



Westmorland
& Furness
Council

westmorlandandfurness.gov.uk

School Premises Management Compliance Monitoring



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This policy will be reviewed every 3 years and refreshed annually

Next full review date: 31st March 2026

This document has been approved by

Signature



Name Allan Harty

Title Assistant Director, Corporate Assets, Fleet and Capital Programme

Date 28th September 2023

1 Background and Introduction

- 1.1 The local authority, governing body, academy trust or proprietor (the employers) as appropriate, have a duty to ensure that school buildings under their control comply with appropriate statutory, regulatory and corporate standards.
- 1.2 The employer, Westmorland and Furness Council, is responsible for health and safety, though tasks may be delegated to staff within the organisation.
- 1.3 This document is a guidance note for those responsible for the management of school buildings and sets out the key areas where compliance monitoring is required for premises management within schools; it does not cover health and safety legal duties and powers relating to school activities.
- 1.4 The aim of the document is to provide a summary of the oversight required by the council, ensure clarity and consistency of practice in managing the responsibilities of the local authority and schools. It also aims to provide assistance and assurance for school leaders and managers to organise appropriate testing and inspection of systems and equipment within their premises and provide such information for the council's Building Compliance Manager.
- 1.5 Westmorland and Furness Council is responsible for the maintenance and compliance checks of a number of local authority maintained schools, as defined in Health & Safety Procedure 4 and Procedure 28, totalling; 70 schools which consist of 60 primary schools, 5 secondary schools, 2 nurseries, 1 Pupil Referral Unit (PRU) and 2 Special Needs schools. There are a further 84 schools in the Westmorland and Furness Council area, 36 of which are academies or independent schools which are funded directly by the Department for Education or by other means and responsible for their own maintenance and compliance activities.
- 1.6 For the purpose of meeting the statutory, regulatory and corporate obligations with regard to premises maintenance and compliance, **Westmorland and Furness Council is the landlord and individual school the tenant.**

2 Legislation

- 2.1 The basis of British health and safety law is the Health and Safety at Work Act 1974 (HSWA). The HSWA sets out the broad principles for managing health and safety legislation in most workplaces.
- 2.2 The HSWA places a general duty on employers to "ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. Section 3 of the Act, General Duty to Others requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non- employees. This section is designed to give protection to the general public and other non-employees such as children at school and contractors. Section 3 of the HSWA imposes a clear duty on the local authority, governing body or proprietor to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable the safety of the public using the premises.
- 2.3 In addition to the Health and Safety at Work Act there are Approved Codes of Practice (ACOPs) and Health and Safety Executive (HSE) guidance documents and standards to be considered.
- 2.4 ACOPs are approved by the Health and Safety Commission on consent of the Secretary of State. These technical codes provide guidance regarding the intentions of Acts and Regulations. Non-compliance with an ACOP is not in itself an offence although failure to observe an ACOP can be used in evidence in criminal proceedings.
- 2.5 If a contravention of an ACOP relevant to an offence is proved, the court must regard the offence as proved unless the defendant can show that the law was complied with otherwise than by following the ACOP. ACOPs are often regarded as an extension of the law.

- 26 HSE guidance documents contain advice on requirements to be followed and actions that an employer should take to comply with the law. HSE guidance itself does not have any legal status. Although following HSE guidance does not in itself guarantee safety at work nor will it prevent prosecution under HSWA, it is regarded as reflecting best practice at the time of its publication. Care should be taken however, to ensure that guidance documents referred to are not out of date or have been superseded by higher standards of practice. The Health and Safety (Offences) Act 2008 came into force in January 2009 and amends section 33 of the Health and Safety at Work etc Act 1974. The 2008 Act does not introduce any new legal duties or change any existing ones, but courts have greater powers of sentencing including penalties for non-compliance with existing duties.
- 27 The main implications of the 2008 Act are:
- a widened range of offences for which an individual can be imprisoned
 - increased length of prison sentences from magistrates' courts from six to 12 months
 - maximum penalties increased from £5,000 to £20,000 for breaches in lower courts
 - certain offences can go to trial in lower or higher courts.
- 28 The Corporate Manslaughter and Corporate Homicide Act 2007 introduced a new statutory offence of 'Corporate Manslaughter'. This new offence came into force on 6 April 2008. The Corporate Manslaughter and Corporate Homicide Act 2007 does not in itself impose any specific new health and safety duties.
- 29 The offence of 'corporate manslaughter' applies where an organisation owes a duty of care to the victim. For all employers this 'duty of care' falls within the following broad categories:
- to its employees or to others working for it e.g., contractors
 - as the occupier of premises
 - when constructing or maintaining buildings, infrastructure or vehicles, or when using plant and vehicles
 - in connection with the supply of goods or services when carrying out other activities on a commercial basis
- 2.10 Section 1 (3) of the Corporate Manslaughter and Corporate Homicide Act 2007 states that: "An organisation is guilty of an offence under this section only if the way in which its activities are managed or organised by its senior management is a substantial element in the breach referred to in subsection (1). 'Senior Management' is defined in Section 1 (4) (c) as the persons who play significant roles in:
- the making of decisions about how the whole or a substantial part of its activities are to be managed or organised; or
 - the actual managing or organising of the whole or a substantial part of those activities.
- 2.11 A key factor in establishing an individual's responsibility will be what amounts to a 'substantial part' of an organisation's activities. Senior management includes those in direct operational management as well as those in strategic or regulatory compliance roles.
- 2.12 The Corporate Manslaughter and Corporate Homicide Act does not require any proof of an individual being guilty of an offence; failures of a number of senior managers can be aggregated rather than relying on the conduct of one single 'directing mind'.

