

Chapter 20

Statutory inspections

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Version

The table below shows the history of the document and the changes that were made at each version.

Version	Date	Summary of changes
1.0	27 June 2012	Initial Issue
1.2	8 th August 2013	Review

1. Introduction

- 1.1 Certain plant within schools and settings requires periodic checking or examination. This Chapter details specific plant and the statutory testing required.
- 1.2 The Hackney Property and Capital Development Team monitor this and require schools and settings to update them annually by the return of the Plant and Equipment Testing & compliance form.
- 1.3 Whilst much of the testing requires a competent person to perform the tests school Premises Managers, following relevant training, may carry out some of the tests.

2. Electrical Systems

2.1 Introduction

- 2.1.1 The Electricity at Work Regulations 1989 require that “as may be necessary to prevent danger, all systems shall be maintained so as to prevent so far as is reasonably practicable, such danger”. Compliance with this requirement means electrical systems have to be inspected/ tested. The following indicates the required testing/inspection.



2.2 Fixed Installations

- 2.2.1 5 yearly inspection and test of fixed installations (including fixed wiring and specialist testing of control panels for heating systems and building maintenance systems).
- 2.2.2 Annual testing of swimming pool electrical installations.
- 2.2.3 For the above testing the “Inspection Company” must issue an inspection report for electrical installations stating the installation complies with BS7671. This must be signed by a competent person, i.e. ECA or NICEIC approved.

2.3 Portable appliances

2.3.1 All portable electrical appliance should be checked for damage before use, this must be completed by the person using it. Depending on the type of appliance this is supplemented by a formal visual inspection and testing.

2.3.2 The Health and Safety Executive suggest the regime in the table below.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated  (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated  (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months–1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months–1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months–4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to

- 2.3.3. Where the equipment is used in a harsher environment the testing/inspections should be carried out more frequently.

2.4 High voltage switch gear and transformers

- 2.4.1 Annual testing and servicing is required.

2.5 Lightning Protection Systems

- 2.5.1 Annual inspections/testing to meet required standards in BS EN 62305:2008.

3. Fire and security systems

3.1 Fire Alarms/Detectors

- 3.1.1 Annual check by a specialist contractor to BS 5839:2002 incorporating A2:2008.
- 3.1.2 Termly check by person who knows how system operates (normally Premises Manager) following instruction manual.
- 3.1.3 Weekly testing from a different actuation point (normally by Premises Manager).
- 3.1.4 Self-contained (stand-alone) smoke alarms require annual clean and battery change (This includes any smoke detectors installed to automatically close fire doors).
- 3.1.5 All tests should be recorded in the Fire Log book.

3.2 Fire Extinguishers

- 3.2.1 Monthly routine inspection, to check it has not been discharged and is operational (in-house, normally by Premises Manager).
- 3.2.2 Annual inspection/maintenance by competent person (normally independent contractor) to BS EN-8:2006.
- 3.2.3 All tests should be recorded in the Fire Log book.

3.3 Emergency Lighting

- 3.3.1 Weekly inspection to check system condition. Normally by Premises Manager e.g. to check indicator lights.
- 3.3.2 6 monthly check for self-contained luminaires with sealed batteries.
- 3.3.3 Annual simulated total system failure (normally by competent person).
- 3.3.4 All tests should be recorded in the Fire Log book.

3.4 Intruder Alarms/CCTV

- 3.4.1 Although not strictly required by legislation the following are recommended as good practice.
- 3.4.2 Mains operated hard wired intruder alarms: 12 month service intervals.
- 3.4.3 Alarm systems with remote signalling: 6 month service intervals.
- 3.4.4 CCTV systems should be maintained periodically in accordance with schedule supplied by the system designer/supplier.

4. Gas Appliances (including LPG)/Gas Pipe work etc.

4.1 Staff (e.g. Premises Manager) houses

- 4.1.1 It is a legal requirement to carry out an annual check on each gas appliance/ flue. (These responsibilities cannot be delegated to the tenants, only the tenants own equipment is excluded).

4.2 Gas pipe work

- 4.2.1 Annual testing required. Details of the test and test reports must be kept for at least 2 years.

4.3 Food technology gas appliances

- 4.3.1 Annual inspections required.

