



# Statutory Inspections

## Health & Safety Management Standard

### Issue 2 (Aug 2020)

#### Introduction

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This document contains corporate standards and guidance on statutory inspections of plant and equipment. It is the responsibility of managers to ensure that the arrangements for statutory inspections are managed in line with this document (and any other guidance referred to herein) in any area under their control.

Changes made to the previous version of this Safety Management Standard may be found in the Version Control Summary at the end of this document.

Statutory inspections may be defined as those inspections and tests required explicitly by legislation to be carried out at given intervals.

This document must be read in conjunction with any additional guidance specific to divisional issues or activities.

**Please note.** This document relates specifically to plant and equipment that requires formal inspections and tests at frequencies specified by particular health & safety legislation (see 'Plant and Equipment Requiring a Statutory Inspection' below).

This document is not intended to address other requirements for inspection and maintenance required under the Provision and Use of Work Equipment Regulations, Electricity at Work Regulations, etc. Those requirements may be found in the Health & Safety Management Standard Maintenance and Inspections which can be found by following the link below:

<https://leicestercitycouncil.sharepoint.com/sites/sec003/SitePages/Maintenance-Inspections.aspx>

#### Managers' Checklist – Statutory Inspections

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The checklist given below identifies key actions involved in ensuring that relevant statutory inspections are completed in accordance with the requirements. Further information on each of these points is contained in this document.

1. Are the types of plant and equipment requiring a statutory inspection known and understood?
2. Is the nature and frequency of those statutory inspections known?
3. Have Risk Management & Insurance Services been notified of plant and equipment requiring a statutory inspection and is there a schedule of inspections in place?

4. Have all statutory inspections not arranged by Risk Management & Insurance Services been organised/completed and is there a schedule of inspections in place?
5. Are copies of all inspection certificates held on site?
6. Are all inspection certificates checked for identified faults and remedial actions taken as necessary?
7. Are there any vehicles fitted with equipment that requires a statutory inspection?

## **Plant and Equipment requiring a Statutory Inspection**

Certain types of plant and equipment require a statutory inspection at specified intervals. This equipment includes:

- **Lifts** for both passengers and goods, including disabled
- **Lifting Equipment** such as people handling equipment, hoists, chains, slings, ropes, pulleys, winches, vehicle jacks, vehicle mounted cranes and tail lifts, fork lift trucks, bucket loaders, vacuum lifters, scissor lifts, lifting beams and runways, etc.
- **Pressure Systems** such as compressors, pressure vessels, autoclaves, pressure cookers, pressurised heating systems, graffiti steam cleaners, etc.
- **Gas Appliances** such as boilers, heaters, cookers, kilns and any flues associated with those appliances
- **Local Exhaust Ventilation** including dust and fume extraction, paint spray booths, fume cupboards

It should be noted that the examples given in this list are not all-encompassing.

## **Nature and Frequency of Statutory Inspections**

The type of statutory inspection associated with the plant and equipment listed above and the frequency of those inspections is set out in the table below:

<b>Plant &amp; Equipment</b>	<b>Nature of Inspection</b>	<b>Frequency of Inspection</b>
<b>Lifts &amp; Lifting Equipment</b>	Thorough Examination of Lifting Equipment	At least every 6 months if used for lifting people or an accessory for lifting At least every 12 months for all other lifting equipment
<b>Pressure Systems</b>	Thorough or Working Examination	In accordance with the Written Scheme of Examination
<b>Gas Appliances</b>	Gas Safety Check	At least annually
<b>Local Exhaust Ventilation</b>	Thorough Examination & Test	At least every 14 months

All of the above statutory inspections must be completed by a competent person. This will almost certainly be the Council's insurers or an external contractor. For gas appliances the competent person must be Gas Safe registered.

N.B. Written Schemes of Examination for pressure systems must also be compiled by a competent person (usually by the Council's insurers).

## **Statutory Inspections arranged by Risk Management**

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Where the insurance of a premises, school, section, unit, etc. is provided through Risk Management & Insurance Services, RMIS will arrange for the Council's insurers to carry out the necessary statutory inspections on all relevant plant and equipment at the required frequency, with the notable exception of gas appliances.

Risk Management & Insurance Services will only arrange the statutory inspections for plant and equipment that they have been made aware of. Managers should not presume that because the Council's insurers are already carrying out statutory inspections at their premises that all plant and equipment requiring a statutory inspection has previously been identified.