3 The Role of the Council, Head Teachers/School Leaders and Governors

- 3.1 Westmorland and Furness Council is the employer in all community schools, community special schools, voluntary controlled schools, maintained nurseries and pupil referral units.
- 3.2 The Corporate Estates Team within Westmorland and Furness Council is responsible for regular monitoring of the control measures implemented in each school to ensure they are appropriate and effective.
- 3.3 Westmorland and Furness Council is responsible for appointing a competent person within the Corporate Estates Team to support compliance functions, this is the Building Compliance Manager.
- 3.4 The Head Teacher/School Leader/Governing Body (as delegated by the Council Duty Holder) is responsible for ensuring that maintenance and repair is undertaken by suitably qualified and competent persons. Guidance on the levels of qualification, competence and professional registration can be found within the CIPFA publication, and the Approved Code of Practice identified at appendix 2 to the publication. Further guidance is also available within the Council's Contractor Code of Practice and/or the Managing Contractor Guidance from the HSE. If further advice is required, this should be requested from The Corporate Estates Team
building.compliance@westmorlandandfurness.gov.uk
- 3.5 Head Teachers/School Leaders are responsible for ensuring that the necessary documentation to evidence statutory compliance is available for Westmorland and Furness Council to check.
- 3.6 Governors are responsible for taking reasonable steps to ensure that the school is following the employer's (Westmorland and Furness Council) policies and procedures.

4 The Importance of Compliance

- 4.1 Statutory responsibilities with regard to maintenance, compliance and other health and safety issues within each school must be carried out to ensure the safety of pupils, staff and visitors. The Health and Safety at Work Act 1974 sets out the principles for managing health and safety in most workplaces, including schools. Where an offence is committed under the HSWA by a body corporate i.e., Westmorland and Furness Council, with the "consent, connivance or neglect" of any director, manager, secretary or similar officer, that person may be prosecuted as well as the body corporate.
- 4.2 This means that senior personnel such as the school leader or manager have special responsibilities to ensure that health and safety is properly managed within their organisation and in areas under their remit, and the Council has a duty to oversee the execution of this responsibility as detailed in Health & Safety Procedures Number 4 and Number 28.
- 4.3 In cases taken under the HSWA, the burden of proof is on the employer to prove that they have done everything 'reasonably practicable' or 'everything practicable' to safeguard the health and safety of employees, non-employees or members of the public.
- 4.4 Whilst the responsibility for school premises maintenance and compliance is delegated to the school leader or manager, as detailed in Health & Safety procedures Number 4 and Number 28, Westmorland and Furness Council as the employer must take all reasonable measures to ensure that the school premises are safe to use. Ensuring that the necessary inspections, servicing and maintenance are being carried out, gives assurance to the Head Teacher that they are executing their delegated duty satisfactorily and also the necessary assurance to Westmorland and Furness Council as the duty holder.

5 Minimum Compliance and Maintenance for School Premises

5.1 Insurance companies, risk assessments and various management control plans may dictate certain service and inspection frequency requirements.

5.2 This table below shows the minimum levels of statutory compliance and maintenance required. Further areas of compliance are recommended or considered best practice and can be found in the CIPFA document. https://www.cipfa.org/policy-and-guidance/reports/compliance_monitoring_for_school_premises

5.3

Asset	Requirement	Frequency	Comments or Additional Site Requirements
Air conditioning (systems over 12kw)	checks & maintenance	5Y	
Anchor Points & fall arrest systems	inspection & test	6m	
Automatic doors	inspection & test	Y	
Electrical PAT	equipment test	Y	
Electrical - fixed wiring testing	inspection & test	5Y	
Emergency lighting	inspection & test	6m*	*6 monthly one hour duration test, 12 monthly full discharge test
Extraction systems - ducts/local exhaust ventilation	inspection & test	Y	
Fire safety risk assessment	risk assessment/review	Y*	* Initial risk assessment, review annually or whenever there are any changes
Fire fighting equipment	inspection	Y	
Fire detection system	service & inspection	6m	
Fire doors	inspection	6m	
Gas installations	service & inspection	Y	
Glazing	risk assessment	*	as per the recommendations set out in the risk assessment
Kilns	inspection	Y	
Lifts & lifting equipment - passenger	statutory inspection	6m*	*also required after any substantial and significant changes have been made
Lifts & lifting equipment - goods	statutory inspection	Y*	*also required after any substantial and significant changes have been made
Powered gates	inspection	Y	
Pressure vessels	inspection	Y	
Radon	risk assessment/review	as req	
Roller doors - vertical power operated	inspection	Y	
Septic tank	inspection	Y	
Sports field lighting	statutory electrical check	5Y	
Sprinkler system	inspection	Y	
Water hygiene risk assessment	risk assessment/review	Y*	*initial risk assessment, review bi-annually or whenever there are any changes
Water hygiene monitoring	inspection & test	*	*as per the management control plan from the risk assessment
Display Energy Certificate (DEC)	certification	*	*annually or 10 yearly depending on size of building
Working at Height - safety eye bolts and cradles	inspection & test	Y	

5.4 More detailed information regarding the requirements for each of the asset areas above and their inspection requirements can be found in **Good Estate Management for Schools guide** and in the **CIPFA publication**.

