

Health and Safety – Premises and Property

Statutory and other testing of Plant and Equipment

Your Legal Duties

As a result of financial delegation and the scheme of Fair Funding, significant elements of the property budget have now been delegated to schools. You therefore now also have responsibility for significant elements of building maintenance.

One of these responsibilities is that you must arrange for the testing, at the appropriate frequency, of various items of plant and equipment. **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.** Failure to perform these tasks may also invalidate your school insurance cover.

The following 3-part document (**summary list, checklist and record / action form**) 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 Education Safety Services and the Urban Design Department and will be updated and issued to you as part of our partnership agenda via the **Education Asset Management web site**.

The plant and equipment provision in schools will vary and, whilst every effort has been made to ensure that the information is comprehensive, there may be omissions. You must establish that all existing plant or equipment is included in your testing arrangements. Please contact us immediately if you consider that items have been omitted or if the guidance is not sufficiently comprehensive. This will ensure that all schools have up-to-date information and guidance.

We would welcome your comments and observations on this document. Send them to Education Asset Management, Strategic Support and Direct Services, Council House Extension, Margaret Street, Birmingham B3 3BU or e-mail to edassetmgt@birmingham.gov.uk

Health and Safety – Premises and Property

Statutory and other testing of Plant and Equipment

1 Summary List:

Gas Boilers ₁	annual service
Oil-fired boilers ₁	6 monthly service
Gas Appliances ₄	annual gas safety check
Electrical Appliance Testing ₃ (Portable and Fixed)	annual test
Legionollosis _{1,4}	daily, weekly, quarterly, six monthly and annual tests
Gas Catering Equipment ₂	annual service
Portable Catering Appliance testing ₂	annual test
Electrical Catering Equipment (Static) ₂	annual test
Portable Fire Fighting Equipment ₃	annual service
Fixed Electrical Wiring Installation ₁	5 year test
RCD/RCBO(Residual Current Devices)	quarterly test
Fire Alarms ₁	weekly, quarterly and annual tests
Emergency Lighting ₁	6 monthly & annual tests
Lightning Conductor ₁	annual test
Passenger Lifts ₁	monthly checks, annual, 5 and 10 year tests
Non Passenger Carrying Lifts ₁	quarterly checks, annual, 5 and 10 year tests
Dust and Fume Extraction ₄	regular tests plus examination and testing at least every 12 months
Physical Education Equipment ₃	annual test
Design & Technology Equipment ₃	regular examination and tests

1testing will be carried out as part of any 3-star service arrangement with Urban Design Department you have entered into.

2testing / 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.

3testing / servicing may be arranged via Corporate Procurement Services (CPS). A schedule of current contracts is listed below.

4testing / servicing may be arranged via Urban Design Department

CURRENT CPS CONTRACTS

(This will vary from time to time; details should be confirmed either with the named individual or by reference to the current CPS catalogue)

**Portable Electrical Appliance Testing
Ann Marie Rochford – 0121 303 0029
CSO Contract Reference Number R690**

**Portable Catering Appliance testing
Ann Marie Rochford – 0121 303 0029
CSO Contract Reference Number R637**

**Portable Fire Fighting Equipment
Sharon O'Reilly – 0121 303 0006**

**Physical Education Equipment
Ann Marie Rochford – 0121 303 0029
CSO Contract Reference Number R041**

**Inspection Service and Report of CDT Equipment.
Ann Marie Rochford – 0121 303 0029
CSO Contract Reference Number R976**

**Audio Visual Maintenance
Charlie Short – 0121 303 0021
CSO Contract Reference Number R001**

**Rental and Maintenance of Warm Air Hand Dryers
Ian Rossiter – 0121 303 0032
CSO Contract Reference Number R654**

**Contract for the Provision of Hire and Service of Sanitary Disposal Units and Clinical Waste Disposal Units
Ann Marie Rochford – 0121 303 0029
CSO Contract Reference Number M2166**

Health and Safety – Premises and Property

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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 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). 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.

Clarification of the Health and Safety requirements can be obtained from Education Safety Officers (Rob Whiskens – Central, David Steel – South and John Gavin – North).

If you need further advice on the arrangements for tests undertaken on your behalf by Urban Design Department (UDD), you should contact your school surveyor or Engineer (for each of the tests carried out by UDD, 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 UDD 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.

Health and Safety – Premises and Property

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Plant and Equipment Testing Checklist

Academic Year 2002/3

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 displayed? **Yes/No**

General observations - Boiler plant room:

2. 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.

2.1 Has service been carried out? **Yes/No**

2.2 Date of service: / /

2.3 Name of Contractor: _____

2.4 Contractor CORGI registration no.: _____

2.5 Certificate completed and displayed? **Yes/No**

General observations - Boiler plant room:

3 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)

3.1 Have appliances been checked, dated and labelled. An alternative to labelling is to enter this information into a logbook? **Yes/No**

3.2 Date of checks: / /

3.3 Name of Contractor _____

3.4 Contractor CORGI registration no: _____

3.5 Certificate completed and displayed? **Yes/No**

4 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.