4.4 Design and technology workshops

4.4.1 Annual checks recommended.

4.5 School catering appliances

4.5.1 Annual inspections required.

4.6 Boilers

4.6.1 Annual inspection and service required.

4.7 General

4.7.1 All contractors used in connection with Gas must be GAS SAFE registered.

4.7.2 Records must be kept and retained for at least 2 years. A copy of the service report signed by the servicing engineer and the engineer's registration certificate number should be obtained. It is recommended that the test results are retained in a single Log book and held with other safety reports.

5. Heating systems

5.1 Gas fired boilers

5.1.1 Annual inspection and service required.

5.2 Oil-fired boilers

5.2.1 Annual inspection and service required.

5.3 Oil storage tanks

5.3.1 Oil storage tanks with a total capacity exceeding 200 litres must be banded. Both the bund and tank should be annually inspected and tested for integrity by a competent contractor.

6. Water Systems

6.1 Sealed hot water/heating systems

- 6.1.1 The Pressure Systems Safety Regulations 2000 require that all pressure vessels (where they exceed 250 bar/litres) are thoroughly examined by a competent person to a written scheme of examination. The scheme of examination will indicate the nature and frequency of the examination.

6.2 All hot water systems

- 6.2.1 All hot water systems should be annually inspected, de-scaled and if necessary annually pasteurised or disinfected (Normally carried out by an external contractor).
- 6.2.2 All possible steps must be taken to minimise the risk of legionnaires disease. Temperatures at sentinel taps and boiler flow and return temperatures should be regularly taken and shower heads inspected and cleaned periodically. (These checks should be performed by the Premises Manager who should receive specific training).

6.3 Cold Water Systems

- 6.3.1 Any system, tank or vessel used as a potable supply must comply with the water regulations, be well covered, kept clean, tested, inspected annually, and if necessary disinfected every three years.
- 6.3.2 In order to minimise the risk from legionnaires disease regular checks of cold water supplied to taps should be undertaken (as in 6.2.2 above). The inspection may indicate need to remove sludge, scale and other debris as well as chlorination and painting of internal tank surfaces.

6.4 Water softeners

- 6.4.1 It is recommended these are serviced annually.

7. Local exhaust ventilation (LEV)

7.1 Extract Fans and Air Conditioning Units in general ventilation systems

- 7.1.1 Ductwork associated with ventilation systems must be inspected and cleaned every 3 years by specialist contractor.
- 7.1.2 Air handling units must be serviced at least once a year by specialist contractor.
- 7.1.3 All filters must be changed in accordance with the manufacturer's recommendations (or on basis of risk assessment) by specialist contractor.
- 7.1.4 General ventilation fans must be maintained in efficient working order. Fans in toilets and general classrooms should be checked annually to ensure they are operating correctly and for cleanliness of ductwork. (Normally carried out by Premises Manager).

7.2 LEV in design and technology and science laboratories

- 7.2.1 Extraction fans installed to dilute hazardous substances (i.e. to meet COSHH requirements e.g. in science prep rooms, chemical stores) and in other critical areas (e.g. dark rooms) require annual check and ductwork cleaning. However, there should also be frequent (e.g. daily/weekly) checks by local staff that the fan is operating.
- 7.2.2 In the specific case of fume cupboards daily checks should be carried out by a responsible person (for example the Lab Technician) and a 14 monthly examination and test should be carried out by a competent contractor. Results must be kept for 5 years.

7.3 Kitchen range hood fans

- 7.3.1 An annual service and maintenance including a deep clean of all associated ductwork is required. Filters must be cleaned weekly/fortnightly by local catering or cleaning staff.

8. Lifts and lifting equipment

8.1 Passenger carrying lifts

- 8.1.1 Passenger carrying lifts must be thoroughly examined and tested every 6 months (to comply with the Lifting Operations and Lifting Equipment Regulations 1998). They should also be serviced every 6 months although this could be carried out at the same time as the thorough examination.

8.2 Lifting appliances

- 8.2.1 For example hoists for lifting persons require 6 monthly inspections (unless less frequent inspections identified in risk assessment).

