

Health and Safety Testing/ Inspection Requirements

This is not an exhaustive list of all planned preventative maintenance requirements within buildings and schools. It highlights the key areas for compliance The aim is to assist Premises Responsible Persons (PRP) and managers in organising appropriate testing and inspection of systems and equipment.

ITEM	Period of inspection/ Review	Comments
ASBESTOS	Check Asbestos Management Plan to determine inspection frequency Minimum annual	Statutory - Control of Asbestos Regulations (CAR)2012 Visual inspection of asbestos remaining in situ can be recorded on site specific management plan Before any work is undertaken on the fabric of the building / fixed equipment ensure the necessary asbestos investigation has been carried out, Landlord Consent granted on each and every occasion work is undertaken.
FIXED DESIGN TECHNOLOGY (DT) EQUIPMENT	Annual	Statutory - Provision and Use of Work Equipment Regulations (PUWER)1998
ELECTRICAL: Portable Appliance Testing (PAT)	Variable Some items Annual	PUWER 1998/ Electricity at Work Regulations (EAWR)1989: employer to ensure that their electrical equipment is maintained in order to prevent danger. Involves checking earthed equipment with a tester to ensure integrity of earth bonding and/or insulation. Inspection of cables, plugs fuses etc. and of double-insulated equipment e.g. chargers for equipment. Period for inspection is dependent upon the type of equipment and environment in which it is used.

ELECTRICAL: Fixed electrical installations	FIVE YEARLY testing of all fixed wiring and distribution boards	Statutory - EAWR 1989 For larger sites (e.g. high schools) then a 20% test and inspection of the installation in rotation per annum is an acceptable alternative It is advised that where there are aggressive environments e.g. swimming pools that electrical installation requires an annual testing
ITEM	Period of inspection/ Review	Comments
ELECTRONIC POWERED GATES / DOORS	ANNUAL	Statutory - Workplace (Health Safety and Welfare) Regulations (WHSWR) 1992; Design, manufacture, supply and installation under the Supply of Machinery (Safety) Regulations 2008. Existing powered doors and gates must be designed, constructed and maintained for safety. School to be aware of existing safety features force limitation and other safety controls for electronic powered gates to be checked as part of ongoing maintenance. Every 12 months a check should be carried out by someone who is suitably qualified, on the proper working of the safety devices and service the gate automation devices.
	WEEKLY	Check safety devices are working correctly and that the moving door leaf / gate avoids contact with users
EMERGENCY LIGHTING	ANNUAL	Statutory - Regulatory Reform (Fire Safety) Order 2005 Full duration discharge test and certification by competent person.
	DAILY/WEEKLY	Daily check that indicator lights are functioning
	MONTHLY	Monthly in house short duration checks for operability
FIRE ALARM SERVICE	ANNUAL For 230 volt systems without battery back up	Statutory - Regulatory Reform (Fire Safety) Order 2005 Test and examination by competent service engineer

FIRE ALARM SERVICE	SIX MONTHLY For systems with battery back up	Statutory - Regulatory Reform (Fire Safety) Order 2005 Six monthly battery check, test and examination by competent service engineer This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices
FIRE ALARM TESTING	DAILY	Statutory - Regulatory Reform (Fire Safety) Order 2005 Check fire alarm panel for faults
ITEM	Period of inspection/ Review	Comments
	WEEKLY Check alarm is audible in all areas. Record details of call point tested	Fire alarm audibility test conducted by site with a different call point tested each week in rotation. Recommend number each call point for identification. Check that any fire doors on automatic door closures linked to the fire alarm are closing properly. Check that any doors on exit routes with electro-magnetic/ electro-mechanical locks release when the alarm is activated.
FIRE DRILL	6 MONTHLY/ SCHOOLS TERMLY	Statutory - Regulatory Reform (Fire Safety) Order 2005 For schools Termly drills are best practice. For other buildings drills shall be carried out as a minimum every 6 months Record details of drill, evacuation time and any problems.
FIRE EXTINGUISHERS	ANNUAL	Statutory - Regulatory Reform (Fire Safety) Order 2005 Full check/ test
	WEEKLY	Weekly in house checks that extinguishers are in place, available for use, undamaged and unobstructed.
FIRE EXIT ROUTES	DAILY	Escape Routes: check for and remove any obstructions (inside and outside of the building) Doors: check self-closing devices, and that push bars/ other emergency fastening devices are operational
	WEEKLY	Check all doors fitted with electromagnetic locks on escape routes are releasing when fire alarm activates.