5.5 Contractors appointed to carry out work must hold qualifications commensurate with the work they are undertaking as detailed in 3.4 of this document.

6 Schools in Scope

6.1 All schools which are local authority maintained will be required to comply with the process set out in section 7.0 of this document, this totals 70* schools:

- 60 primary schools (infants and juniors)
- 5 secondary schools
- 2 nurseries
- 1 pupil referral unit
- 2 special schools

*Correct at the time of writing (numbers subject to regular change)

6.2 A full list of schools in scope can be found in Appendix 1.

7 Process for Minimum Statutory Compliance Requirements

7.1 To fulfil the statutory responsibility of ensuring that reasonable measures are taken to confirm that the school premises are safe to use, it is necessary that Westmorland and Furness Council has access to the relevant documents and certificates that are gathered by each school for their maintenance and compliance activities.

7.2 “Concerto” is a centralised internet-based IT system used by the council. Concerto will continue to be used to provide schools with a place that all compliance documents can be stored centrally. It will also enable Westmorland and Furness Council to have visibility of the documents for monitoring purposes.

7.3 From October 2023, access to Concerto will be given to key individuals at all “in scope” schools. A guidance document (Appendix 2) will detail how to access and use Concerto for the uploading of the relevant documentation.

7.4 From October 2023 all schools in scope will be required to upload the relevant documents as detailed in 5.3 to Concerto. A specific naming convention for these documents is required before they are uploaded to Concerto which is detailed in Appendix 3.

7.5 This process and the monitoring of the documents uploaded will be administered from the Corporate Assets Team within Cumberland Council.

8 Monitoring and Reporting

8.1 The Corporate Estates Team will administer the process.

8.2 Returns from each school will be recorded to ensure a timely reply from each school.

8.3 Checks will be made of the documentation uploaded to Concerto to ensure this meets the required standards for compliance purposes.

8.4 Reminders will be issued to schools where the necessary document(s) is/are not supplied, or documentation is incomplete, and support will be given where appropriate.

8.5 Reports will be prepared regularly to record the rate of response and the level of compliance for each school.

8.6 Following reminders, if documentation remains outstanding, this will be reported on and if necessary escalated to the relevant Director with responsibility for schools.

8.7 Compliance and maintenance responsibilities can be time consuming and onerous; this process is not intended to cause unnecessary additional work; the aim is to provide both protection and assurance for Head Teachers, Governing Bodies and the Council. As detailed under the legislation section document of this document, the repercussions for failing to adhere to guidance can have serious repercussions for a school and the Council.



9 Corporate Estates Team

The Council's Corporate Estates Team can be contacted for advice and support with the process by emailing building.compliance@westmorlandfurness.gov.uk



10 Appendices

Appendix 1 - LA Maintained Schools

DfE No.	School Name	Address	Category	Status	Type
1005	Kendal Nursery School @ Brantfield	Brantfield, Queens Road, Kendal, LA9 4PH	Nursery	Nursery School	Maintained School (Other)
1011	Hindpool Nursery School	Bath Street, Barrow-In-Furness, LA14 5TS	Nursery	Nursery School	Maintained School (Other)
1105	Newbridge House PRU	Newbridge House, Ewan Close, Barrow-In-Furness, LA13 9HU	Pupil Referral Unit	Pupil Referral Unit	Maintained School (Other)
2002	Cambridge Primary School	Cambridge Street, Barrow-In-Furness, LA13 9RP	Primary School	Primary School 3-11	Community
2004	Alston Primary School	Garrigill Road, Alston, CA9 3UF	Primary School	Primary School 4-11	Community
2028	Greystoke School	Icold Road, Greystoke, Penrith, CA11 0TP	Primary School	Primary School 4-11	Community
2040	Nenthead Primary School	Nenthead, Alston, CA9 3LS	Primary School	Primary School 4-11	Community
2045	Brunswick School	Brunswick Road, Penrith, CA11 7LX	Infant School	Infant School 3-7yrs	Community
2046	North Lakes School	Huntley Avenue, Penrith, CA11 8NU	Junior School	Junior School 7-11yr	Community
2054	Plumpton School	Plumpton, Penrith, CA11 9PA	Primary School	Primary School 3-11	Community
2058	Skelton School	Skelton, Penrith, CA11 9SE	Primary School	Primary School 4-11	Community
2301	Bolton Primary School	Bolton, Appleby-In-Westmorland, CA16 6AW	Primary School	Primary School 4-11	Community
2302	Brough Community Primary School	Church Brough, Kirkby Stephen, CA17 4EW	Primary School	Primary School 4-11	Community
2305	Clifton School	Clifton, Penrith, CA10 2EG	Primary School	Primary School 4-11	Community
2308	Holme Community School	North Road, Holme, Carnforth, LA6 1QA	Primary School	Primary School 4-11	Community
2310	Kirkby Stephen Primary School	Nateby Road, Kirkby Stephen, CA17 4AE	Primary School	Primary School 3-11	Community
2311	Kirkby Thore School	Kirkby Thore, Penrith, CA10 1JU	Primary School	Primary School 4-11	Community
2313	Long Marton Community Primary School	Long Marton, Appleby-In-Westmorland, CA16 6BT	Primary School	Primary School 4-11	Community
2314	Milburn School	Milburn, Penrith, CA10 1TN	Primary School	Primary School 4-11	Community
2315	Milnthorpe Primary School	Firs Road, Milnthorpe, LA7 7QF	Primary School	Primary School 3-11	Community
2321	Heron Hill Primary School	Hayfell Avenue, Kendal, LA9 7JH	Primary School	Primary School 3-11	Community
2322	Goodly Dale Community Primary School	Lake Road, Windermere, LA23 2JX	Primary School	Primary School 3-11	Community
2403	Chapel Street Infants and Nursery School	Chapel Street, Dalton-In-Furness, LA15 8RX	Infant School	Infant School 3-7yrs	Community
2404	Lindal and Marton Primary School	Lindal, Ulverston, LA12 0NB	Primary School	Primary School 4-11	Community
2407	Hawkshead Esthwaite Primary School	Main Street, Hawkshead, Ambleside, LA22 0NT	Primary School	Primary School 4-11	Community