4.1 Have appliances been checked and labelled/dated **Yes/No**

4.2 Name of Contractor/trained tester _____

5 Legionollosis - Control of legionella bacteria in water systems

Tests on hot water and cold water services including appropriate air conditioning plant, shower heads and little used outlets 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.

The management of Health and Safety at Work Regulations require the employer to identify where legionella can arise through a risk assessment process. Where necessary general monitoring should be undertaken as part of the risk control strategies.

The following items are not exhaustive i.e. the Code of practice may need to be consulted in respect of other specialist features.

- | | | | |
|------|--|-------|---------------|
| 5.1 | Name of Contractor | _____ | |
| 5.2 | Has system been Disinfected (annual check) | | Yes/No |
| 5.3 | Have samples been taken from hot water calorifiers (annual check) | | Yes/No |
| 5.4 | Have temperatures been checked in flow and returns at calorifiers. (monthly check). | | Yes/No |
| 5.5 | Has the water temperature been checked at the sentinel tap to ensure that it has reached 50 C for a period of one minute. (monthly check) | | Yes/No |
| 5.6 | Have the internal surfaces of calorifiers been checked for scale and sludge, also representative taps on a rotational basis in respect of temperature. (annual check) | | Yes/No |
| 5.7 | In respect of cold water services have the temperatures been checked within the tank. (six monthly intervals) | | Yes/No |
| 5.8 | Has the temperature at the sentinel taps been checked to ensure that it is below 20 C after running for two minutes (monthly check) | | Yes/No |
| 5.9 | Have cold water storage tanks been visually checked and repairs undertaken as appropriate. In addition have representative taps on a rotational basis been checked in respect of temperature. (annual check) | | Yes/No |
| 5.10 | Have shower heads been dismantled, cleaned and descaled together with hoses. (quarterly check) | | Yes/No |
| 5.11 | Have little used outlets been flushed through and purged to drain, or purged to drain immediately before use, without release of aerosols. (weekly check) | | Yes/No |
| 5.12 | Have spa baths been checked in respect of the following | | |
| | • Check filters daily | | Yes/No |
| | • Sand filters backwashed daily | | Yes/No |
| | • Check water treatment three times daily | | Yes/No |
| | • Clean and disinfect entire system weekly | | Yes/No |
| 5.13 | Have indoor fountains and water features been cleaned | | |

and disinfected including all wetted areas.
(interval depending on condition)

Yes/No

6 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)

6.1 Have appliances been serviced? **Yes/No**

6.2 Date of service: / /

6.3 Name of Contractor _____

6.4 Contractor's CORGI Registration No. _____

6.5 Certificate completed and displayed **Yes/No**

General observations

7 Electrical Catering Equipment (static) - Annual Test

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

7.1 Have appliances been serviced? **Yes/No**

7.2 Date of service: / /

7.3 Name of Contractor _____

General observations

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 Portable Fire Fighting Equipment - Annual Service

All portable fire fighting equipment has to be checked on an annual basis (including extinguishers, fire blankets and hoses) Ref.: Fire Precautions (Workplace) Regulations 1997. (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.)

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

9.2 Date of Service: / /

9.3 Name of Contractor _____

9.4 Certificate completed and displayed **Yes/No**

10 Fixed Electrical Wiring Installation Test - 5 year

Fixed Electrical Wiring has to be carried out on a five yearly basis ref.: The Electricity at Work Regulations 1989 IEE Wiring Regulations - Current Edition

10.1 Date of most recent test: / /

10.2 Are the readings satisfactory? **Yes/No**

10.3 Certificate completed and displayed? **Yes/No**

10.4 Has recommended remedial work been completed? **Yes/No**

10.5 Name of Contractor _____

10.6 Contractor NICEIC/ECA Registration No: _____

11 RCD/RCBO (Residual Current Devices)

- 11.1 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**

12 Fire Alarms – Weekly/Quarterly/Annually/

Fire Alarms tests need to be carried out weekly, 3 monthly and annually. (Ref.: Fire Precaution (Workplace) Regulations 1997).

Audible fire alarms tests should be carried out on a weekly basis normally by the premises manager, 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 should comprise testing all devices, smoke and heat detectors, call points and sounders.

- 12.1 Are the weekly fire alarms audible / audibility tests carried out? **Yes/No**
- 12.2 Dates of the most recent tests: 3 monthly / /
Annual / /
- 12.3 Has recommended remedial work been completed? **Yes/No**
- 12.4 Are the fire escape routes kept free from obstructions? **Yes/No**
- 12.5 Certificate completed and displayed? **Yes/No**
- 12.6 Name of Contractor _____

13 Emergency Lighting - 6 Monthly and Annual Tests

Emergency Lighting, where applicable, needs to be tested on a 6 monthly and annual basis. (Ref.: Fire Precaution (Workplace) Regulations 1997).