If new plant and equipment that is subject to the requirement for a statutory inspection is installed at their premises or if existing plant and equipment requiring a statutory inspection is identified as not being on the current schedule then it is the responsibility of the Manager of individual premises, schools, sections or units to notify Risk Management & Insurance Services of the need for that equipment to be added to the schedule.

Similarly, if any plant and equipment that was previously subject to the requirement for statutory inspection is permanently removed from use then Risk Management & Insurance Services should be notified so that the equipment may be removed from the schedule.

It is the responsibility of Managers to ensure that all plant and equipment in their premises that is subject to the requirement for a statutory inspection receives that inspection at the frequency specified above.

## **Statutory Inspections not arranged by Risk Management**

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Managers may choose to arrange for the statutory inspection of plant and equipment themselves by the use of an external contractor. Examples of where this may be appropriate would include the Thorough Examination of lifting equipment or the Thorough Examination and Test of a fume cupboard or dust extraction system. In these instances, it is the responsibility of the Manager to ensure the external contractor is competent.

The Gas Safety Check would normally be completed by a Gas Safe registered contractor at the same time as the annual service of any gas appliances. The requirements for the service and maintenance of gas appliances may be found in the Health & Safety Management Standard Maintenance and Inspections. Please follow the link below:

<https://leicestercitycouncil.sharepoint.com/sites/sec003/SitePages/Maintenance-Inspections.aspx>

It is the responsibility of Managers to ensure that all plant and equipment in their premises that is subject to the requirement for a statutory inspection receives that inspection at the frequency specified above.

N.B. A summary flow chart of the requirements for Managers may be found at the end of this Safety Management Standard.

## **Certificates and Reports**

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It is the Manager's responsibility to ensure that a copy of all certificates and reports relating to the statutory inspection of plant and equipment at their premises is held on site, whether that inspection was carried out by the Council's insurers or by an external contractor.

Copies of certificates and reports for statutory inspections must be retained for at least two years, and preferably longer, to evidence compliance with the requirements over an extended period of time.

Copies of certificates and reports for the Through Examination and Test of Local Exhaust Ventilation must be retained for at least five years to ensure compliance with the Control of Substances Hazardous to Health Regulations.

Managers must review all certificates and reports to identify any faults or deficiencies that may have been noted therein by the competent person and which may require remedial action. Managers must ensure that orders are placed for any necessary remedial works, whether by Strategic Asset Management or by themselves, complete an SO<sub>2</sub> Incident form detailing the failure/faults/deficiencies and then monitor and document the completion of those works internally and also complete the Manager's investigation on the submitted SO<sub>2</sub>.

## **Plant and Equipment on Vehicles**

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Where a vehicle is supplied and maintained through LCC's City Transport Fleet section, City Transport will arrange any statutory inspections required on that vehicle, such as the thorough examination of lifting equipment on a vehicle mounted crane or tail lift. Such inspections will be carried by either the Council's insurers or a competent external contractor and any remedial work considered necessary will also be arranged by City Transport.