DfE No.	School Name	Address	Category	Status	Type
2413	Croftlands Infant and Nursery School	Oakwood Drive, Ulverston, LA12 9JU	Infant School	Infant School 3-7yrs	Community
2414	Croftlands Junior School	Oakwood Drive, Ulverston, LA12 9JU	Junior School	Junior School 7-11yr	Community
2502	Brisbane Park Infant School	Blake Street, Barrow-In-Furness, LA14 1NY	Infant School	Infant School 4-7yrs	Community
2509	Greengate Junior School	Greengate Street, Barrow-In-Furness, LA14 1BG	Junior School	Junior School 7-11yr	Community
2511	Roose School	North Row, Barrow-In-Furness, LA13 0HF	Primary School	Primary School 4-11	Community
2512	Ramsden Infant School	Thwaite Street, Barrow-In-Furness, LA14 1AN	Infant School	Infant School 3-7yrs	Community
2514	Victoria Infant and Nursery School	Oxford Street, Barrow-In-Furness, LA14 5QN	Infant School	Infant School 3-7yrs	Community
2515	South Walney Junior School	Mikasa Street, Walney, Barrow-In-Furness, LA14 3EG	Junior School	Junior School 7-11yr	Community
2518	South Walney Infant and Nursery School	Amphitrite Street, Walney, Barrow-In-Furness, LA14 3BZ	Infant School	Infant School 3-7yrs	Community
2521	Dane Ghyll Community Primary School	Skelwith Drive, Barrow-In-Furness, LA14 4PG	Primary School	Primary School 4-11	Community
2627	Sir John Barrow School	Argyle Street, Ulverston, LA12 0BD	Primary School	Primary School 3-11	Community
2700	Sedbergh Primary School	Long Lane, Sedbergh, LA10 5AL	Primary School	Primary School 3-11	Community
2701	George Romney Junior School	Cobden Street, Dalton-In-Furness, LA15 8SE	Junior School	Junior School 7-11yr	Community
2704	Barrow Island Community Primary School	Trinity Street, Barrow-In-Furness, LA14 2SJ	Primary School	Primary School 4-11	Community
2708	North Walney Primary, Nursery and Pre-School	Duddon Drive, Walney, Barrow-In-Furness, LA14 3TN	Primary School	Primary School 2-11	Community
2712	New barns Primary and Nursery School	Rising Side, Barrow-In-Furness, LA13 9ET	Primary School	Primary School 3-11	Community
3019	Kirkoswald CofE School	Kirkoswald, Penrith, CA10 1EN	Primary School	Primary School 4-11	Voluntary Controlled CE
3021	Langwathby CofE Primary School	Salkeld Road, Langwathby, Penrith, CA10 1ND	Primary School	Primary School 3-11	Voluntary Controlled CE
3054	Levens CofE School	Levens, Kendal, LA8 8PU	Primary School	Primary School 4-11	Voluntary Controlled CE
3056	Old Hutton CofE School	Old Hutton, Kendal, LA8 0NQ	Primary School	Primary School 4-11	Voluntary Controlled CE
3057	Staveley CofE Primary School	Brow Lane, Staveley, Kendal, LA8 9PH	Primary School	Primary School 4-11	Voluntary Controlled CE
3058	Storth CofE School	Storth Road, Storth, Milnthorpe, LA7 7JA	Primary School	Primary School 3-11	Voluntary Controlled CE
3059	Temple Sowerby CofE Primary School	Temple Sowerby, Penrith, CA10 1RZ	Primary School	Primary School 3-11	Voluntary Controlled CE
3061	Asby Endowed School	Asby Endowed Primary School, Great Asby, Appleby-In-Westmorland, CA16 6EX	Primary School	Primary School 4-11	Voluntary Controlled Non Denom
3064	Vicarage Park CofE Primary School	Vicarage Drive, Kendal, LA9 5BP	Primary School	Primary School 4-11	Voluntary Controlled CE
3123	Grange CofE Primary School	Fell Drive, Grange-Over-Sands, LA11 7JF	Primary School	Primary School 3-11	Voluntary Controlled CE
3124	Burlington CofE School	School Road, Kirkby-In-Furness, LA17 7UH	Primary School	Primary School 4-11	Voluntary Controlled CE



