportsafe?

- Ensure your PE department is aware of the inspection date.
- Nominate an appropriate member of staff (**preferably the PE subject leader in secondaries where possible**) to be present during the inspection visit and make sure they are available on the agreed inspection date.
- Check equipment and areas will be available for the inspector during the inspection.
- Please ensure that all equipment is accessible and out of any storage cupboards to be inspected. If this is not feasible then the cupboard must be clean, tidy and spacious enough for the Sportsafe engineers to work within.

Does a member of staff need to be present during the inspection?

Yes, for at least part of the time. The school should nominate an appropriate member of staff (preferably the PE subject leader where possible) to be present during the inspection visit. This provides the opportunity for the school staff member to identify and raise any prior concerns regarding equipment to Sportsafe before the inspection commences. On completion of the inspection, the appropriate member of school staff will have the opportunity to discuss the inspection report. The Sportsafe inspector will talk the nominated staff member through their findings and highlight any remedial works identified (clarifying whether this equipment can continue in use or not) and any equipment which has been condemned. A representative from the school will be asked to sign the Inspection report.

What to expect during the inspection visit from Sportsafe?

Sportsafe employees will carry appropriate ID cards with their photo, name and the name of the company they work for and sign in and out at the main office/entrance of the school premises.

During the visit, Sportsafe will check and carry out minor repairs at the time of the inspection (up to the value of £150). These repairs should be agreed on the day between the Headteacher or the nominated member of staff and the Sportsafe inspector. As part of the inspection Sportsafe will affix an asset label to the equipment to give it a unique asset ID so that it can be identified and matched up to the Service Reports. Mats and outdoor equipment will not have asset labels attached to them. They will also affix **"DO NOT USE – Refer to your report for actions"** and **"CONDEMNED – DO NOT USE"** labels to any equipment that requires a repair before use or has been deemed unfit and should be disposed of. Following the visit, Sportsafe will provide a Service Report via email of their findings from the inspection.

Following your Inspection Visit

What should we do when we receive the inspection invoice?

Each school will receive an itemised invoice for their annual inspection visit and any on the day repairs (up to £150). Once you have received your invoice, please check it over and ensure that you are happy with any repairs that have been stated and email this to DSM@dumgal.gov.uk to allow for this to be matched to the Purchase Order and paid.

What should we do when we receive our Service Report?

The school will receive an electronic copy of their inspection Service Report via email from Sportsafe. The report will be signed and dated and describe the condition of the equipment checked, report any defects and provide a quotation for any recommendations by the inspector. Action based on the report is the responsibility and decision of the Headteacher. The nominated staff member that was present during the inspection visit must liaise directly with the Headteacher regarding the Service Report following the inspection.

What if a piece of equipment has been condemned?

Sportsafe will condemn equipment where it is deemed unsafe or is beyond economic repair (the parts to repair are obsolete or over 70% of the replacement cost of equipment). Sportsafe should inform the nominated staff member of any condemned equipment following the inspection. Sportsafe will clearly mark the piece of equipment with a “**CONDEMNED – DO NOT USE**” label (as shown).

Important: It is the responsibility of the school to ensure all condemned items are removed from use and disposed of with immediate effect. Condemned items should not continue to be used even for limited or non-physical education purposes as these items are not safe for use and pose a risk to pupils and staff. If a school uses a piece of equipment for PE or Sports that has not passed at inspection or has been condemned which then causes an accident, the school will be liable. Schools should arrange for disposal of the condemned items via the Council’s bulky uplift service (details below). The cost of disposal of equipment is a school responsibility.



What about benches that aren’t used for PE or Sports purposes?

If benches are condemned by Sportsafe they are unsafe for PE and Sports use and **must not** be used for this purpose. However, it is for the school to take a view on whether the bench is fit for another use. The information provided within your inspection Service Report will help you make a judgement on whether the piece of equipment can be safely used for any other purpose. A risk assessment should be in place to state that the bench is suitable for another use, such as sitting on. If you decide to keep the bench for another use, you must ensure it is clearly and indelibly marked or labelled '**NOT FOR PE USE**'. Benches that have been marked as '**NOT FOR PE USE**' will not be re-inspected by Sportsafe at future inspections as they are inspecting equipment purely for PE and Sports use.

How do we use the Council’s Bulky Uplift Service?

To dispose of items that have been deemed as condemned, schools should use the Council’s bulky uplift service. The cost of the service will depend upon the size and weight of the items to be disposed of and the Waste service will provide a quote. Photographs and information on all proposed items to be collected should be emailed to commercialwaste@dumgal.gov.uk so that the Waste Service can provide you with details of cost and an expected date of uplift. Items to be removed should be left outside for collection. Ideally the Waste team need information on when break times are as they will avoid these times so that pupils are not outside during the collection. Only items that have been quoted for will be uplifted.