8.3 Non-passenger carrying lifts

- 8.3.1 Non-passenger carrying lifts must be thoroughly examined and tested every 12 months (to comply with the Lifting Operations and Lifting Equipment Regulations 1998). They should also be serviced every 12 months although this could be carried out at the same time as the thorough examination.

9. Physical education equipment

9.1 Indoor fixed equipment

- 9.1.1 In order to comply with the Safe Practice in Physical Education 2004 (general guidance) (formerly BAALPE), indoor fixed PE equipment and larger items of equipment together 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 should carry out this work.

9.2 Outdoor fixed equipment

- 9.2.1 In order to comply with British Standard: BSEN116-7:1998 outdoor fixed PE equipment and larger items of 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 should carry out this work.

10. Annex A – Plant and Equipment testing

Your legal duties - Plant and equipment testing

With reference to the scheme of Fair Funding, Schools have the delegated responsibility for all those elements of building maintenance covered by statute. The school is responsible for the listed servicing and testing of elements which should be undertaken at the appropriate time, frequency and by a competent person. In some instances the Premises Manager, having been correctly trained, will be deemed competent and thus able to carry out testing but, where not qualified, a competent person from an organisation recognised by an appropriate industry standard body must carry out the testing.

It is important for schools to carry out testing and servicing as recommended so as to fulfil their statutory duty of creating a safe and healthy environment for pupils, staff and visitors. Please note that Plant and equipment testing in schools will vary and whilst every effort has been made to ensure that the information is comprehensive, there may be omissions. If there is anything missing from the list, please contact us. It is important to have a certificate for each section which can be referred to when required.

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Kitchen Appliances	Annual gas safety check	6-7
Electrical Testing:		8-9
<ul style="list-style-type: none"> • Portable Electrical Appliance Testing • Fixed Electrical Appliance Testing (including catering Equipment). • Fixed Wiring Installation. 	Annual test 5 yearly 5 yearly	
Water Safety and Quality - Legionellosis	Risk assessments leading to daily, weekly, quarterly, six monthly and / or annual tests are required.	10-11
Local exhaust Ventilation	Recommended minimum annual servicing and testing	12
Extract filters, fans and motors (to include dust and fume extraction)	Filters- weekly (could be carried out by cleaning contractor) mechanical fans and motors - annually	12
Fire Safety		13-14
<ul style="list-style-type: none"> • Fire safety risk assessment • Portable fire fighting Equipment • Fire alarms • Emergency Lighting 	Annual or when any change occurs Annual service Weekly/six monthly/annually Monthly/six monthly /annually	
Lightning Conductors	Annual test	15
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<ul style="list-style-type: none"> • Indoor Fixed PE Equipment • Outdoor Fixed PE Equipment 	Annual test Annual test	
Design & Technology and Science Equipment	Regular examination and tests	19
High Voltage Switched Gear/Transformer	Annual Test/Service	20
Appendix 1:Plant and Equipment Safety Checks Record and Action		

1. Gas boilers – annual service

Reference: Gas Safety (Installation & Use) Regulations 1998.

Gas Boilers should be maintained and to a safe condition to prevent risk of injury or ill health. Gas Boilers require an annual safety check and service by a GAS SAFE registered contractor

Name of Contractor

Number of Boilers on Premises

Service details of boiler(s)

Location of Boiler	Has Annual service been Carried out (Yes/ No)	Date of Service	Have previously identified repairs been carried out (Yes/No/N-A). If No, please comment

- Contractor GAS SAFE registration no.

General Comments

2. Oil-fired boilers – annual service

Reference: British Standard BS 5410 Part 2 1997

Oil-fired boilers require an annual safety check and service by a person competent in the maintenance of oil-fired boilers and in accordance with the manufacturers' instructions.

Name of Contractor

Number of Oil-fired Boilers on Premises

Service details of Oil-fired boiler(s)

Location of Boiler	Has Annual service been Carried out (Yes/ No)	Date of Service	Has previously identified repairs been carried out (Yes/No/N-A). If No, please add to general comment

- Contractor GAS SAFE registration no.

General Comments

3. Oil storage tanks

References: British Standard BS 5410 Part 2 : 1997
BS 799-5:1987
Control of Pollution (Oil Storage) (England) Regulations 2001

The sites covered by the regulations include institutional sites such as schools and public sector buildings.