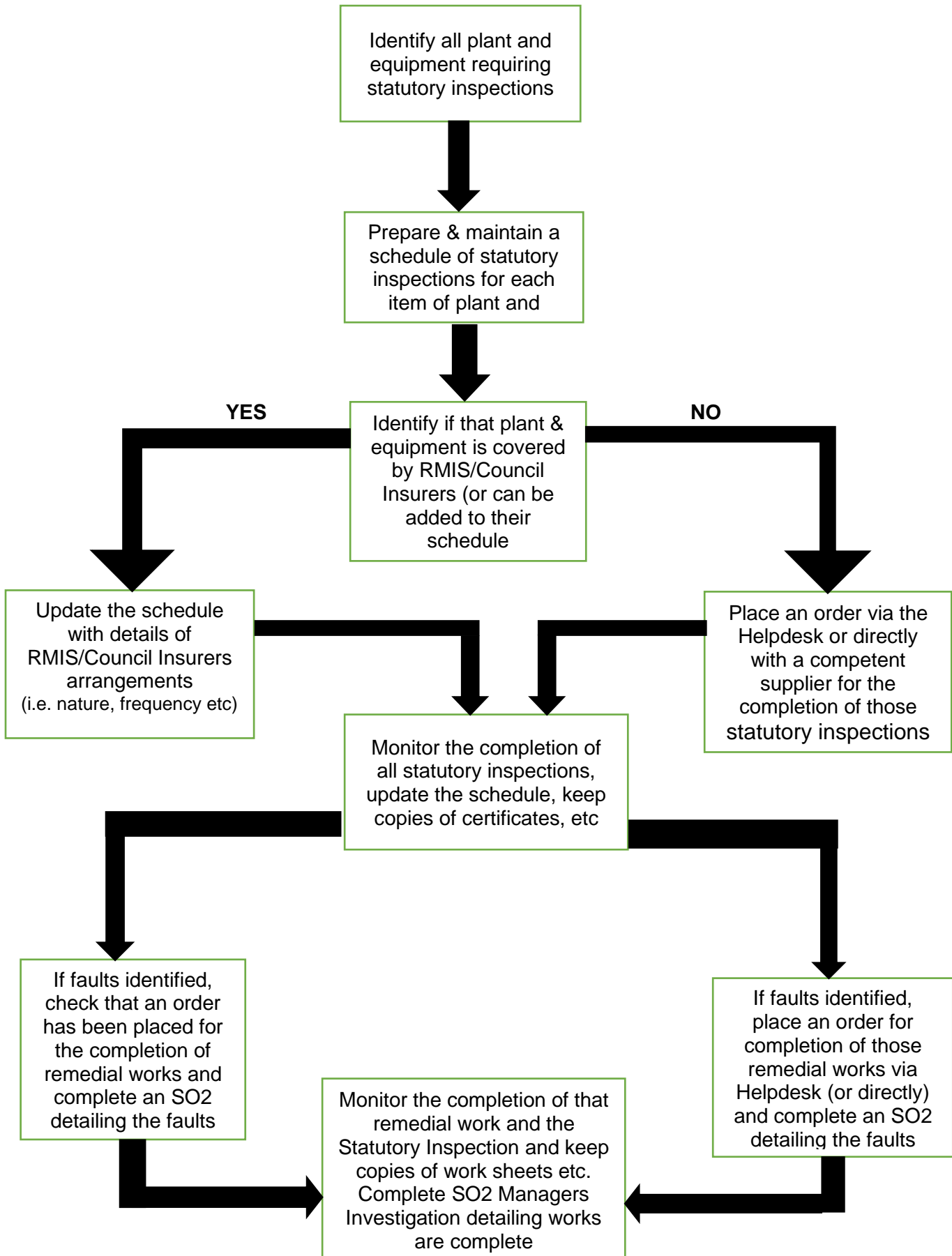
It is the Manager's responsibility to ensure that LCC fleet vehicles are made available for both service and statutory inspections as and when called for by City Transport so that the inspections are carried out within the required timescales.

Where a premises operates a vehicle and does not use the services of City Transport for maintenance and/or statutory inspections, e.g. a school minibus, it is the responsibility of Managers to ensure that all vehicles, or equipment fitted on those vehicles, that are subject to the requirement for a statutory inspection receives that inspection at the frequency specified above.

Managers must arrange for any required statutory inspections either through Risk Management & Insurance Services and the Council's insurers or by arranging it themselves by the use of an external contractor. Managers are also responsible for the rectification of any faults identified during those inspections, which are also notifiable by SO<sub>2</sub> as detailed above.

# Summary Flow Chart

The role and responsibilities of Managers contained within this Safety Management Standard have been summarized in the flow chart set out below.



## VERSION CONTROL SUMMARY

<b>Document:</b>	<b>Statutory Inspections</b>		
<b>Issue Number:</b>	<b>2</b>	<b>Date of Issue:</b>	<b>August 2020</b>

Summary details of amendments made at this review.

<b>Page</b>	<b>Section / Paragraph</b>	<b>Amendment</b>
1	Paragraph 1	Detail regarding version control insertion
1	Paragraph 5	New link for Maintenance and Inspections and Maintenance SMS
3	Paragraph 2 Statutory Inspections not arranged by Risk Management	New link to Maintenance and Inspections SMS
4	Paragraph 4 Certificates & Reports	Inclusion of requirement to complete SO2
4	Paragraph 4 Plant & Equipment on vehicles	Insert wording in relation to notifiable by SO2
5	Flowchart	Amendment to flowchart to include requirements to complete SO2.