What if equipment needs to be repaired?

If a piece of equipment is reparable but the repair work didn't take place during the inspection visit, Sportsafe will advise the nominated staff member before the inspection concludes. A **"DO NOT USE – Refer to your report for actions"** label (as shown in picture) will be fitted to any item requiring repair before further use. It is then the school's responsibility to ensure that the item is removed from use until the necessary repairs have been agreed and completed.



Who pays for repairs to equipment?

The cost of repairing equipment is the responsibility of the school.

How do we arrange the repairs?

Sportsafe will provide a quote for any additional repair work or replacement items. The quote will include the full cost to the school for parts and fitting. **Please note that the quote received is only valid for 30 days.** After this, prices may vary. The Sales Account Manager at Sportsafe can help coordinate your order for any remedial works if you choose to take forward the quote provided.

However, **schools are not required to use Sportsafe to carry out repairs.** Schools can contact other companies for comparator quotations. Companies offering these services that are approved by the Association for Physical Education include: [Continental Sports Ltd](#) and [Universal Services Ltd](#) (both on Integra), [G.M. Services \(Leicester\) Ltd](#), [Sport & Play Ltd](#) (not currently on Integra). Schools should raise their own Purchase Orders if repairs are required. Please do not provide a copy of Sportsafe's Inspection Report to another company without Sportsafe's consent.

Repairs should be carried out in order of priority in terms of usage of the piece of equipment. The PE contact within your school can advise on which pieces of equipment are required to deliver the curriculum. Advice is provided below for both Primaries and Secondaries on how to prioritise repair and replacement of equipment. The decision on and priority of repairs must be agreed and signed off by the Headteacher or another authorised member of the school management team.

Please note: If your repair quote states, 'breaker and generator', 'tower' or 'scissor lift' then consideration should be given to this work being scheduled out with the school day as it is considered high-risk. This will be dependent on staff being available within the school to accommodate this (i.e. janitorial staff).

Does this contract include the replacement of condemned equipment?

No, this contract does not cover the replacement of condemned equipment or new installations of PE and Sports Equipment. Replacement equipment should be sourced by the school and the cost of replacement equipment is the school's responsibility.

New equipment can be sourced through the [Scotland Excel \(SXL\) Educational Materials Framework](#), Lot 9, Sports Equipment. The following suppliers on Lot 9 of this framework are currently active on RSS: Bishop Sports and Leisure Ltd (BISHO328), Findel Education Limited t/a Hope Education (NOVAR739), Newitt & Co Limited (NEWIT329), RM Educational Resources Ltd t/a TTS (TECHN116), WF Education Group Limited (TIMST100), Yorkshire Purchasing Organisation (YORKS203). There are also a range of other suppliers offering replacement PE and Sports equipment including [J. P. Lennard Ltd](#) and [Continental Sports Ltd](#) who are currently active suppliers on RSS. Please note this list is not exhaustive.

Sportsafe will also provide a quote for replacement equipment. They offer a Price Promise on some of their products where if you find a better deal for a product elsewhere, they will price match. Please speak to the Sales Account Manager at Sportsafe about this.

Advice on prioritising repairs/replacement for Primary Schools

1. First consider what do you need to deliver the curriculum in this term and the following term; and then in the following two terms?
2. Next consider what equipment you need to deliver any afterschool clubs/extra curriculum activities?
3. To identify how many mats are required, identify how many classes of PE are delivered at the same time? 6 x mats per a class of 30 pupils should be sufficient as some pupils can be doing other activities and rotate round
4. If the equipment is not used for the above, consider when was the last time you used the piece of equipment? Don't replace it just because you had it before, consider if the equipment is actually used
5. Within Primary, teachers can be creative around what equipment is needed to deliver high-quality PE. Consider whether large items of equipment are required. There are several resources available to teachers which give ideas on how to plan content for PE lessons, many of which require minimal equipment:
 - [Better movers and thinkers | Resources | National Improvement Hub](#)
 - [Judy Murray Tennis Resource | Resources | National Improvement Hub](#)
 - [Supporting professional judgement in physical education – Exemplification videos | Resources | National Improvement Hub](#)
 - [SATPE Primary – SATPE \(£10 per year to be a member of SATPE\)](#)
 - <https://glowscotland.sharepoint.com/sites/healthandwbplc/SitePages/PEPAS.aspx>
 - <https://education.gov.scot/resources/approaches-to-physical-activity-in-the-primary-years/>

The matrix below can be used to help prioritise repairs/replacement:

URGENT	NOT URGENT
1. DO NOW Equipment needed to deliver the curriculum this term and the following term	3. DO LATER Equipment needed to deliver any afterschool clubs/extra curriculum activities
2. DO NEXT Equipment needed to deliver the curriculum in the following two terms	4. DON'T DO Equipment has not been used for over one year. Don't replace it just because you had it before, consider if the equipment is actually used.

