

## **Head Teacher/Head of Centre/Centre Manager – Legal Duties re Statutory and other testing of plant & equipment**

With financial delegation and the scheme of Fair Funding, significant elements of the property budget are delegated to schools. Schools therefore have responsibility for most elements of building maintenance.

Similarly, for non-school establishments, some elements of testing will have to be arranged and monitored by establishment managers.

As Head Teacher/ Head of Centre/Centre Manager, legislation identifies you as the **responsible person** and whilst certain tasks may be delegated, you will always retain the overall responsibility to use due diligence to manage the testing of plant and equipment. Part of these responsibilities is that you must arrange for the inspection and testing, at the appropriate frequency, of various items of plant and equipment and ensuring that any necessary remedial works are undertaken. Where testing is centrally funded, you must monitor the arrangements to ensure that all necessary testing has taken place, records kept and if required remedial works carried out.

**This is not an option as failure to comply will contravene Health & Safety legislation and may result in a fine or even imprisonment of the offender.**

Failure to perform these tasks may also invalidate your school insurance cover.

The following 4-part document (**summary list, checklist, record/action form and preventative maintenance schedule**) includes statutory and other significant tests and is provided to assist you in ensuring that you have made the necessary arrangements and that records of these arrangements are easily accessed. It has been produced with the assistance of Children, Young People & Families Health and Safety Services, Citiserve, Corporate Procurement Services and Urban Design and will be updated and issued to you as part of our partnership agenda via our Asset Management website ([www.bgfl.org/services/assetmgt/download](http://www.bgfl.org/services/assetmgt/download)).

You must establish that all plant or equipment is included in your statutory testing arrangements and when new equipment or plant is installed that this is also included in the schedule of testing.

Some equipment will have commissioning documentation this must be retained together with any manufacturer's specific guidance.

**The provision of plant and equipment will vary depending on the type and size of the establishment and, whilst every effort has been made to ensure that the information in this guidance is comprehensive, there may unfortunately be omissions.**

**If you consider that items have been omitted or the guidance is not sufficiently comprehensive please contact your Area Team at Children, Young people & Families Infrastructure Transformation & Asset Management (North – 303 3767/464 5811; Central 303 2194/3038732; South 303 2492/303 8731) This will ensure that as many items as possible are included and establishments have the most up-to-date information and guidance.**

Specific training is available to assist you, from our Health and Safety Services team and details will be periodically circulated.

Monthly asbestos and Legionella management briefing sessions are available during term time, normally at Margaret Street - a list of dates can be found at [www.bgfl.org/services/safety](http://www.bgfl.org/services/safety). Whilst primarily to provide information and guidance on risk assessment and asbestos survey issues and how they should be used as management tools to protect staff pupils and visitors, if you need more general advice or guidance you should also attend.

Please contact Health and Safety Services 464 4645 for place availability.

We are also able to offer schools 'property planning visits' where advice and guidance relating to property management is available. Please contact your Asset Management Area Team to arrange such a visit.

**We welcome your identifying specific training needs which together with comments and observations on this statutory testing document should be sent to Children, Young people & Families Directorate, Performance & Support Services, Infrastructure Transformation & Asset Management, Council House Extension, Margaret Street, Birmingham B3 3BU or e-mail to [edassetmgt@birmingham.gov.uk](mailto:edassetmgt@birmingham.gov.uk)**

## **Asbestos The Duty to Manage**

Asbestos containing materials (ACMs) can cause serious harm to health. They have been widely used in buildings up to 1999. The opportunity is therefore also taken to remind you of the need, when undertaking any works that might disturb the fabric of the building, to ensure that appropriate sampling and analysis for the presence of asbestos has been carried out.

The Headteacher, Head of Establishment/Centre or Manager of any establishment is considered to be the Duty Holder and has a legal duty to manage asbestos. The duty holder may delegate the commissioning of work to others, but will always retain the overall responsibility to use due diligence to manage asbestos so as to prevent the release of or exposure to asbestos.

In the event of a release of asbestos, the Health and Safety Executive would expect that the Duty Holder be able to show that there is an appropriate risk assessment and a management plan. Please consult Asbestos Guidance on BGFL [www.bgfl.org/services/safety](http://www.bgfl.org/services/safety) for more **detailed advice** including process flow charts and contact details.

**This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.**

Before any work is undertaken, ranging from disturbing a ceiling tile, to the demolition of a building, the person authorising the work must be able to demonstrate that appropriate risk assessments and sampling, where necessary have been taken to determine if ACMs are likely to be disturbed. Where work has been identified that will disturb asbestos then a competent person must only carry out this work.

At the completion of the work and following environmental cleaning, air tests must be undertaken before the area is brought back into use.

The risk assessment, sampling results and records of the air tests must be retained.

In the event of asbestos containing materials being accidentally damaged the area must be evacuated, an air test undertaken to determine the level of asbestos contamination and if environmental cleaning is required. A further air test will be required after cleaning and before the area is brought back into use. Records of both air tests must be retained.

Any areas where the air tests reveal that the level of asbestos fibres is greater than 0.01 fibres per millilitre of air must be kept out of use until further cleaning or investigations have been undertaken into the cause of the elevated fibre levels.