DfE No.	School Name	Address	Category	Status	Type
3125	Allithwaite CofE School	Church Road, Allithwaite, Grange-Over-Sands, LA11 7RD	Primary School	Primary School 3-11	Voluntary Controlled CE
3126	Cartmel CofE Primary School	Aynsome Road, Cartmel, Grange-Over-Sands, LA11 6PR	Primary School	Primary School 4-11	Voluntary Controlled CE
3128	Pennington CofE School	Pennington, Ulverston, LA12 0RR	Primary School	Primary School 4-11	Voluntary Controlled CE
3130	Lindale CofE Primary School	School Hill, Lindale, Grange-Over-Sands, LA11 6LE	Primary School	Primary School 3-11	Voluntary Controlled CE
3132	Broughton CofE School	Keppleway, Broughton-In-Furness, LA20 6BJ	Primary School	Primary School 4-11	Voluntary Controlled CE
3150	St George's CofE School	School Street, Barrow-In-Furness, LA14 2JN	Primary School	Primary School 3-11	Voluntary Controlled CE
3212	Low Furness CofE Primary School	Church Road, Great Urswick, Ulverston, LA12 0TA	Primary School	Primary School 3-11	Voluntary Controlled CE
4011	Samuel King's School	Church Road, Alston, CA9 3QU	Secondary School	Secondary Sch 11-16	Foundation
4056	Lakes School, The	Troutbeck Bridge, Windermere, LA23 1HW	Secondary School	Secondary Sch 11-18	Community
4150	Dowdales School	Dalton-In-Furness, LA15 8AH	Secondary School	Secondary Sch 11-16	Community
4152	Ulverston Victoria High School	Springfield Road, Ulverston, LA12 0EB	Secondary School	Secondary Sch 11-18	Community
4310	Ullswater Community College	Wetheriggs Lane, Penrith, CA11 8NG	Secondary School	Secondary Sch 11-18	Foundation
5206	Appleby Primary School	Station Road, Appleby-In-Westmorland, CA16 6TX	Primary School	Primary School 3-11	Foundation
5207	Askam Village School	Lots Road, Askam-In-Furness, LA16 7DA	Primary School	Primary School 3-11	Foundation
5208	Flookburgh CofE Primary School	Winder Lane, Flookburgh, Grange-Over-Sands, LA11 7LE	Primary School	Primary School 3-11	Foundation CE
5225	Penruddock Primary School	Penruddock, Penrith, CA11 0QU	Primary School	Primary School 4-11	Foundation
7006	Sandgate School	Sandylands Road, Kendal, LA9 6JG	Special School	Special School	Maintained School (Other)
7013	Sandside Lodge School	Springfield Road, Ulverston, LA12 0DZ	Special School	Special School	Maintained School (Other)

Appendix 2 - LA Maintained Schools

PROPERTY TEAM

A GUIDE TO USING:



SCHOOLS
- UPLOADING DOCUMENTS -



ABOUT THIS DOCUMENT

STATUS SUMMARY

STATUS	Draft Version Document
VERSION	0.1
DATE	28 September 2023

DOCUMENT OWNER

OWNER	CONTACT
Corporate Estates Team	building.compliance@westmorlandandfurness.gov.uk

DOCUMENT HISTORY

VERSION	DATE	AUTHOR	COMMENTS
0.1	6 July 2022	David Askew	Draft Version

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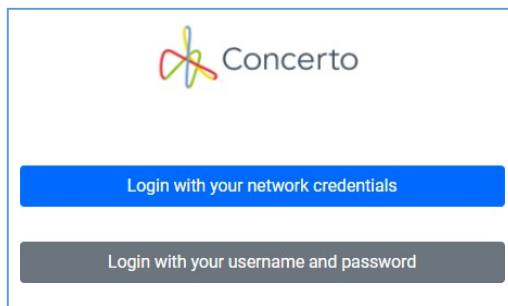
1. Logging In To Concerto

Enter the following URL into your internet browser:

<https://westmorlandandfurness.co.uk>

(Please note – Concerto performs best when using either Google Chrome or Microsoft Edge web browsers)

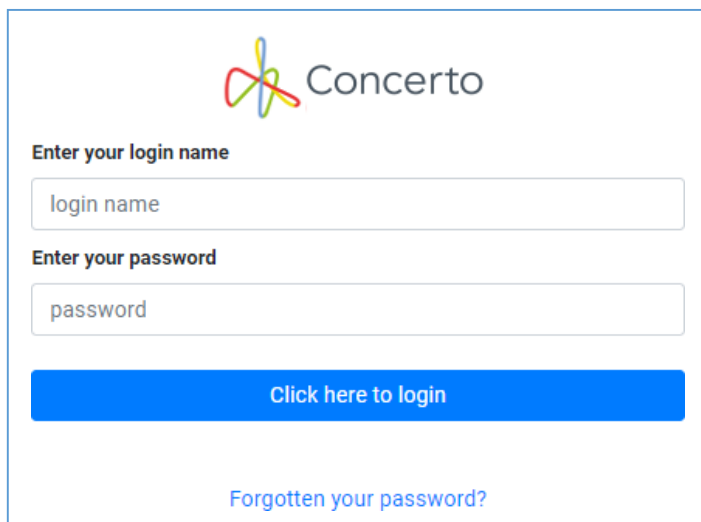
You will receive the following login options down the left-hand side of the screen:



The screenshot shows the Concerto logo at the top. Below it are two buttons: a blue button labeled "Login with your network credentials" and a grey button labeled "Login with your username and password".