Where you have equipment that needs to be repaired to be safe to use but is not a priority for this year, this could be placed in a lockable/secure area and could be repaired with next year's budget if there is money available after priority equipment has been repaired/replaced. You need to ensure that this is stored securely to ensure that it is not accidentally put into use before the repairs have been made.

Advice on prioritising repairs/replacement for Secondary Schools

Once you receive your inspection report and have items that have been condemned or require repair you need to:

1. First consider what equipment is needed to deliver your accredited SQA subjects in this term and the following term; and then in the following two terms? These need to be prioritised for repair or replacement as a matter of urgency
2. Next consider what equipment is needed to deliver your non-accredited subjects?
3. Next consider what equipment you need to deliver any afterschool clubs/extra curriculum activities?
4. To identify how many mats are required, identify how many classes of PE are delivered at the same time with how many pupils? A minimum of 1 mat for every 2 pupils should be sufficient
5. If the equipment is not used for the above, consider when was the last time you used that piece of equipment? Don't replace it just because you had it before, consider if the equipment is actually used

The matrix below can be used to help prioritise repairs/replacement:

URGENT	NOT URGENT
1. DO NOW Equipment needed to deliver your accredited SQA subjects in this term and the following term; and then in the following two terms	3. DO LATER Equipment needed to deliver any afterschool clubs/extra curriculum activities
2. DO NEXT Equipment needed to deliver your non-accredited subjects	4. DON'T DO Equipment has not been used for over one year. Don't replace it just because you had it before, consider if the equipment is actually used.

Where you have equipment that needs to be repaired to be safe to use but is not a priority for this year, this could be placed in a lockable/secure area and could be repaired with next year's budget if there is money available after priority equipment has been repaired/replaced. You need to ensure that this is stored securely to ensure that it is not accidentally put into use before the repairs have been carried out.

Appendix 1 - Types of equipment to be inspected under the contract

- Balance Benches and Planks
- Basketball Goals
- Competition Gymnastic Equipment – Bars/Beams
- Counter Balanced Beams
- Equipment Trolleys
- Fixed Tubular Equipment
- Game Posts and Goals (Indoor and Outdoor)
- Hinged Climbing Frames
- Rope Tracks/Rope Frames/Ropes
- Springboards
- Trackway and Netting (Divisional)
- Trampolines and Mini Tramps
- Trestles/Poles/Ladders/Bars
- Upholstered Equipment – Stools/ Mats
- Wall Bars
- Vaulting Equipment – Boxes/Horses/Bucks
- Athletics Equipment
- Table Tennis Tables

Appendix 2 – Mats - Criteria for inspection

Sportsafe do not offer repairs to mats as they have found from past experience these repairs tend to either not work, last a very short amount of time, or pose their own risks in doing so. This is why they instead condemn the mats and quote for a replacement.

Sportsafe inspect mats to ISO17020:2012. The full criteria outlined in ISO17020:2012 is below:

Mat surface

The surface of the mats should be intact with no tears or holes in the cover and no evidence of the PVC peeling away from the backing material. Attention should be paid to the integrity of the corners and that the surface material is not peeling away on the base of the mat. The surface should not be slippery and should be clean from dirt or debris. The mat when laid on the floor should be flush with the floor with no evidence of warping or twisting. If the mat has a zipped cover this should be intact and no sharp edges should be present. If the surface of the mat is glued to the foam there should be no signs of the surface coming away from the foam causing a rippling effect.

Mat base

The base of the mat should have a non-slip surface which is intact with no signs of the anti-slip material splitting or coming away from the base of the mat. The mat should not slip easily on the floor when jumped on in the landing direction.

Impact absorbent foam

The foam interior should be intact with an even absorbency across the mat with no evidence of the foam crumbling or having been removed.

Mat storage

Depending on the type of mat it should be checked as to how it is being stored to avoid damage. Generally chip foam mats should be stored in the horizontal plane although lightweight ether foam mats can be stored in the vertical or inclined plane.

Sportsafe have advised that the best way to prolong the life of mats going forward is in the way the mats are used and stored;

- Ensure a mat trolley is in place so mats can be stored neatly with no other items stored on top of them and can be moved in bulk without the need to 'pull' or 'drag' them along the floor when navigating the storage area.
- Ensure two people are used to get mats out so that they can be carried above ground and not dragged along the floor.

