**Maintenance of ESSENTIAL SAFETY MEASURES**

**QUICK REFERENCE GUIDE**

This document has been developed to support schools, school principals and other parties with responsibilities in managing the upkeep and maintenance of school buildings - particularly its safety features known as essential safety measures (ESMs).

Each school has a prepared ESM Maintenance Schedule that lists the critical life and safety measures installed in a school, such as exit signs, fire hydrant systems and evacuation plans. The Building Regulations 2018 require schools to take reasonable steps to ensure these ESMs are routinely maintained to fulfil their purpose if called upon.

This legal requirement is to ensure that the school’s important safety systems will operate satisfactorily throughout the building’s lifetime and save lives.

Maintenance of ESMs is to be evidenced with records and reports of inspections, testing, maintenance (including repairs) and recording the activities in logbooks throughout the year. Each year, an inspection of the previous 12 months documents will check the evidence for the preparation of an Annual ESM Report. This AESMR report must be completed on the anniversary each year and forwarded to the VSBA. The reporting may reveal defects or gaps in information for the school to action.

Schools are to perform the routine maintenance and reporting on ESM activities using funding from their Student Resource Package (SRP). The Annual Contracts and Essential Safety Measures budget lines have funding allocated for this work.

**5 Steps to achieving your ESM obligation.**

Below is a 5-step guide to meeting your ESM maintenance and reporting responsibilities. Following these steps will ensure appropriate records of routine maintenance service and repair work are implemented and legislative obligations are met.

**Repeat ESM process annually.**

**Step 1** - **Access and Review ESM Maintenance Schedule**

Your Schedule is located in **AIMS** at ‘**School Documents**” in ‘**Managing Routine Tasks**’ on the ‘**Main Menu**’ of the ‘**AIMS Start Centre**’.

The Essential Safety Measures in the Schedule relate to all the buildings at the school. A guide to understanding your ESM Schedule can be found at Appendix A below.

**How to assign tasks to ESM items?**

ESM tasks are assigned as per your school’s ESM Maintenance Schedule that can be located in ‘**School Documents**’ in **AIMS**. Assigned tasks will have the status of **Active**.

This link provides instructions to [schedule your Essential Safety Measures task](https://eduvic.sharepoint.com/sites/AIMSKnowledgeCentre/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FAIMSKnowledgeCentre%2FShared%20Documents%2FEssential%20Safety%20Measures%20Task%20%2D%20Schedule%2Epdf&parent=%2Fsites%2FAIMSKnowledgeCentre%2FShared%20Documents).

**Step 2** - **Engage competent persons to undertake maintenance activities outlined in the ESM Schedule**

The maintenance of Essential Safety Measures requires the engagement of competent persons who have acquired the knowledge and skill to enabling them to correctly perform the required tasks.

In AIMS, **ESM tasks from the Schedule** have been given a Status of ‘**ACTIVE’** and you need to assign these ESM tasks to competent persons and/or firms that can provide a routine service of the measures.

Where maintenance of exits and paths of travel or similar measures may have been assigned to competent staff, it is important to record evidence of routine inspection and checks. Examples of log-sheets are provided in Appendix C.

The link to [In Safe Hands - Essential safety measures | Victorian Building Authority Podcasts](https://www.vba.vic.gov.au/consumers/guides/essential-safety-measures) and [Essential Safety Measures Maintenance Manual](https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/Essential-Safety-Measures-Maintenance-Manual.pdf?Web=1) provides general advice on the evidence that should be sought from persons to be engaged in maintenance services.

**Step 3** **– Collate and log appropriate records of ESM maintenance, service, and repair work into AIMS and into an ESM logbook, as required.**

ESM inspections, servicing and testing logs are to be created, recorded, and managed in AIMS.

Follow the instructions in this link on [How to Schedule an Essential Safety Measure task](https://eduvic.sharepoint.com/sites/AIMSKnowledgeCentre/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FAIMSKnowledgeCentre%2FShared%20Documents%2FEssential%20Safety%20Measures%20Task%20%2D%20Schedule%2Epdf&parent=%2Fsites%2FAIMSKnowledgeCentre%2FShared%20Documents).