## **Legionellosis - Control of Legionella bacteria in water systems**

There is a legal duty to prevent Legionella occurring and being distributed within the hot and cold water services (by water services, this excludes sealed hot water heating systems but will include storage tanks feeding the system). These testing arrangements do not apply to private dwelling houses (eg BSS accommodation) unless the accommodation has been left unoccupied for an extended period of time.

Whilst you may delegate the commissioning and monitoring of work to others, you will retain the overall responsibility to use due diligence to manage the premises and staff so as to prevent the release of or exposure to Legionella. It is recommended that site management develop a method statement for the process and should contact Health and Safety Services for further details.

When undertaking alterations or adaptations affecting the water system, this must be carefully planned so as not to encourage the production of legionella bacteria.

In the event of a case of Legionnaires disease being diagnosed, the Health and Safety Executive would expect that the Duty Holder to be able to show that there is an appropriate risk assessment and a management plan in place.

Detailed guidance has been incorporated in this document to assist you in ensuring that ALL tests are carried out whether these are by contractors or site staff (see Section 2 Checklist item 6).

## **Swimming Pools.**

A few establishments have a swimming pool and there are a number of crucial tests and other procedures that must be carried out to ensure the safety of pool users, some are regular daily checks, others monthly etc.

New and comprehensive guidance on the operation and management of swimming pools is currently in development and will be available shortly. This will include the regular testing of plant and equipment and a copy will be sent to schools that have a swimming pool together with training opportunities. In the meantime, if you have any queries relating to testing of plant, contact your Asset Management Area Team.

The statutory testing requirements of the guidance will also be included in this document at the next revision.

**Section 1                      Summary List:**

<b>Gas Boilers<sub>1</sub></b>	<b>Annual service</b>
<b>Gas Appliances<sub>4</sub></b>	<b>Annual gas safety check</b>
<b>Gas Catering Equipment<sub>2</sub></b>	<b>annual service</b>
<b>Oil-storage tanks<sub>1</sub></b>	<b>5-year test</b>
<b>Oil-fired boilers<sub>1</sub></b>	<b>6 monthly service</b>
<b>Legionellosis <sub>1,4</sub></b>	<b>daily, weekly, quarterly, six monthly and annual tests</b>
<b>Portable Electrical Appliance Testing<sub>3</sub> (Including semi fixed items i.e. fridges cookers etc)</b>	<b>Annual test</b>
<b>Portable Catering Appliance testing<sub>2</sub></b>	<b>annual test</b>
<b>Fixed Electrical Wiring Installation<sub>1</sub></b>	<b>5 year test</b>
<b>Kitchen canopy extraction <sub>1,4</sub></b>	<b>6 monthly &amp; annual service</b>
<b>Electrical Catering Equipment (Static)<sub>2</sub></b>	<b>annual test</b>
<b>RCD/RCBO (Residual Current Devices)</b>	<b>quarterly test</b>
<b>High Voltage Switch Gear / Transformer Maintenance <sub>1</sub></b>	<b>annual test / service</b>
<b>Portable Fire Fighting Equipment<sub>3</sub></b>	<b>annual service</b>
<b>Fire Alarms<sub>1</sub></b>	<b>weekly, quarterly and annual Tests</b>
<b>Emergency Lighting<sub>1</sub></b>	<b>6 monthly &amp; annual tests</b>
<b>Lightning Conductor<sub>1</sub></b>	<b>annual test</b>
<b>Lifting Equipment<sub>4</sub></b>	<b>inspection/servicing</b>
<b>Passenger Lifts<sub>1</sub></b>	<b>monthly checks, annual, 5 and 10 year tests</b>
<b>Non Passenger Carrying Lifts<sub>1</sub></b>	<b>quarterly checks, annual, 5 and</b>

	<b>10-year tests</b>
<b>Physical Education Equipment<sub>3</sub></b>	<b>annual test</b>
<b>Dust and Fume Extraction<sub>4</sub></b>	<b>regular tests plus examination and testing at least every 12 months</b>
<b>Design &amp; Technology Equipment<sub>3</sub></b>	<b>regular examination and tests</b>

The following key refers to the numbers above (1,2,3,4) and indicates how these servicing and testing arrangements should be organised:

- 1. For schools, testing will be carried out as part of any buy-back service arrangement with Urban Design you have entered into, otherwise schools must make their own arrangements. For non-school establishments Urban Design will carry out this testing.**
- 2. Testing / servicing will be carried out as part of the Service Level Agreement for those schools who have bought-back the catering service from Direct Services Division of Performance & Support Services.**
- 3. Testing / servicing may be arranged via Corporate Procurement Services (CPS). A schedule of current contracts is listed below.**
- 4. Testing / servicing does not form part of normal buy-back service arrangement with Urban Design but may be arranged by them.**

### **CURRENT CPS CONTRACTS**

This will vary from time to time; details of the contracts are contained in CPS 'Contract Portfolio' or referred to in the current CPS catalogue. For further information, contact the relevant person below:

**Portable Electrical Appliance Testing**  
**Steve Bates – 0121 303 0142**  
**CPS Contract Reference Number M2210**

**Routine Inspection, Repair & Maintenance of Food Preparation Machinery, Gas & Electrical Appliances\***  
**Bill Mealey – 0121 303 0035**  
**CPS Contract Reference Number M2171/2/3**

**Portable Fire Fighting Equipment**  
**Charlie Short – 0121 464 4724**  
**CPS Contract Number PROC/0084**

**Repair and Maintenance of Physical Education Equipment**  
**Charlie Short – 0121 464 4724**

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**CPS Contract Reference Number PROC/0082**