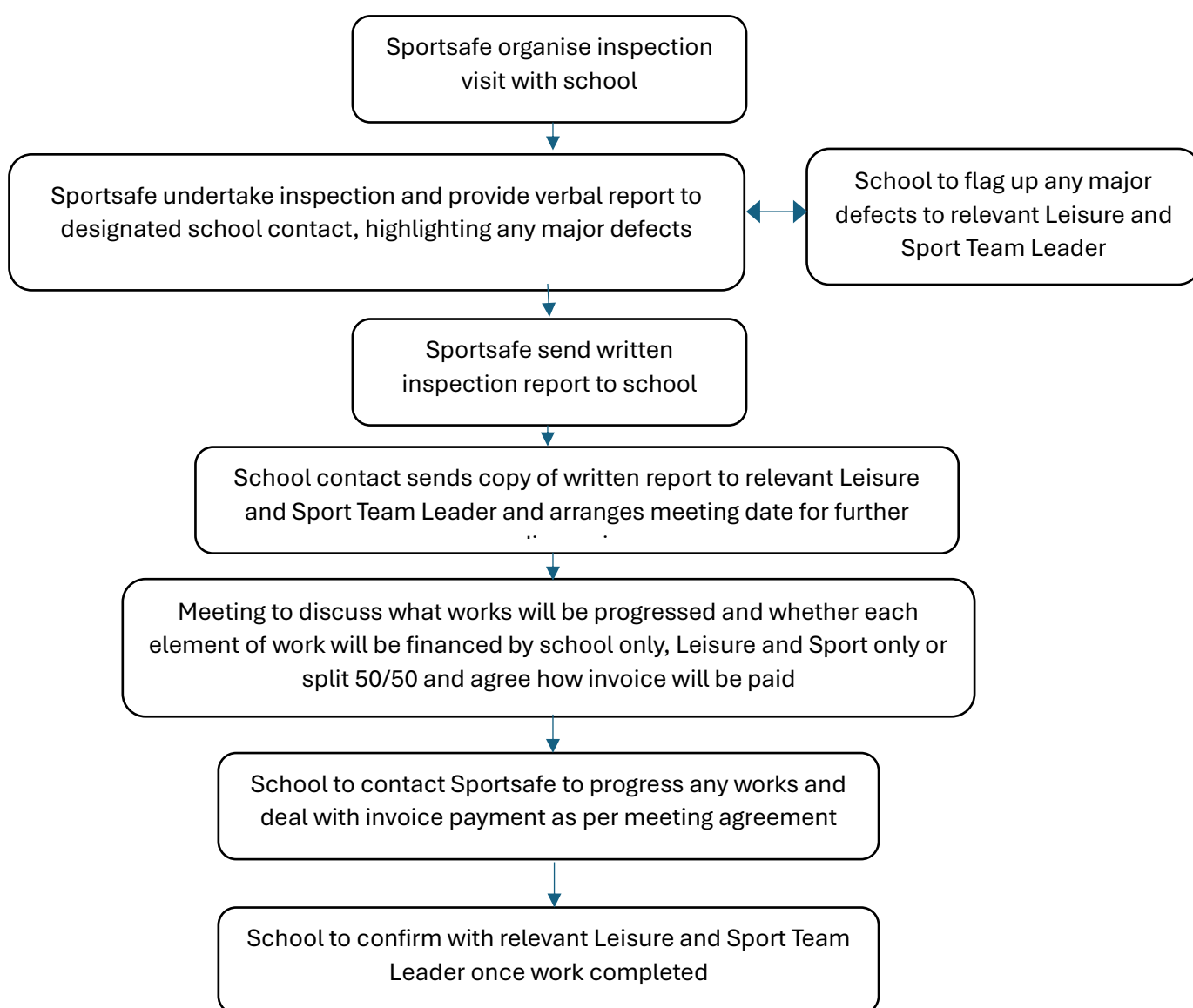
Appendix 3 – Responsibility for repairs of PE and Sports Equipment in shared facilities

The below process specifically relates to the following schools who have shared facilities with Leisure and Sport:

- Annan Academy
- Douglas Ewart High School

As these facilities have shared usage by both the school and Leisure and Sport it is important that repairs and maintenance are allocated to the relevant department as we are aware that some assets are either utilised solely by the school, solely by the Leisure and Sport or utilised by both. It is important that schools and Leisure and Sport are involved in the discussion to prioritise repairs and agree whether the cost of repairing each piece of equipment is the responsibility of the school, Leisure and Sport or combined budgets. All other schools within the contract will be solely the responsibility of the relevant school.

The following process should be followed in relation to Sportsafe inspections for the schools listed above:



The contact details for the relevant Leisure and Sport Team Leaders are as follows;

- Annan Academy - Andrew McLean, Team Leader Leisure Facilities, andrew.mclean@dumgal.gov.uk
- Douglas Ewart - Beverley Mercer, Team Leader Leisure Facilities, beverley.mercer@dumgal.gov.uk