Arrange the school’s ESM tasks into logbooks. For each ESM task, document and log the information as each engaged ESM servicing person or contractor completes inspections, maintenance and tests to the “Frequency” and “Type” required.

**Step 4** – **Arrange an annual audit of ESM service records & the Annual Essential Safety Measures Report (AESMR).**

Annually, engage an ESM Service Provider to audit the evidence of the school’s ESM entries in AIMS or in logbooks of records of routine inspections, maintenance and/or testing.

The ESM Service Provider will also undertake a visual walk-thru assessment of your school site to identify any apparent defects or non-conformances. Any audit findings of defects and deficiencies in either the logbooks or from their inspection are reported in their Inspection Report and raised in ‘Observations’ of the Property Data report.

The Table below is the ESM Audit Panel 2022, which lists the pre-qualified ESM service providers that you can procure for the ESM services. Make use of the advised **Request for Services (Appendix B)** which lists required auditing services and for further information also reference in this link [the Essential Safety Measures Panel use guidelines](https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/ESM%20Panel%20Use%20Guidelines.docx).

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Number** | **Email** | **Contact** |
| Australian Essential Services Group P/L (AESG) | 1300 336 339 | [Stephanie.diener@aesg.com.au](mailto:Stephanie.diener@aesg.com.au) | Stephanie Diener |
| ESM Compliance P/L | 03 9769 7464  0432 604 267 | [info@esmcompliance.com.au](file:///C:/Users/10077467/Documents/Resource%20folder/info@esmcompliance.com.au)  [samantha@esmcompliance.com.au](mailto:samantha@esmcompliance.com.au) | Samantha Opsblum |
| Hendry Group P/L | 1800 875 371  0407 866 668 | [info@hendry.com.au](mailto:info@hendry.com.au)  Anthony.withers@hendry.com.au | Anthony Withers |
| Philip Chun Essential Services P/L | 03 9662 2200  0411 557 706 | [melbourne@philipchun.com](mailto:melbourne@philipchun.com)  [antony.rickards@philipchun.com](mailto:antony.rickards@philipchun.com) | Antony Rickards |
| TESG Building Surveyors P/L | 03 9783 3735  0448 448 674 | [enquiries@tesg.com.au](mailto:enquiries@tesg.com.au)  [adrian@tesg.com.au](mailto:adrian@tesg.com.au) | Adrian Righele |

**Step 5** - **Submit the AESMR and rectify the non-conformances raised from the audit.**

The AESMR and associated documents, is to be emailed to [essential.safety.measures@education.vic.gov.au](mailto:essential.safety.measures@education.vic.gov.au) within seven days of receiving the report. Your ESM Panel Service Provider will arrange this for you.

The provider’s Inspection Report will identify compliant and non-compliant items at your school facility. The school will be required to rectify defects or matters of non-conformance within a prescribed timeframe stipulated in the audit findings of the Inspection Report and/or as advised by the ESM Service Provider.

For purposes of updating school’s data, rectifications should be documented in AIMS and advised to the Service Provider.

**FUNDING**

Funding for engaging a pre-qualified ESM Service Provider has been provided in the budget allocated through the Student Resource Package (SRP) Annual Contracts and Essential Safety Measures budget lines and/or other Programs.

The funding allocation provides some financial support for correcting defects and non-conforming items that are not major fire protection systemic items that would be better managed by the VSBA Capital Program.

If you have any questions, please contact the ESM Team on 7022 0075 or email to: [essential.safety.measures@education.vic.gov.au](mailto:essential.safety.measures@education.vic.gov.au)

**Appendix A**

**What does an ESM maintenance schedule look like?**

To find your Schedule, go to [*School Profile page*](https://www.eduweb.vic.gov.au/SchoolFacilitiesProfile/SFPW3.aspx)*. Click Reports and Plans > Specialist Files > search for an ESM.xlsx* file.