FIRST AID EQUIPMENT	TERMLY (Minimum) First Aider to replace items used	Statutory - Health and Safety (First-Aid) Regulations 1981 Regular checks to ensure contents are complete and none are outside of expiry date
ITEM	Period of inspection/ Review	Comments
FUEL OIL STORAGE	3 MONTHLY	Statutory - Control of Pollution (Oil Storage) Regulations 2011 Maintenance check on all oil pipe work, valves, storage tank, bund, vents, filters, fill points, gauges, overfill pipes etc. by mechanical engineer
	ANNUAL	Detailed Maintenance check on all oil pipe work, valves, storage tank, bund, vents, filters, fill points, gauges, overfill pipes etc. by mechanical engineer.
GAS APPLIANCES Boilers, catering, DT etc. Fixed gas Cylinders (LPG/ Propane)	ANNUAL	Statutory - Gas Safety (Installations and Use) Regulations (GSIUR) 1998 Gas safety inspection and certificate by a Gas Safe Registered competent person Annual servicing for efficient operation Annual LPG user checklist to be conducted, sooner if any leak is suspected or any work e.g. modifications to area, extensions etc. is carried out on pipework. Tank condition to be checked in accordance with manufacturers recommendations e.g. 10 year checks on LPG tanks.
GAS Intake, Stopcocks, Meters, Supply pipework, major items of plant	5 YEARLY	Statutory - Gas Safety (Installations and Use) Regulations (GSIUR) 1998 Gas safety inspection and certificate by a Gas Safe Registered competent person
GAS CYLINDERS Portable	ANNUAL	Statutory - Gas Safety (Installations and Use) Regulations (GSIUR) 1998 UKLPG Codes of Practice: Propane/ Butane/ LPG. Inspect for damage. Store/ use in upright position. Store in correct position and securely – in accordance with manufacturers/ suppliers instructions and guidelines. Regulators, Hoses and

		tubing shall be to the correct international/ UK standards, regularly inspected and replaced in accordance with manufacturers/ suppliers instructions and guidelines Other gases consult suppliers
KILN	ANNUAL – 3 YEARLY DEPENDANT ON FREQUENCY OF USE	PUWER 1998/ Electricity at Work Regulations (EAWR)1989: employer to ensure that their electrical equipment is maintained in order to prevent danger. Wiring inspection etc., to be carried out in accordance with the manufacturers recommendations Period can vary for instance can be dependent upon number of firings
ITEM	Period of inspection/ Review	Comments
LIFTS AND HOISTS	6 MONTHLY for all lifts, hoists and associated accessories used to lift people i.e. passenger lifts and all lifting accessories	Statutory - Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 Thorough examination maintenance and inspection. All lifting accessories (slings, hooks, shackles, ropes etc.) safety eyes and bolts should also be subject to 6 monthly inspections by a competent person
	12 MONTHLY for all other lifting equipment goods lifts, dumb waiters etc.	Statutory - Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 Thorough examination maintenance and inspection. All lifting accessories (slings, hooks, shackles, ropes etc.) safety eyes and bolts should also be subject to 6 monthly inspections by a competent person
LIGHTNING CONDUCTORS	ANNUAL (See Comments)	Statutory - EAWR 1989 Lightning protection systems (LPS) should be tested in accordance with the relevant British Standard (BS EN 62305:2011 part 3). The recommended maximum interval is based on the protection level of the system, ranked I-IV; I&II Visual inspection 1 year, Complete inspection 2 years III & IV Visual inspection 2 years, complete inspection 4 years “Critical situation” systems inspections 1 year (high occupancy buildings, commercial, high rise, sensitive equipment etc.) Testing includes continuity tests, earth resistance tests, visual check of conductors, bonds and joints and a certificate of compliance