**Repair and Maintenance of CDT Equipment.  
Charlie Short – 0121 464 4724  
CPS Contract Reference Number PROC/0082**

**Repair and Maintenance of Audio Visual Equipment\*\*  
Charlie Short – 0121 464 4724  
CPS Contract Reference Number M2234**

**Contract for the Provision of Hire and Service of Sanitary Disposal Units and Clinical  
Waste Disposal Units  
Nel Atkinson 0121 303 2321  
CPS Contract Reference Number PROC/0196**

\*The contract for food preparation equipment is managed by Direct Services, Citiserve

\*\* The Audio Visual maintenance contract is centrally funded for Community Day nurseries and pupil-related centres.

## **Section 2 - Checklist**

As stated, these responsibilities are significant - failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender and may also invalidate your school insurance cover.

To aid you in this process, you are urged to complete and retain the checklist as evidence that you have complied with each testing requirement. Where records require the completion of a certificate you must ensure that the Contractors name, date of test together with the name and signature of the tester are clearly stated. Where you have more than one piece of equipment to be tested, you should either duplicate the checklist or keep a list of the individually tested items to refer to (e.g. if you have 2 buildings each with separate boiler plant you should record them separately).

Clarification of the Health and Safety requirements can be obtained from Children, Young people & Families Safety Officers (Steve Capewell – Central Area 303 2303, David Steele – South Area 303 5339 and John Gavin – North Area 303 4897).

If you need further advice on the arrangements for tests undertaken on your behalf by Urban Design (UD), you should contact your school surveyor or Engineer (for each of the tests carried out by UD, a log book may also have previously been provided for retention at your premises which should also be completed by the **tester** at the time of their visit).

If you require tests to be arranged, you should contact UD who may arrange some of the required tests or Corporate Procurement Services. With regard to kitchens, if you need further advice regarding Citiserve arrangements, contact your Catering Manager. Alternatively, you should make your own arrangements with a competent and qualified person.

**Plant and Equipment Testing Checklist****Financial Year 2007/8****1. Gas Boilers - Annual service**

Gas Boilers require an annual service by a CORGI registered contractor under the Gas Safety (Installation & Use) Regulations, 1994, amended 1996.

- 1.1 Has service been carried out? **Yes/No**
- 1.2 Date of service:   /  /
- 1.3 Name of Contractor \_\_\_\_\_
- 1.4 Contractor CORGI registration no. \_\_\_\_\_
- 1.5 Certificate completed and retained? **Yes/No**

General observations - Boiler plant room:

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**2 Gas Appliances - Annual Gas Safety Check**

All gas appliances are required to have an annual gas safety check carried out by a CORGI registration contractor under the Gas Safety (Installation & Use) Regulations, 1994, amended 1996. (Gas fires will be checked as part of the UDD 3\* service if you have entered into that contract)

- 2.1 Have appliances been checked, dated and labelled. An alternative to labelling is to enter this information into a logbook that must be capable of identifying individual pieces of equipment? **Yes/No**
- 2.2 Date of checks:   /  /
- 2.3 Name of Contractor \_\_\_\_\_
- 2.4 Contractor CORGI registration no: \_\_\_\_\_
- 2.5 Certificate completed and retained? **Yes/No**

### 3 Gas Catering Equipment - Annual Service

All gas catering equipment has to be serviced on an annual basis by a CORGI registered contractor. (Also see gas appliances section 3 above)

- 3.1 Have appliances been serviced? **Yes/No**
- 3.2 Date of service:   /  /
- 3.3 Name of Contractor \_\_\_\_\_
- 3.4 Contractor's CORGI Registration No. \_\_\_\_\_
- 3.5 Certificate completed and retained **Yes/No**

General observations

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### 4 Oil storage Tanks

Control of Pollution (Oil Storage) (England) Regulations 2001

**The sites covered by the regulations include institutional sites such as schools and public sector buildings. All sites were required to be compliant by 1 September 2004.**

- 4.1 Does the site have oil storage facilities? **Yes/No**
- 4.2 Has the installation been subjected to an annual test? **Yes/No**
- 4.3 Date of test   /  /
- 4.4 Name of approved OFTEC contractor \_\_\_\_\_
- 4.5 Certificate completed and retained? **Yes/No**

General observations-Oil storage tanks and bund walls

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## 5. Oil-fired Boilers – Six monthly service

Oil-fired Boilers require a six-monthly service by a competent person trained in the maintenance of oil-fired boilers and in accordance with the manufacturers instructions. However, certain items such as flues and combustion air, require servicing/checking by a CORGI registered contractor under the Gas Safety (Installation & Use) Regulations, 1994, amended 1996. This work should all be completed at the same time.

5.1 Has service been carried out? Yes/No

5.2 Date of service: \_/\_/\_\_\_

5.3 Name of Contractor: \_\_\_\_\_

5.4 Contractor CORGI registration no.: \_\_\_\_\_

5.5 Certificate completed and retained? Yes/No

General observations - Boiler plant room:

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## 6 Legionellosis - Control of Legionella bacteria in water systems

Tests on all hot water and cold water services including appropriate air conditioning plant, and shower heads need to be carried out in accordance with the Approved Code of Practice and Guidance L8 entitled *The control of legionella bacteria in water systems* which came into effect on the 8 January 2001. It is recommended that site management develop a method statement for the process

The Management of Health and Safety at Work Regulations require the identification as to where legionella can arise through a risk assessment process, which should also include parts of the building, which may now be unused such as outside shower or toilet blocks etc. Where necessary general monitoring must be undertaken as part of the risk control strategies.