Oil tanks with a total capacity exceeding 200 litres have to be bunded to contain spillage of contents.

- Does the site have oil storage facilities? Yes
No
- Is the tank bunded where >200 litres capacity? Yes
No
- Name of contractor:
- Name of tester:
- Has the installation been tested? Yes
No
- Date of most recent test:
- Name of approved OFTEC contractor?
- Certificate completed and displayed? Yes
No

General observations – oil storage tanks and bund walls

4. Gas appliances – annual gas safety check (excluding school meals kitchen appliances)

Reference: Gas Safety (Installation & Use) Regulations 1998

All gas appliances, flues and installation pipework are required to be maintained in a safe condition. This should be carried out by a GAS SAFE registered contractor and normally involves a safety check as part of the annual service according to manufactures recommendations.

Name of Contractor

Please note that you can attach sheet with service information if space provided is not sufficient.

Type of Gas appliance	Location	Number of appliances	Have appliances been checked, dated and labelled (Yes/No/N-a)	Has previously identified repairs been carried out (Yes/No). please add to general comment	Date of checks
Domestic Hobs					
Domestic Cooker					
Bunsen Burner					

- Contractor GAS SAFE registration no

General Comment

5. Kitchen Appliances.

Reference: Provision and Use of Work Equipment Regulations 1989.

These Regulations apply to all equipment provided for use and require that it is suitable for the task and maintained and inspected at regular intervals. Planned Preventative Maintenance should be scheduled according to the manufacturer's recommendations and be not less than on an annual basis.

Name of Contractor

Please note that you can attach sheet with service information if space provided is not sufficient.

Kitchen Mechanical/Electrical Appliances

Type of appliance	Number of appliances	Has previously identified repairs been carried out (Yes/No). please add to general comment	Date of checks

Kitchen Gas Appliances

Type of appliance	Number of appliances	Has previously identified repairs been carried out (Yes/No). please add to general comment	Date of checks	Type of appliance

Contractor GAS SAFE registration no

General Comment

6. Electrical testing

References: The Health & Safety at Work etc. Act 1974
The Electricity at Work Regulations
BS 7671:2008 (IEE Wiring Regulations 17th edition)

These regulations require the principal duty holder to:

- ensure that installation, repair and maintenance work is only carried out by competent persons;
- confirm the safety of equipment by arranging periodic inspection and testing and any necessary maintenance work; and
- implement and maintain safety procedures for all electrical equipment in use.

The HSE & NICEIC provide suggested intervals for different types of equipment and this is set out below, though is subject to risk assessment.

6a. Portable electrical Appliance Testing—annual test

It is recommended that all portable appliances be tested on an annual basis and labelled and dated to confirm the test.

- Do you have an up-to-date PAT register? Yes
No
- **Name of Contractor**
- Have appliances been checked and labelled/dated? Yes
No
- Contractor NICEIC Registration No

6b. Fixed electrical appliance testing – Five year test

A fixed electrical appliance has to be carried out on a five yearly basis.

Name of Contractor

- Do you have a fixed Appliance Inventory? Yes
No

- Have appliances been checked and labelled/dated? Yes
No
- Date of most recent test
- Has recommended remedial work been completed or programmed? Yes
No
- Contractor NICEIC Registration No:

6c. Fixed wiring installation

The fixed wiring installation has to be carried out on a five yearly basis.

Name of Contractor

- Has fixed wiring installation been checked and labelled/dated? Yes
No
- Date of most recent test
- Has recommended remedial work been completed or programmed? Yes
No
- Contractor NICEIC Registration No:

7. Legionellosis – water safety and quality

Tests on hot and cold water services including appropriate air-conditioning plant, shower heads and little used outlets need to be carried out in accordance with the following regulations:

References: HSC Approved Code of Practice Guidance L8 2000 (The control of legionella bacteria in water systems)
The Management of Health & safety at work Regulations 1999
The Control of Substances Hazardous to Health Regulations 2002

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.

As part of the risk control strategy when premises have been closed for more than one week, it is recommended that prior to opening the water service should be checked by site staff. A method statement should be developed for the process.