**UNDERSTANDING YOUR ESM MAINTENANCE SCHEDULE**

Column 1 – The ESM items located at your school facility that require evidence of routine maintenance in logbooks.

Column 2 – the Australian Standard and/or National Construction Code sections used as a reference by the auditor.

Column 3 – Identifies the Frequency and Type of routine maintenance for each ESM item to recorded into logbooks.

Column 4– References the Buildings at your school where the Essential Safety Measures are located for maintenance.

**WHAT IS A REGISTER?**

A Register is the asset information management system (ie. AIMS) used for facility management and containing asset data and evidence of inspections, records, repairs, building works related to ESM. The Register comprises:

* The ESM Maintenance Schedule to advise you of the ESMs to be maintained and what evidence of contracted maintenance services is required to be recorded and reported.
* Records of current and past ESM baseline data, service reports, defects, rectifications, Work Orders, etc.
* Financial records of invoicing and payments to building contractors and consultants for services rendered, etc.

Ensure that the information is accessible for auditing purposes and put the Maintenance Schedule and logbooks in a place for your Service Providers as the records will count toward your annual compliance.

**It is OK if you don’t have these initially**, as you can work towards developing a Register as the place in AIMS for you to accumulate the asset data, information and evidence of routine servicing and reporting.



**Appendix B**

ANNEXURE A – REQUEST FOR SERVICES FORM

**Request for Services**

**Under the Essential Safety Measures Panel *Agreement for the Provision of Services* that commenced on or around January 2018 between the Organisation and the Service Provider (*Standing Offer Agreement*)**

|  |  |
| --- | --- |
| **Organisation:** | The State of Victoria through the Department of Education  and Training |
| **School name:** |  |
| **School number:** |  |
| **School campus name:** |  |
| **School campus number:** |  |
| **School campus address:** |  |
| **Authorised Representative name**  **and title:** |  |
| **Date of Request for Services:** |  |
| **Service Provider name:** |  |

This Request for Services is issued by the Organisation to the Service Provider pursuant to the Standing Offer Agreement.

The relevant Organisation and Service Provider is identified as per the above table.

All capitalised terms in this Request for Services have the meanings given to them in the Standing Offer Agreement, unless indicated otherwise.

The Services requested are as follows:

|  |  |  |
| --- | --- | --- |
| Service Deliverables | Service Activities | Comments |
| ESM Maintenance Schedule Report | * + - * 1. Audit of any records, reports, current schedules, etc. to identify all ESMs and relevant ESM type, frequency and standard of operation;         2. Where the ESM Maintenance Schedule is not current, then deliver a current and consolidated ESM Maintenance Schedule for the site. The format is to list all ESM across the school campus. The Schedule is to be signed by a building surveyor – unlimited that has current registration by the Victorian Building Authority [VBA].   Iii Provide the file in ‘protected Excel’ or .pdf and in the required naming convention advised by the VSBA Project Manager. |  |
| ESM Inspection Report | The report must identify/include relevant information evidenced in all records and reports prepared by the servicing contractors and other persons who were responsible in maintaining the listed essential safety measures (ESM).  Delivery of a structured report (**Audit Report**), which is signed and dated and to include:   * 1. The methodology used in reviewing maintenance activities, records and reports of all ESM in the buildings on the school site,   2. The date of the site inspection and name, details and contact information of the person undertaking the audit,   3. The naming of buildings in accordance with information advised by the VSBA.   4. include in the report, the names, details, servicing dates, and any comments by those who performed the servicing.   5. The results of inspection and checking of passive ESM items undertaken under the Service and as verified during the annual walk-thru visual inspection.   6. The comparison of the servicing activities to the required current Standard, the known design requirements and any manufacturer’s maintenance requirements, as required. [advise a PASS/FAIL]   7. The identified and reported defects, non-conformance and abnormal activities in accordance with AS 1851, clause 1.5.6.   8. Photo evidence that clearly identifies any defects or non-conformance   9. The recommendations for required corrective actions or rectification works to ensure the ESMs are operating and are in a state to fulfil their purpose.      + 1. At all times the auditing consultant is to keep the school informed of any defects in accordance with AS 1851, clauses 1.5.6 and 1.17.1 and note the classification and notifications of defects.   Provide the file in ‘protected Excel’ or .pdf and in the required naming convention advised by the VSBA Project Manager. |  |
| Annual ESM Report | * + - * 1. The preparation of the annual essential safety measures report [AESMR] for the site in accordance with the Building Regulations.   ii The AESMR is to be signed by the consultant as agent of the owner.  iii Include the identification of defects and their priority that this report may be subject to.  Provide the file in ‘protected Excel’ or .pdf and in the required naming convention advised by the VSBA Project Manager |  |
| ESM Property Data Report | The completion of content into in an Excel format ‘PropertyData’ file required by the VSBA that is to include information, such as:  Description of inspected School Buildings at the Site together with a photo and the available building naming convention  A copy of the ESM Maintenance Schedule table in Excel  Observations that are summarised as ‘one-liners’ and reference back to defects or non-conformance items in the **ESM Inspection Report** and with a priority classification.  Provide the file in ‘Excel’ and in the required naming convention advised by the VSBA Project Manager. |  |