Click on the **Login with your username and password** button.

The below login screen will be displayed.



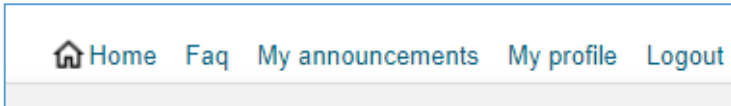
The screenshot shows the Concerto logo at the top. Below it are two input fields: "Enter your login name" with a text box containing "login name", and "Enter your password" with a text box containing "password". Below the input fields is a blue button labeled "Click here to login". At the bottom of the screen is a link labeled "Forgotten your password?".

Enter the login name and password that you have been provided.

If you have any initial issues with logging in to the system, please contact:
concerto@westmorlandandfurness.gov.uk

2. [Changing Your Concerto Password](#)

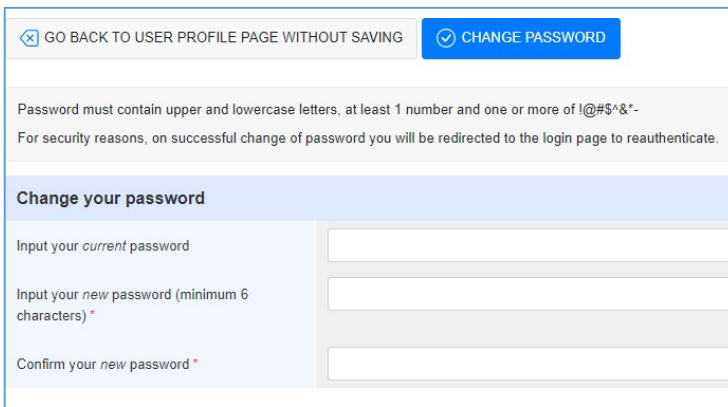
If you wish to change your Concerto login password, click on the 'My Profile' menu option that appears within the toolbar on the top-right of the screen:



Under the 'User Details' tab, there is a button entitled "Click Here To Change Your Password".

You will be directed to the below screen where you can enter your new password.

(A password must be at least 6 characters long and contain at least one uppercase, lowercase, number and special character).



Password must contain upper and lowercase letters, at least 1 number and one or more of !@#&\$^&*~
 For security reasons, on successful change of password you will be redirected to the login page to reauthenticate.

Change your password

Input your *current* password

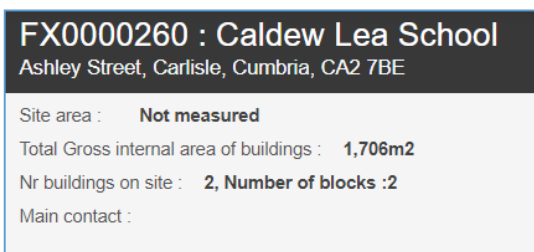
Input your *new* password (minimum 6 characters) *

Confirm your *new* password *

Please note – if you do decide to change your password (which is not compulsory), you will be logged out of Concerto and asked to log back in using your new login credentials.

3. [School Details](#)

Once logged in to Concerto, you will notice that your school name and address will be displayed at the top of the screen (as demonstrated below for Caldew Lea School):



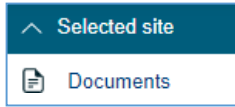
FX0000260 : Caldew Lea School
 Ashley Street, Carlisle, Cumbria, CA2 7BE

Site area : **Not measured**
 Total Gross internal area of buildings : **1,706m2**
 Nr buildings on site : **2, Number of blocks :2**
 Main contact :

Please ignore the reference number to the left of the school's name (in this example, FX0000260 – this reference is an asset number used by the Council's Corporate Estates Team to identify each school/property site).