As part of the risk control strategy when premises, or parts of, have been closed for one week or more, then prior to opening, both hot and cold water systems should be purged by the site staff. The purging should take place only when the system is up to full operating temperature. Sentinel taps should be run for 5 minutes at a temperature between 50 and 60 C for hot and less than 20 C for cold water systems. (Sentinel taps means the first and last water outlet within a circuit – there may be more than one circuit in your hot water

system therefore the specific outlets should be identified for you by the contractor undertaking the main legionella testing)

These testing arrangements do not apply to private dwelling houses (eg BSS accommodation) unless the accommodation has been left unoccupied for an extended period of time.

The following items are not exhaustive the Code of Practice must be consulted in respect of other specialist features.

- 6.1 Name of Contractor \_\_\_\_\_
- 6.2 Has a risk assessment of all the water services been carried out and any recommended remedial work been completed? **Yes/No**
- 6.3 Has system been Disinfected (annually)? **Yes/No**
- 6.4 Have samples been taken from hot water calorifiers (annual check)? **Yes/No**
- 6.5 Have temperatures been checked in flow and returns at calorifiers (monthly check)? **Yes/No**
- 6.7 Have the internal surfaces of calorifiers been checked for scale and sludge. **Yes/No**
- 6.8 Has the water temperature been checked at the hot water sentinel taps to ensure that it is 50c or greater after running for a 1 minute (monthly check)? **Yes/No**
- 6.9 Has the water temperature been checked at a representative number of hot water taps on a rotational basis  
The temperature should be at 50 C or greater after running the water for a 1 minute (annual check)? **Yes/No**
- 6.10 Has the water temperatures of cold water tank been checked? (six monthly intervals)? **Yes/No**
- 6.11 Has the temperature at the cold water sentinel taps been checked to ensure that it is below 20 C after running for 1 minute (monthly check)? **Yes/No**
- 6.12 Has the water temperature been checked at a representative number of cold water taps on a rotational basis.  
The temperature should be 20 C or less after running the water for 2 minutes (annual check)? **Yes/No**

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|------|---|---------------|
| 6.13 | Have cold water storage tanks been visually checked and repairs undertaken as appropriate? (annual check)?  | <b>Yes/No</b> |
| 6.14 | Has the water temperature been checked at a representative number of cold water taps on a rotational basis. The temperature should be 20 C or less after running the water for 2 minutes. (annual check)? | <b>Yes/No</b> |
| 6.15 | Have shower heads been dismantled, cleaned, disinfected and descaled together with hoses (quarterly check)?   | <b>Yes/No</b> |
| 6.16 | Have little used outlets been flushed through and purged to drain, or purged to drain immediately before use, without release of aerosols (weekly task by school/centre staff)?                           | <b>Yes/No</b> |
| 6.17 | Have Thermostatic Mixing Valves (TMVs) operation been checked to prevent scalding (monthly task by school/centre staff)?  | <b>Yes/No</b> |
| 6.18 | Have TMVs been calibrated by a competent person. (annual check)?  | <b>Yes/No</b> |
| 6.19 | Have spa baths been checked in respect of the following (all work re this item to be undertaken/arranged by school/centre)  | <b>Yes/No</b> |
|      | Check filters daily   | <b>Yes/No</b> |
|      | Sand filters backwashed daily   | <b>Yes/No</b> |
|      | Check water treatment three times daily   | <b>Yes/No</b> |
|      | Clean and disinfect entire system weekly (weekly task by school/centre staff)   | <b>Yes/No</b> |
| 6.20 | Have indoor fountains and water features been cleaned and disinfected including all wetted areas. (interval depending on condition) (all tasks undertaken by school/centre staff)?                        | <b>Yes/No</b> |
| 6.21 | Permanently plumbed water coolers and drinks facilities regularly cleaned (all tasks undertaken by school/centre staff)?  | <b>Yes/No</b> |

## 7 Portable Electrical Appliance Testing - Annual Test

All **portable** electrical appliances must be tested on an annual basis and labelled and dated to confirm the test according to The Electricity at Work Regulations 1989, IEE Wiring Regulations - Current Edition. Similarly you must arrange to test **static** electrical equipment such as Design & Technology equipment.

7.1 Have appliances been checked and labelled/dated Yes/No

7.2 Name of Contractor/trained tester \_\_\_\_\_

## 8 Portable Electrical Catering Appliance Testing - Annual Test

All portable appliances must be tested on an annual basis and labelled and dated to confirm the test according to The Electricity at Work Regulations 1989, IEE Wiring Regulations - Current Edition.