Signature of Authorised Representative

Date of signature:

Essential Safety Measures in Victorian Government schools

Essential Safety Measures Panel – Panel Use Guidelines, Page12

**Further information**

The Department has developed guidance in the following documents to assist schools with their ESM obligations:

* [220701\_Attachment 1\_Essential Safety Measures PAL policy.docx](https://edugate.eduweb.vic.gov.au/edrms/organisation/ISD/Comms/School%20Capability%20Building%20Unit%20(SCBU)%20-%20ESM/220701%2016_06_2022Attachment%201_Essential%20Safety%20Measures%20PAL%20policy%20RB_RG_AB_BB_AB_ZP%20Comments%20RESOLVED.docx)
* [Essential Safety Measures Panel Use Guidelines](https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/ESM%20Panel%20Use%20Guidelines.docx) to undertake auditing and the annual ESM report.
* [Support and Service (Schools) > School Facilities Management > Manage > Safety and Compliance (eduweb.vic.gov.au)](https://edugate.eduweb.vic.gov.au/sites/i/Pages/school.aspx#/app/content/2906/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fsafety_and_compliance) and scroll down to Essential Safety Measures

Legal requirements and legislative obligations and responsibilities for maintenance of ESMs can be found at the following links:

* [In Safe Hands - Essential safety measures | Victorian Building Authority Podcasts](https://www.vba.vic.gov.au/consumers/guides/essential-safety-measures)
* [Building Regulations 2018.pdf](https://edugate.eduweb.vic.gov.au/edrms/organisation/ISD/Comms/School%20Capability%20Building%20Unit%20(SCBU)%20-%20ESM/Building%20Regulations%202018.pdf)- Part 15-Maintenance of Buildings & Schedule 8-Essential Safety Measures
* [Essential Safety Measures Maintenance Manual](https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/Essential-Safety-Measures-Maintenance-Manual.pdf?Web=1) (-Appendix C provides sample log sheets)
* [1851-2012\_ Routine service of fire protection systems and equipment V2.pdf](https://edugate.eduweb.vic.gov.au/edrms/organisation/ISD/Comms/School%20Capability%20Building%20Unit%20(SCBU)%20-%20ESM/1851-2012_V2.pdf)

In addition, the Department’s [Bricks and Mortar Asset Management training program](https://edugate.eduweb.vic.gov.au/sites/i/Pages/school.aspx#/app/content/3112/support_and_service_(schools)%252Fschool_facilities_management%252Fmanage%252Fbricks_&_mortar_asset_management_program) provides technical leadership and training in ESM and school asset management.

**Appendix C**

**EXAMPLES OF LOGSHEET RECORD TEMPLATES FOR EXITS**

To assist schools in maintaining log-sheets of the Essential Safety Measures [ESM] related to safe Means of Egress from buildings, the following examples comes from the ‘**Essential Safety Measures Maintenance Manual, Appendix C**.