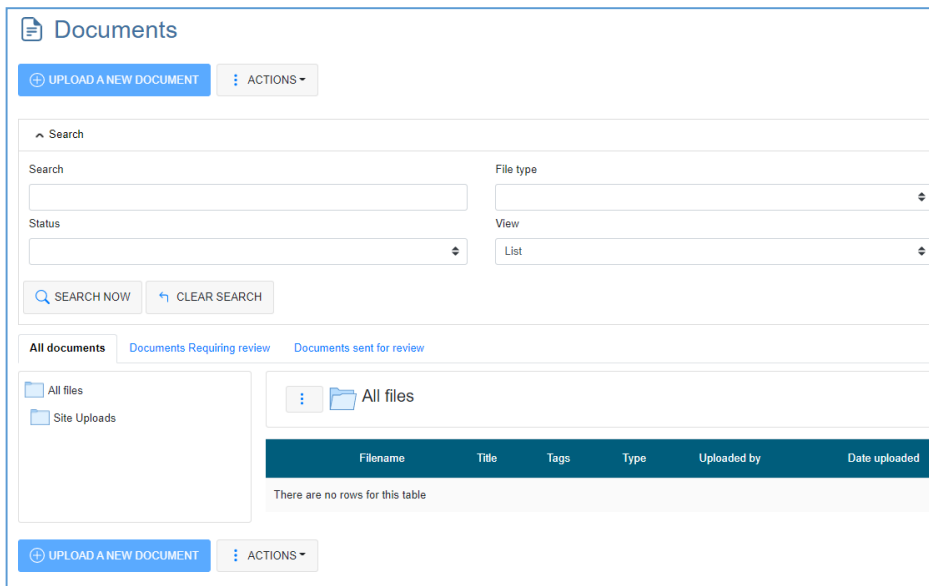
4. Uploading Documents

On the far-left hand side of the screen, you will see the following 'Documents' menu option:

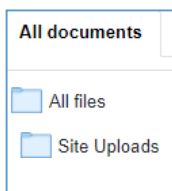


Click on the **Documents** button.

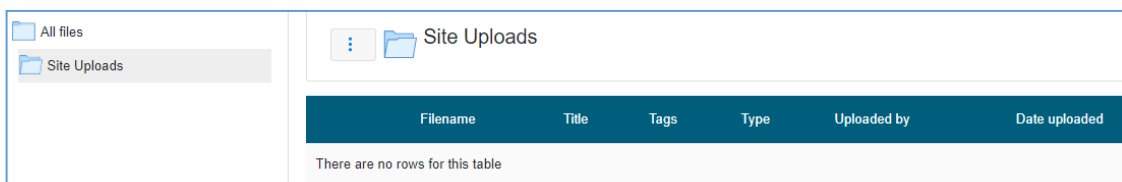
The following screen will be displayed:



Under the 'All documents' tab (left side of the screen), you will see that there is a folder called "Site Uploads":



Click on the "Site Uploads" folder and you will notice that the folder details will be displayed to the right of this box (as shown below):



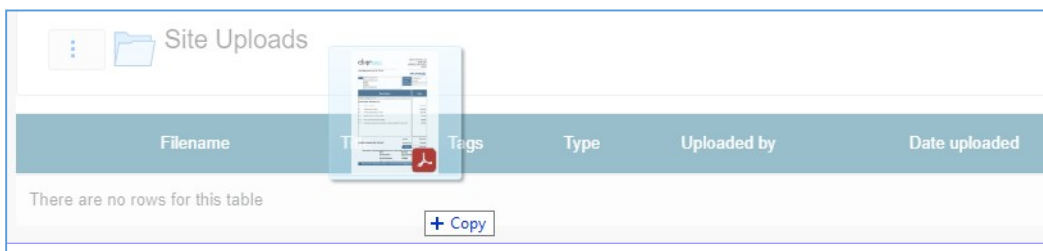
At present there are no documents within the folder, which is why the message "There are no rows for this table" is displayed.

Please Note:

All requested compliance documents should be placed within this folder with the appropriate document naming conventions.

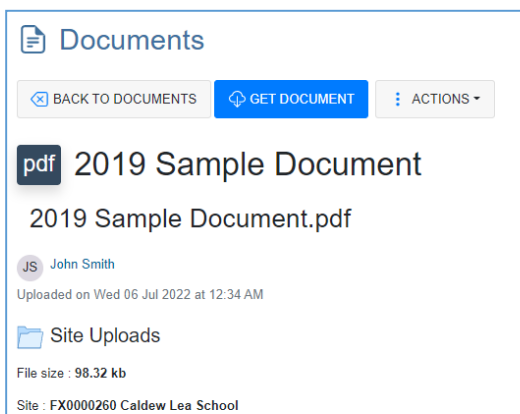
To upload a document into the folder, you simply need to drag your chosen document into this area of the screen (along the blue menu bar that includes the field names of Filename, Title etc.)

As you drag the document over this area, you will notice that the shape of the document will appear over the top of menu bar, and a tag to say "+ Copy" will be displayed below it – this indicates the actions that you are about to take (see below):



If you hold the document in this area and release your finger off the mouse button (to stop dragging the document), the document will be uploaded directly into this folder.

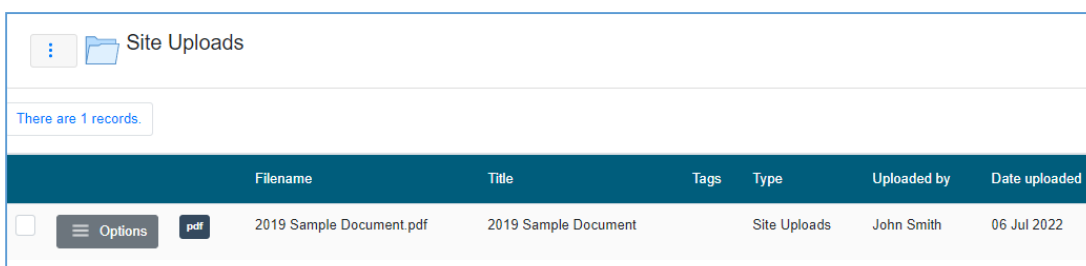
A document summary page will be displayed (as shown below):