8.1 Have appliances been checked and labelled/dated? Yes/No

8.2 Name of Contractor/ trained tester \_\_\_\_\_

## 9 Fixed Electrical Wiring Installation Test – 5 year

Fixed Electrical Wiring has to be carried out on a five yearly basis according to The Electricity at Work Regulations 1989, IEE Wiring Regulations – Current Edition

9.1 Date of most recent test: \_/\_/\_\_\_

9.2 Are the readings satisfactory? Yes/No

9.3 Certificate completed and retained? Yes/No

9.4 Has recommended remedial work been completed? Yes/No

9.5 Name of Contractor \_\_\_\_\_

9.6 Contractor NICEIC/ECA Registration No: \_\_\_\_\_

## 10. Kitchen canopy Extraction system

Kitchen extraction systems should be cleaned/degreased on a regular basis by a competent person. In addition the fan motor should be serviced annually.

10.1 Has the canopy been given a full clean (by the catering provider) including degreasing or replacement of filters at 6 monthly intervals? Yes/No

- 10.2 Has the extraction ducting been subject to an annual clean (refer to service manual for specific cleaning requirements)? **Yes/No**
- 10.3 Has the fan motor been annually serviced (by a competent contractor)? **Yes/No**
- 10.4 Has the tempered air handling unit been annually inspected and serviced by a competent contractor (refer to service manual)? **Yes/No**

## 11 Electrical Catering Equipment (static) - Annual Test

All static electrical catering equipment has to be tested on an annual basis by a competent registered contractor.

- 11.1 Have appliances been serviced? **Yes/No**
- 11.2 Date of service:   /  /
- 11.3 Name of Contractor \_\_\_\_\_
- 11.4 Contractor's NICEIC Registration No \_\_\_\_\_

General observations

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## 12 RCD/RCBO (Residual Current Devices)

- 12.1 Operate (push to test button) on at least a quarterly basis. Record test frequency dates. In the event the system fails the unit should be switched off and professional advice sought. **Pass/ Fail**

## 13 High Voltage Switch Gear / Transformer Maintenance

High Voltage Switch Gear / Transformers require regular maintenance i.e. annual test / service by a competent contractor

- 13.1 Does the site have High Voltage Switch Gear / Transformers? **Yes/No**
- 13.2 Has the installation been tested and maintained in accordance with the Electricity at Work Act 1989? **Yes/No**
- 13.3 Date of test/service   /  /

13.4 Name of approved contractor \_\_\_\_\_

 13.5 Certificate completed and retained **Yes/No**

 General observations- High Voltage Switch Gear / Transformer Maintenance
 

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#### 14 Portable Fire Fighting Equipment - Annual Service

All portable fire fighting equipment has to be checked on an annual basis (including extinguishers, fire blankets, valves and hoses) Ref. Regulatory Reform (Fire Safety) Order 2005 (Kitchen based equipment will be tested as part of Direct Services Division catering Service Level Agreement where you have entered into this. School must test all other equipment.)

 14.1 Has equipment been serviced **Yes/No**

 14.2 Date of Service: \_/\_/\_\_\_

14.3 Name of Contractor \_\_\_\_\_

 14.4 Certificate completed and retained **Yes/No**

#### 15 Fire Alarms – Weekly/Quarterly/Annually

Fire Alarms tests need to be carried out weekly, 3 monthly and annually. (Ref.: Regulatory Reform (Fire Safety) Order 2005).

The premises manager should carry out audible fire alarms tests on a weekly basis using a different location, with all other testing being carried out by an electrical contractor. Care must be taken to ensure that fire escapes are free from obstruction at all times.

3 monthly and annual tests must test all devices, including smoke and heat detectors, call points and sounders.

 15.1 Are the weekly fire alarms audible / audibility tests carried out? **Yes/No**

 15.2 Dates of the most recent tests: 3 monthly \_/\_/\_\_\_
Annual \_/\_/\_\_\_

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- 15.3 Has recommended remedial work been completed? **Yes/No**
- 15.4 Certificate completed and retained? **Yes/No**
- 15.5 Name of Contractor \_\_\_\_\_
- 15.6 Are the fire escape routes kept free from obstructions? **Yes/No**

## 16 Emergency Lighting – 6 Monthly and Annual Tests

Emergency Lighting, where applicable, needs to be tested on a 6 monthly and annual basis. Ref. Regulatory Reform (Fire Safety) Order 2005)..

- 16.1 Dates of most recent tests:
- |           |             |
|-----------|-------------|
| 6 monthly | ___/___/___ |
| Annual    | ___/___/___ |
- 16.2 Has recommended remedial work been completed? **Yes/No**
- 16.3 Certificate completed and inserted into Fire Log Book? **Yes/No**
- 16.4 Name of Contractor \_\_\_\_\_

## 17 Lightning Conductors – Annual Test

Lightning conductors need to be checked annually. (Health & Safety at Work Act)

- 17.1 Date of test: \_\_\_/\_\_\_/\_\_\_
- 17.2 Has recommended remedial work been completed? **Yes/No**
- 17.3 Certificate completed and retained **Yes/No**
- 17.4 Name of Contractor \_\_\_\_\_

## 18/19/20 Lifting equipment

In the workplace, the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply. LOLER states that any item of equipment capable of lifting both a load and a person i.e. a lift (whether it be in the building, attached to a road registered vehicle, or be manually or electrically powered), needs to be inspected twice per annum, whereas any item which is used to solely lift loads e.g. goods only fork lift truck, needs to be inspected once per annum. All inspections are to be carried out in accordance with LOLER by an independent competent person.