The following items are not exhaustive and for other specialist services the Code of Practice should be consulted:

Name of Contractor

- Has system been disinfected? (*annual check*)

Yes
No

Hot water systems

- Have samples been taken from hot water calorifiers? (*annual check*)

Yes
No

- Have temperatures been checked in flow and return at calorifiers?
(*monthly check*)

Yes
No

- Has service been carried out?

Yes
No

- Has the water temperature been checked at the sentinel tap to ensure that it has reached 50C for a period of one minute? (*monthly check*)

Yes
No

- Have the internal surfaces of calorifiers been checked for scale and

Yes

sludge, also representative taps on a rotational basis in respect of temperature? *(annual check)*

No

Cold water systems

- Have the temperatures been checked within the tank? *(six monthly intervals)*

Yes

No

- Has the temperature at the sentinel taps been checked to ensure that it is below 20C after running for two minutes? *(monthly check)*

Yes

No

- Have cold water storage tanks been visually checked and repairs undertaken as appropriate?

Yes

No

Hot and cold systems

- In addition, have representative taps on a rotational basis been checked in respect of temperature *(annual check)*

Yes

No

- Have shower heads been dismantled, cleaned and de-scaled together with hoses? *(quarterly check)*

Yes

No

- 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

- 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

- Have indoor fountains and water features been cleaned and disinfected including all wetted areas? *(interval depending on condition)*

Yes

No

- Have fire hose reels been added to plant list for regular legionella checks?

Yes

No

8. Local exhaust ventilation – 14 monthly

Reference: Control of Substances Hazardous to Health Regulations 2002

A regime of weekly inspections and visual checks should be carried out by a Responsible Person such as a Workshop or Lab Tech. An independent examination and test should be undertaken every 14 months by a competent person.

Name of Contractor

• Has ventilation been serviced?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Date of Service?

Contractor NICEIC registration number

9. Extract filters, fans and motors

Filters, fans and motors require annual services in accordance with manufacturer's guidelines, preferably carried out by a firm or specialist.

Filters should be cleaned on a weekly basis. Fat filters installed within kitchens and associated ductwork must be deep cleaned at least annually.

Name of Contractor

Has equipment been serviced?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Date of Service?

Certificate completed and displayed:

10. Fire safety

References: Regulatory Reform (Fire Safety) Order 2005
Fire safety risk assessment – Educational premises

All education settings must have a fire safety risk assessment carried out as a requirement of the.

10a. Fire safety risk assessment

Name of Contractor

Has a fire risk assessment been carried out?

Yes
No

Date of most recent assessment:

Has recommended remedial work been completed?

Yes
No

10b. Portable fire fighting equipment – annual service

Reference : BS EN3 – 8:2006

All portable fire fighting equipment has to be checked on an annual basis (including extinguishers, fire blankets and hoses)

All portable fire fighting equipment should also be checked and recharged after use.

Name of Contractor

• Has equipment been serviced?

Yes
No

• Date of Service?

Certificate completed and displayed:

10c. Fire alarms—quarterly/annually/5 yearly

Reference : BS 5839-1:2002 incorporating A2:2008

Fire Alarms tests need to be carried out weekly, 6 monthly and annually.
Ref: Fire Precaution Act and your own fire risk assessment.

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. All testing must be logged in the Fire Log Book.

6 monthly and annual tests should comprise testing all devices, smoke and heat detectors, call points and sounders.

Name of Contractor

- Are the weekly fire alarms audible tests carried out?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Dates of the most recent tests:

6 monthly

Annual

- Has recommended remedial work been completed?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Are the fire escape routes kept free from obstructions?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Certificate completed and displayed?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Contractor NICEIC Registration No:

10d. Emergency lighting – monthly/six monthly/annual tests

Reference: BS 5266-1:2005

Emergency lighting must be tested monthly, six monthly and annually (for self contained units). Please note that monthly tests can be carried out In-house. 6 monthly and annual tests are to be carried out by registered contractors. All testing must be logged in the Fire Log Book.

Name of Contractor

- Are the monthly lighting tests carried out?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Dates of the most recent tests:

6 monthly

Annual

- Has any recommended remedial work been completed?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

- Contractor NICEIC Registration No:

11. Lightning conductors – annual test

Reference : BS EN 62305:2008

Lightning conductors need to be checked annually.

Is a Lighting Conductor Installed?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Name of Contractor

Date of test:

Has recommended remedial work been completed?