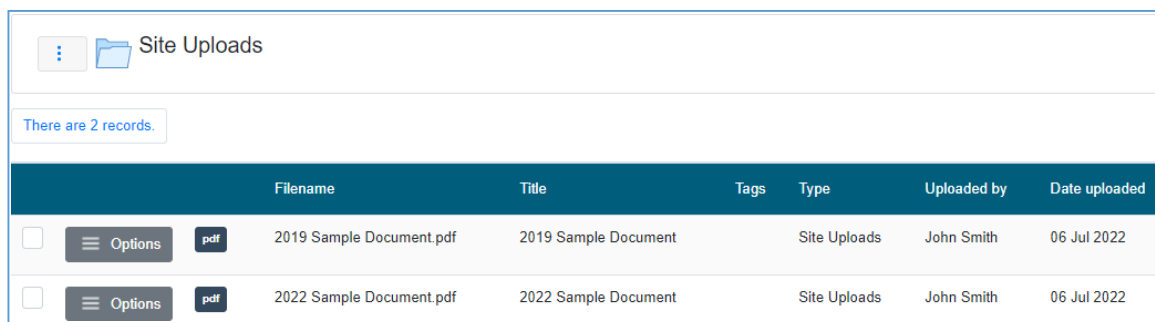
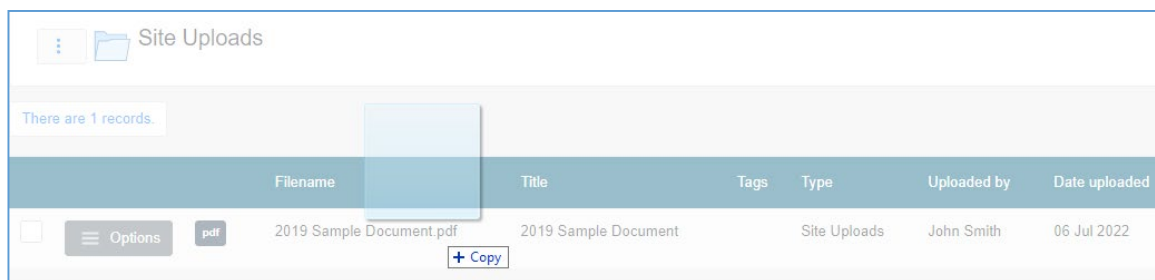
This will also show you a preview of the document you have uploaded.

Click on the **Back To Documents** button at the top of the screen to return to the folder view.

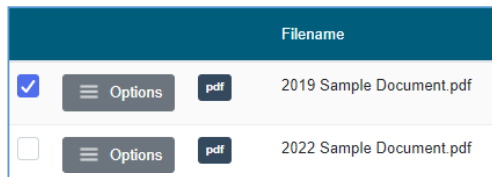
As you will see, your document has now been uploaded into the 'Site Uploads' folder:



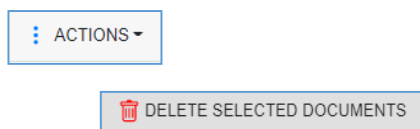
To add additional documents to this folder, you just need to drag across other documents to the same area and repeat the process:



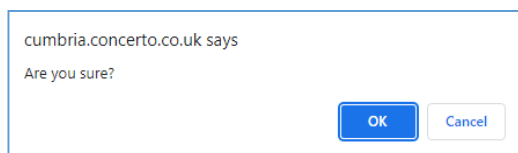
If you upload a document in error, you can click the tick-box next to a specific document:



Followed by clicking on the 'Actions' drop-down button and selecting "Delete Selected Documents" from the list:

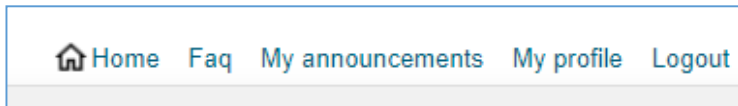


You will receive a confirmation dialogue box asking you to confirm the deletion in case it was selected in error:



5. Logging Out of Concerto

Once your documents have been uploaded, you are safe to exit the Concerto system. Click on the “Logout” menu option in the toolbar at the top-right of



your screen:

You will be returned to the main login screen, where you can close your web browser.

6. Contact Details

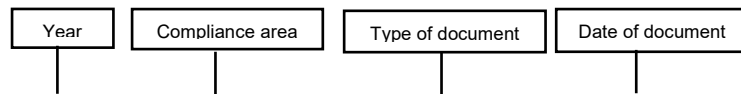
If you have any issues with accessing Concerto or using the document upload functionality, please email concerto@westmorlandandfurness.gov.uk for guidance.

If you have any specific queries relating to the compliance documentation you have been asked to provide, please contact the Corporate Estates Team who will be happy to advise.

Appendix 3 – Document Naming Convention

In preparation for the uploading of information to Concerto, a naming convention for each document will need to be followed to ensure that all documents are stored consistently and are easily recognisable for viewing.

The most recent document for each present building compliance area will need to be uploaded to Concerto and the following naming convention used for saving:



2023 - emergency lighting - 6monthly test – 06.02.2023 (example document name)