It is important therefore that should a school have such equipment installed (either in the building or within a vehicle e.g. electrically operated access ramp on a minibus etc.) that they advise **Children, Young People & Families Asset Management Area Team** so that arrangements can be made to include these items for statutory inspection within the Authority's engineering insurance arrangements. You should create an inventory of all such equipment, keeping a record of inspection dates and a copy of the inspection report. If the report specifies any action required this should be implemented without delay. This **inspection will not include servicing** of the item.

## 18 General lifting equipment - servicing

As well as the insurers inspection, servicing requirements will have been specified by the equipment manufacturer. Owing to the wide variation in equipment used in schools/centres (eg fixed and mobile bed hoists, stair lifts, lifting gear used re motor studies) managers must refer to the specific equipment handbook provided with the device for advice. The specific servicing arrangements detailed in the handbook should be copied and attached to this document for reference together with evidence of servicing arrangements.

## 19 Passenger Lifts

Passenger lifts need to have 6-monthly insurer's inspection (F54 Certificate), a monthly planned maintenance inspection and SAFed Inspections at annual, 5 yearly and 10 yearly intervals.

(Ref.: Health & Safety at Work Act 1974)

(The Electricity at Work Regulations 1989)

(Provision and use of Work Equipment Regulations 1998 (lifts))

(Lift Regulations 1997)

(Lifting Operations and Lifting Equipment Regulations 1998)

- |      |   |  |
|------|---|--|
| 19.1 | Are monthly visits by a lift contractor undertaken?                                 | <b>Yes/No</b>  |
| 19.2 | Name of Contractor _____  |  |
| 19.3 | Date of most recent 6-monthly insurance visit:                                      | ___/___/___  |
| 19.4 | Date of most recent SAFed Inspection:   | LG1 ___/___/___<br>LG5 ___/___/___<br>LG10 ___/___/___ |
| 19.5 | Do the stop switches meet BS requirements?  | <b>Yes/No</b>  |
| 19.6 | Is the access to motor room safe?   | <b>Yes/No</b>  |
| 19.7 | Is motor room access door lockable and safe?  | <b>Yes/No</b>  |
| 19.8 | Does the rooftop control meet BS requirements?                                      | <b>Yes/No</b>  |
| 19.9 | Is the pit area cleaned annually by a specialist contractor and free from flooding? | <b>Yes/No</b>  |

19.10 Is the lift free from corrosion? **Yes/No**19.11 Are the Statutory Notices displayed? **Yes/No****20 Non Passenger Carrying lifts**

Non passenger lifts need to have a quarterly planned maintenance inspection, an annual insurers inspection (F54 certificate) plus SAFed (F54 Certificate).annual, 5 and 10 yearly inspections.

20.1 Are quarterly visits by a lift contractor been carried out? **Yes/No**

20.2 Name of Contractor \_\_\_\_\_

20.3 Date of most recent annual insurance visit: \_\_\_\_/\_\_\_\_/\_\_\_\_

20.4 Date of most recent SAFed Inspection: LG1 \_\_\_\_/\_\_\_\_/\_\_\_\_  
LG5 \_\_\_\_/\_\_\_\_/\_\_\_\_  
LG10 \_\_\_\_/\_\_\_\_/\_\_\_\_20.5 Are the Statutory Notices displayed? **Yes/No**20.6 Is the pit area cleaned annually by a specialist contractor and free from flooding? **Yes/No**20.7 Is the motor room access door lockable and safe? **Yes/No**20.8 Is the lift free from corrosion? **Yes/No****21 Physical Education Equipment**

Indoor fixed PE equipment and larger items of equipment together with outdoor fixed equipment should be inspected and maintained every 12 months. Where community use takes place and usage is particularly heavy, it is recommended that this is done every 6 months. Recognised contractors who are members of a recognised body such as the Sports and Fitness Equipment Association should carry out this work. Current contract arrangements are made by Corporate Procurement.

21.1 Have you an inventory of indoor and outdoor PE equipment? **Yes/No**21.2 Has equipment been checked at the recommended interval? **Yes/No**21.3 Has recommended maintenance and repair work been carried out? **Yes/No**

21.4 Name of tester \_\_\_\_\_

21.5 Name of contractor \_\_\_\_\_

**22 Dust and Fume extraction**

Control of Substances Hazardous to Health Regulations 1999 (COSHH) places an absolute duty on employers to prevent exposure of employees to harmful substances – e.g. chemicals, dusts and fumes. Where Local Exhaust Ventilation or Extraction has been introduced as control measures they must be tested at regular intervals, maintained in an efficient state, in good repair and efficient working order. Likely areas where control measures will have been introduced include science preparation rooms / laboratories and Design & Technology suites.

Tests must be carried out **at least** every 12 months and records kept including any repairs carried out. These records **must** be kept for a period of 5 years.

- 22.1 Are necessary control measures in place?  
If clarification is required contact your Safety Officer. **Yes/No**
- 22.2 Is a regular inspection made of the equipment? **Yes/No**
- 22.3 Is exhaust ventilation plant examined and tested by a competent and qualified person every 12 months?  
more regularly if particularly heavy usage – **frequency** \_\_\_\_\_ **mnths.** **Yes/No**
- 22.4 Name of Contractor \_\_\_\_\_
- 22.5 Has recommended remedial work been completed? **Yes/No**
- 22.6 Certificate completed and retained **Yes/No**

**23 Design & Technology Equipment**

Design and Technology areas will contain many different items of equipment that will require regular servicing, testing and maintenance. Some of these will be covered by arrangements referred to elsewhere in this document such as cookers, washing machines and lathes. Detailed guidance has already been provided to secondary schools by Education Safety Services in the “CLEAPSS Model Risk Assessments for Design & Technology in secondary schools” manual. Schools must refer to this document to ascertain their specific testing, servicing and maintenance routine. CPS does have contract arrangements for the inspection, service and reporting for some D&T equipment.