Yes	<input type="checkbox"/>
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No

12. Passenger lifts and stair lifts and Lift Equipment – 6 monthly Service.

References: HSE IND(G)339
BS 5655-10 : 1986
Lifting Operations and Lifting Equipment regulations 1998

Passenger lifts need to have a thorough examination on a 6 monthly basis. This examination will also highlight any testing required. An annual insurer's inspection will also be carried out.

Name of Contractor

- Are monthly visits by a lift contractor been carried out? Yes
No
- Date of most recent annual insurance visit:
- Date of most recent safety gear test:
- Is the access to motor room safe? Yes
No
- Is motor room access door lockable? Yes
No
- Are the Statutory Notices displayed? Yes
No

13. Non passenger carrying lifts

References: HSE IND(G)339
BS 5655-10 : 1986
Lifting Operations and Lifting Equipment regulations 1998

Non-passenger carrying lifts need to have a thorough examination on a 12 monthly basis. This examination will also highlight any testing required. An annual insurer's inspection will also be carried out.

Name of Contractor

Are quarterly visits by a lift contractor been carried out?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

• Date of most recent annual insurance visit:

• Date of most recent 5 year safety gear test:

• Are the Statutory Notices displayed?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

• Is the pit area cleaned annually by a specialist contractor?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

• Is the motor room access door lockable and safe?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

14. Physical education equipment

14a. Indoor Fixed PE equipment

Reference: Safe practice in Physical Education 2004 (general guidance) formerly BAALPE

Indoor fixed PE equipment and larger items of equipment together 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 should carry out this work.

- Name of contractor:

- Have you an inventory of indoor PE/play equipment? Yes
No

- Has equipment been checked at the recommended interval? Yes
No

- Has recommended maintenance and repair work been carried out? Yes
No

14b. Outdoor Fixed PE equipment

Reference: British Standard: BSEN116-7 : 1998

Outdoor fixed PE equipment and larger items of 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 should carry out this work.

Ref:

- Name of contractor:

- Have you an inventory of outdoor PE/Play equipment? Yes
No

- Has equipment been checked at the recommended interval? Yes
No

- Has recommended maintenance and repair work been carried out? Yes
No

15. Design & technology and science equipment

Design & Technology and science areas will contain many different items of equipment that will require regular servicing, testing and maintenance.

- Name of contractor:

- Do you have an inventory list of D&T and science equipment? Yes
No

- Have you completed appropriate risk assessments? Yes
No

- Has equipment been checked/tested at the recommended interval? Yes
No

- Has recommended maintenance and repair work been carried out? Yes
No

- Have appropriate certificates been completed and displayed? Yes
No

16. High voltage switch gear / transformer maintenance

References: The Electricity at Work Regulations 1989
The IEE Wiring Regulations, 17th edition. BS 7671:2008

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

- Does the site have High Voltage Switch Gear/Transformers? Yes
No

- Name of contractor:

- Name of tester:

- Has the installation been tested and maintained in accordance with the Electricity at Work Act 1989? Yes
No

- Date of most recent test/service:

General observations – High Voltage Switch Gear / Transformer Maintenance

Appendix 1

Plant and Equipment Safety Checks

Record and Action

Item No	Item	Comments	Subsequent Action	Certificate
1	Gas Boilers			
2	Oil Fired Boilers			
3	Oil Storage Tank			
4	Gas Appliance			
5	Kitchen Appliances			
6a	Portable Electrical Appliance Testing			
6b	Fixed Electrical Appliance Testing and Wiring Installation.			
6c	Fixed Wire Installation			
7	Water Safety and Quality			
8	Local exhaust ventilation			
9	Extract filters, fans and motors			
10a	Fire Safety Assessment			
10b	Portable Fire Fighting Equipment			
10c	Fire Alarms			
10d	Emergency Lighting			
11	Lightning Conductors			
12	Passenger Lifts, Stair Lift and Lifting Equipment			
13	Non-Passenger Lifts			
14a	Indoor Physical Education Equipment			
14b	Outdoor Physical Education Equipment			
15	Design & Technology and Science Equipment			
16	High Voltage Switch Gear/ Transformer			

Further Comments

_____ Signature of Head Teacher	_____ Date