- 13.1 Dates of most recent tests:
6 monthly / /
Annual / /
- 13.2 Has recommended remedial work been completed **Yes/No**
- 13.3 Certificate completed and displayed? **Yes/No**

13.4 Name of Contractor _____

14 Lightning Conductors - Annual Test

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

14.1 Date of test: _____

14.2 Has recommended remedial work been completed? **Yes/No**

14.3 Certificate completed and displayed **Yes/No**

14.4 Name of Contractor _____

15 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)

(Lift Operations and Lifting Equipment Regulations 1998)

15.1 Are monthly visits by a lift contractor been carried out? **Yes/No**

15.2 Name of Contractor _____

15.3 Date of most recent 6-monthly insurance visit: LG1 _____
LG5 _____
LG10 _____

15.4 Date of most recent SAFed Inspection: _____

15.5 Do the stop switches meet BS requirements? **Yes/No**

15.6 Is the access to motor room safe? **Yes/No**

15.7 Is motor room access door lockable and safe? **Yes/No**

15.8 Does the rooftop control meet BS requirements? **Yes/No**

15.9 Is the pit area cleaned annually by a specialist contractor and free from flooding? **Yes/No**

- 15.10 Is the lift free from corrosion? **Yes/No**
- 15.11 Are the Statutory Notices displayed? **Yes/No**

16 Non Passenger Carrying lifts

Non passenger lifts need to have a 6-monthly insurers inspection (F54 Certificate), a quarterly planned maintenance inspection a 5 and 10 yearly safety gear test.

- 16.1 Are quarterly visits by a lift contractor been carried out? **Yes/No**
- 16.2 Name of Contractor _____
- 16.3 Date of most recent annual insurance visit: LG1 ___/___/___
 LG5 ___/___/___
 LG10 ___/___/___
- 16.4 Date of most recent SAFed Inspection: ___/___/___
- 16.5 Are the Statutory Notices displayed **Yes/No**
- 16.6 Is the pit area cleaned annually by a specialist contractor and free from flooding? **Yes/No**
- 16.7 Is the motor room access door lockable and safe? **Yes/No**
- 16.8 Is the lift free from corrosion? **Yes/No**

17 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.

- 17.1 Are necessary control measures in place? If clarification is required contact your Education Safety Officer. **Yes/No**
- 17.2 Is a regular inspection made of the equipment? **Yes/No**
- 17.3 Is exhaust ventilation plant examined and tested by a competent and qualified person every 12 months? **Yes/No**
 more regularly if particularly heavy usage – **frequency** _____ **mths.**

- 17.4 Name of Contractor _____
- 17.5 Has recommended remedial work been completed **Yes/No**
- 17.6 Certificate completed and displayed **Yes/No**

18 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 City Supplies Organisation.

- 18.1 Have you a schedule of indoor and outdoor PE equipment **Yes/No**
- 18.2 Has equipment been checked at the recommended interval **Yes/No**
- 18.3 Has recommended maintenance and repair work been carried out **Yes/No**
- 18.4 Name of tester _____
- 18.5 Name of contractor _____

19 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. CSO does have contract arrangements for the inspection, service and reporting for some D&T equipment.

- 19.1 Have you a schedule of D&T equipment **Yes/No**
- 19.2 Have you completed appropriate risk assessments **Yes/No**
- 19.3 Has equipment been checked/tested at the recommended interval **Yes/No**
- 19.4 Has recommended maintenance and repair work been carried out **Yes/No**
- 19.5 Have appropriate certificates been completed and displayed **Yes/No**
- 19.6 Name of tester _____
- 19.7 Name of contractor _____

End of plant and equipment testing checklist

Health and Safety – Premises and Property

Statutory and other testing of Plant and Equipment

Plant and Equipment Safety Checks

Record and Action - Academic Year 2002/3

Item No	Item	Comments	Subsequent Action
1	Gas Boilers		
2	Oil-fired Boilers		
3	Gas Appliances		
4	Portable Appliances		
5	Legion-ollosis		
6	Gas Catering		
7	Portable Catering Appliances		
8	Electrical Catering Equip. (static)		
9	Fire Fighting Equip.		
10	Residual current devices		

11	Electrical Wiring		
12	Fire Alarms		
Item No	Item	Comments	Subsequent Action
13	Emergency Lighting		
14	Lighting Conductors		
15	Passenger Lifts		
16	Non-Passenger Lifts		
17	Dust and Fume extraction		
18	P E Equipment		
19	Design & Technology Equipment		

Further comments

Signature of Head Teacher

____/____/____
Date