- 23.1 Have you a schedule of D&T equipment ? **Yes/No**
- 23.2 Has equipment been checked/tested at the recommended interval? **Yes/No**
- 23.3 Has recommended maintenance and repair work been carried out? **Yes/No**
- 23.4 Have appropriate certificates been completed and retained? **Yes/No**
- 23.5 Name of tester \_\_\_\_\_
- 23.6 Name of contractor \_\_\_\_\_

**END OF SECTION 2 PLANT AND EQUIPMENT TESTING CHECKLIST**

**Section 3      Plant and Equipment Safety Checks**
**Record and Action – Financial Year 2007/8**

<b>Item No</b>	<b>Item</b>	<b>Comments</b>	<b>Subsequent Action</b>
1	Gas Boilers		
2	Gas Appliances		
3	Gas Catering		
4	Oil Storage Tanks		
5	Oil-fired Boilers		
6	Legionellosis		
7	Portable Appliances		
8	Portable Catering Appliances		
9	Electrical Wiring		
10	Kitchen Canopy extraction		
11	Electrical Catering Equip. (static)		
12	Residual current Devices		
13	High Voltage Switchboard / Transformer Maintenance		

Health and Safety – Premises and Property  
 Statutory and other Testing of Plant and Equipment

Item No	Item	Comments	Subsequent Action
14	Fire Fighting Equip		
15	Fire Alarms		
16	Emergency Lighting		
17	Lighting Conductors		
18	Lifting equipment		
19	Passenger Lifts		
20	Non-Passenger Lifts		
21	P E Equipment		
22	Dust and Fume extraction		
23	Design & Technology Equipment		

**Further comments**

 Signature of Head Teacher / Head of Centre/ Centre Manager
   
 \_\_\_\_\_

Date \_\_/\_\_/\_\_

## Section 4 Preventative Maintenance.

The following schedule has been prepared to help you plan and implement a cyclical maintenance programme that can help prolong the durability of buildings, plant and equipment, and reduce reactive repairs. This is in addition to the arrangements made by you with regard to Statutory Testing arrangements.

Elements	Maintenance Activity	Frequency	Comments
<b>A. STRUCTURE AND CONSTRUCTIONAL ITEMS</b>			
<b>FLOOR, STAIRS AND LANDINGS</b>	Check and inspect damaged floors or trip hazards	Weekly	Report damage for repair/replacement as required
<b>ROOF COVERINGS</b>	Periodic inspection and ad hoc repairs	Monthly	Inspect pitched and flat roofs from ground level or suitable upper floor window and report defects and/or damage likely to cause failure in weather proofing
	Periodic inspection of gutters, roof outlets, rain pipes etc	6 Monthly	Inspect and remove debris, leaves etc. Clear/clean gullies and report any blockages and/or defects
<b>CEILINGS AND ROOFLIGHTS</b>	Periodic inspection and ad hoc repairs	Monthly	Check and report damage and/or water ingress internally
<b>WINDOWS AND DOORS</b>	Periodic inspection of locks and security, and ad hoc repairs	Weekly	Check operation of opening mechanisms, closers and fittings generally
	Integrity of glazing and vision panels	Daily	Check glazing and protective films for damage. Report damage in glass integrity.

<b>Elements</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Comments</b>
<b>WINDOWS AND DOORS cont'd</b>	Glazing risk assessment	As required	Specialist risk assessment for glass and glazing Ref. Regulation 14, Management of Health and Safety at Work Regulations
<b>EXTERNAL WALLS PARTITIONS &amp; CLADDING</b>	Periodic inspection and ad hoc repairs	Monthly	Inspect wall surfaces externally and internally, check and report defects and/or damage
<b>MISCELLANEOUS STRUCTURES</b>	Periodic inspection and ad hoc repairs.	Monthly	Inspection of miscellaneous structures, check and report defects and/or damage. Any voids under temporary buildings should be securely boarded over to prevent waste and combustible materials accumulating beneath.
<b>B. DECORATIONS</b>			
<b>INTERNAL AND EXTERNAL DECORATIONS</b>	Periodic inspection	Annually	Inspect internal and external finishes, including tiling, masonry and paintwork and report major defects and/or serious damage.