LOCAL EXHAUST VENTILATION (LEV) Fume cupboards etc.	14 MONTHLY	Statutory - Control of Substances Hazardous to Health (COSHH) Regulations 2002
PLANT ROOMS AND ELECTRICAL INTAKE	WEEKLY	Statutory - Regulatory Reform (Fire Safety) Order 2005 Housekeeping: Free of storage / combustible materials
ITEM	Period of inspection/ Review	Comments
PLAY / P.E. EQUIPMENT	ANNUAL	Statutory – Health and safety at Work Act 1974; Occupiers Liability Act 1984 etc. Best Practice under British Standards BS EN 1176/1177
ACTIVITY TRAIL / OUTDOOR PLAY EQUIPMENT	TERMLY FORMAL CHECK DAILY PREUSE CHECKS	
PRESSURE VESSELS compressors, calorifiers and air receivers etc	Periodic inspection and examination determined by a competent person	Statutory - The Pressure Systems Safety Regulations 2000 Written scheme of examination required Pressure vessels associated with a pressurised hot / cold water system should have safety valves tested as part of annual boiler service.
TREE SAFETY	Determined by Risk Assessment by a competent person	Statutory – Health and Safety at Work Act 1974 Section 3 Occupiers Liability Acts 1957/ 1984 Risk assessment required where present in place providing school with plan for maintenance review assessment annually.
WATER SYSTEM TESTING	WEEKLY MONTHLY	Statutory - COSHH Regulations 2002, Approved Code of Practice (ACoP) L8 (Control of legionella bacteria in water systems) Refer to the Written procedure Identify and flush seldom used outlets / showers Check water temperature of first and last (sentinel) taps on a circulating system. Cold water taps below 20° C. Hot water taps 50° C. Where Thermostatic Mixing Valves are fitted the

	<p style="text-align: center;">QUARTERLY</p> <p style="text-align: center;">TERMPLY</p>	<p>temperature should be measured at the valve supply point with a contact thermometer Check temperatures in flow and return pipework at calorifiers. The return temperature must be greater than 50° C</p> <p>Dismantle, clean/disinfect and descale showerheads and hoses.</p> <p>At start of term, run all taps for 5 mins to make sure pipes completely flushed through.</p>
ITEM	Period of inspection/ Review	Comments
WATER SYSTEM TESTING (contd,)	ANNUAL	<p>Legionella Risk Assessment and Written Procedure in place. Annual inspection and tests carried out by competent person or organisation Cold water tank condition lids sealed/lidded to prevent contamination) and compliance inspection, temperature of stored water monitored – ideally during summer months a maximum/ minimum thermometer could be used.</p>
WORK AT HEIGHT		<p>Statutory – Work at Height Regulations (WAH) 2005/ PUWER 1998 Risk Assessments in place for each task involving work at height All staff are trained and competent to work at height</p>
LADDER CHECKS	PERIODIC RECORDED PRIORTO USE	<p>Complete and record ladder checklist termly in schools, minimum annual recommended interval based on risk assessment, frequency and type of use</p> <p>http://www.hse.gov.uk/pubns/indg455.pdf</p>
MOBILE SCAFFOLD TOWERS	PRIOR TO USE	<p>Towers should only be erected / inspected by trained (PASMA) and competent people. Inspection by a competent person and scaff-tagging or register completion required</p> <ul style="list-style-type: none"> • after assembly in any position; • after any event liable to have affected its stability; and • at intervals not exceeding seven days.
LADDER RESTRAINT EYE-BOLTS	ANNUAL (Manufacturers recommendations)	<p>Eyebolt systems used for Fall Arrest require annual testing by a competent person/ organisation to the relevant British/ European standard</p>