Elements	Maintenance Activity	Frequency	Comments
<b>C. WATER AND DRAINAGE SURFACE</b>			
<b>WATER SUPPLY SYSTEMS</b>	Periodic inspection and ad hoc repair of cold water supply and distribution pipe work including tanks.	Annually	Check pipe work for leaks and stop valves for correct operation. Monitor water consumption to assist in identifying 'hidden' leaks.
	Periodic inspection and repair/replacement of sanitary fittings, taps, wastes, traps and fittings	Monthly	Inspect pipe work and sanitary ware for leaks. Report defects and/or damage
	Check fire hydrants for correct operation	Annually	
<b>D. MECHANICAL SERVICES</b>			
<b>HEATING INSTALLATION</b>	Periodic inspection of pipes, valves, insulation and general surfaces both within boiler house and premises	Monthly	Inspect boiler house surfaces, check and report defects and/or damage
	Ensure flammable items (eg paper, flammable liquid, general waste, wooden furniture) are not stored within boiler house or allowed to accumulate outside (ie against the doorway)	Weekly	
	Cleaning and servicing of boiler flues and chimneys	Annually	Specialist to check operation, clean and repair prior to heating season each year

<b>Elements</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Comments</b>
<b>AIR CONDITIONING AND VENTILATION</b>	Service and clean plant, equipment and duct work	Annually	Service plant and equipment in accordance with manufacturers instructions and report defects and/or damage
<b>OIL AND GAS FIRED HEATERS</b>	Visual inspection for correct operation of burners	Weekly	Report defects and/or damage
<b>SEWERAGE PUMPS AND CHAMBERS</b>	Service foul water pumps storage vessels etc and periodically de-sludge	As required	Service equipment in accordance with manufacturer's recommendations
<b>OIL SUPPLY TANK &amp; PIPES</b>	Periodic inspection and test	Annually	Service contract to check operation, valves and leaks
<b>SWIMMING POOLS</b>	Test pH level of water and chemically treat water	Daily	Check water content and carry out daily maintenance
	Periodic inspection and check/adjust heating plant filtration and associated pipe work	Weekly	Carry out normal maintenance including backwashing of pool filters and plant
	Service Plant and equipment	6 Monthly	Carry out two major services in autumn and summer each year
<b>FIRE FIGHTING EQUIPMENT</b>	Check condition of fire blankets, extinguishers, fixed hoses and valves	Weekly	Periodic inspection of tamper proof seals and check equipment in good order

<b>Elements</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Comments</b>
<b>E. ELECTRICAL SERVICES</b>			
<b>SWITCHGEAR DISTRIBUTION AND FIXED WIRING</b>	Visual check for damage	Daily Weekly	Ensure flammable items (e.g. paper, flammable liquid, general waste, wooden furniture) are not stored within the switchgear room or allowed to accumulate outside (i.e. against the doorway)
<b>LIFT INSTALLATIONS</b>	Check lighting and alarm for correct operation	Daily	
<b>FIRE ALARMS</b>	Audible fire alarm test	Weekly	
<b>SECURITY SYSTEM</b>	Periodic inspection and testing of security system	6 Monthly	Undertake testing and maintenance of security system including detectors cameras, panel etc. in accordance with installers specification.
<b>F. FURNITURE, FIXTURES AND FITTINGS</b>			
<b>PEST CONTROL</b>	Periodic inspection and eradication of vermin	As required	Check for signs of pest/vermin infestation and request specialist attendance or service contract

Elements	Maintenance Activity	Frequency	Comments
<b>G. EXTERNAL WORKS/BSS HOUSE</b>			
<b>WASTE BINS</b>	External waste bins should be located in secure compounds approx. 8m away from building. If wheelie bins are used they should be secured using chains and padlocks	Monthly	Check that compound secure/ bin chained and padlocked
<b>PLAYGROUNDS, CAR PARKS ROADS AND FOOTPATHS</b>	General inspection, maintenance and surface treatment	As required	Maintain hard surfaces and walkway in safe condition and request ad hoc repairs as necessary
<b>PLAYGROUNDS, CAR PARKS ROADS AND FOOTPATHS contd.</b>	Inspect kerbs, channels, verges, line marking etc. and ad hoc repairs	As required	Generally maintain perimeters of hard surfaces, clean channels and maintain line markings as required
<b>GROUNDS (GENERAL)</b>	Normal ground maintenance	Weekly	Ground maintenance for grass cutting, planting and flower bed maintenance etc to suit
<b>FENCES BOUNDARY WALLS AND GATES</b>	Periodic inspection and ad hoc repairs	As required	Check gates for correct operation, inspect and maintain boundary walls, fences etc in safe condition and request ad hoc repairs as required
<b>BSS HOUSING</b>	Normal checks as set out above, plus checks for dampness, rot, infestation and habitable condition	Annually	Report defects or damage likely to affect habitable condition

<b>Elements</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Comments</b>
<b>OUTBUILDINGS</b>	Inspection and ad hoc repairs to all outbuildings, stores, temporary buildings, sheds etc.	Annually	Check and report defects and/or damage likely to lead to failure in weather tightness and/or structural stability

### **HOT WORK PERMIT SCHEME**

Many serious fires occur whilst contractors who may be unfamiliar with the premises and the inherent hazards within them undertake repairs, maintenance, refurbishment or alterations to buildings and plant. Fires can originate from the use by contractors of equipment producing heat and sparks, or having naked flames such as blow lamps, bitumen boilers, cutting, grinding, brazing, soldering and welding equipment. Fire hazards arising from these activities can be effectively controlled by the operation of a properly supervised Hot Work Permit scheme. Under the scheme, contractors cannot commence any hot work until they have obtained a permit from the Fire/Safety officer or other member of management responsible for fire safety. Copies of a Hot Work Permit and other guidance are available on the Safety Services web site on BGfL [www.bgfl.org/safety](http://www.bgfl.org/safety).

If you appoint a consultant to undertake works for you that involve this sort of risk, you should ensure that a Hot Work Permit Scheme is being applied, particularly where emergency work takes place.

END OF DOCUMENT