**COMPLIANCE – TESTS AND INSPECTIONS**

The aim of this document is to provide a summary of relevant responsibilities and to assist Headteachers, School Business Managers and Premises Managers in implementing appropriate testing and inspection of systems and equipment within the school premises. Not all items may be applicable to your specific site and the list is in no way definitive, but is a guide covering the key areas. This document cannot replace professional advice and premises managers are strongly advised to obtain such advice.

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|  | **Item** | **Guidance** | **Frequency** | **Date of previous test/inspection** | **Carried out by** | **Next test/ inspection due** | **Notes** |
| **B** | **Asbestos Inspection** | Asbestos Management Plan in in place for buildings built prior to 2000. Remedial work carried out and management regime in place for monitoring and re-inspecting. | As per Asbestos Management Plan. Minimum annual inspection |  |  |  |  |
| **Display Energy Certificate** | Each build over 500m is required to have a DEC displayed in the main entrance and an advisory report available. DECs must be updated annually for buildings over 1,000m and every 10 years for buildings between 500-1,000m. Advisory reports must be updated every 7 years for buildings over 1,000m and every 10 years for buildings between 500-1,000m. | Annual/10 years |  |  |  |  |
| **Dry/Wet Risers** | Hinges, valves, inlets etc should be checked every 6 months. Wet tests and drain downs annually by a specialist. | 6 monthly/annual |  |  |  |  |
| **Lifts and Hoists** | Thorough examination, full maintenance and inspection of passenger lifts every 6 months. This includes mixed use lifts and escalators. Where a lift is only used to carry goods then this interval can be increased to every 12 months. | 6 monthly |  |  |  |  |
| **Powered Pedestrian Doors** | Service and check for correct operation every 6 months. Annual Safety Test required. | 6 monthly/annual or as manufacturers recommendation |  |  |  |  |
| **Roof Maintenance Plan** | A roof inspection plan should be agreed with a roofing company to inspect the roof areas to ensure flashings are in place, RWPs and gutters are clear of debris and not blocked. | 3 monthly/6 monthly/annual dependent on building and location |  |  |  |  |
| **Drainage** | Underground drainage gulleys and pipes checked on an annual basis – monthly inspections of gulleys to be undertaken. | Annual |  |  |  |  |
| **Working at Height – Safety Eye Bolts and Cradles** | Inspection and Test. | Annual |  |  |  |  |
| **M** | **Gas Boilers and Appliances** | Annual service and Test by a Gas-Safe registered engineer. | Annual |  |  |  |  |
| **Kitchen Gas Services including Canopies** | Annual service and Test by a Gas-Safe registered engineer. | Annual |  |  |  |  |
| **Air Conditioning Systems** | Air Conditioning Systems with an effective rated output of more than 12kw must be inspected every 5 years by an energy assessor. | 5 years |  |  |  |  |
| Annual maintenance is also recommended or as the manufacturers recommendations. | Annual or as manufacturers recommendation |
| **Duct Hygiene** | Annual inspection and testing – thorough cleaning route determined from testing/inspection results. | Annual |  |  |  |  |
| **Extraction Systems, including Fume Cupboards** | Local Exhaust Inspection. | Every 14 months |  |  |  |  |
| **Water Management Risk Assessment** | Risk assessment on water system to identify risk of Legionella in accordance with the Control of Legionella Bacteria in Water Systems (L8). | Every 2 years |  |  |  |  |
| **Water Management Maintenance** | Various checks and maintenance as identified within the Water Management Risk Assessment and in accordance with the Control of Legionella Bacteria in Water Systems (L8). | Weekly/Monthly/Quarterly/  6 monthly/Annually |  |  |  |  |
| **E** | **Fixed Electrical Wiring Installation Test** | Testing of all fixed wiring and all distribution boards. | 5 years or as recommended in previous test |  |  |  |  |
| **Emergency Lighting** | Monthly check by a competent person. Each light to be checked as functional by simulating a power failure. Annual test as monthly test, but the lighting to be tested for its full backup duration. | Monthly/6 monthly/Annually/3 yearly |  |  |  |  |
| **Electrical Stage Lighting** | Inspection and test. | Annually |  |  |  |  |
| **Lightning Conductors** | Inspection and test carried out by a specialist engineer/electrician. | Every 11 months |  |  |  |  |
| **Portable Appliance Testing** | Portable appliances must be tested on the correct frequency and labelled and dated to confirm the test according to the Electricity at Work regulations 1989, and in accordance with the IEE Code of Practice for Service Inspection and testing of Electrical Equipment. | Annual |  |  |  |  |
| **Fire Safety Risk Assessment** | A Fire Risk Assessment is required. | Annual and following any changes |  |  |  |  |
| **Fire Test Alarms (Audible)** | Fire Alarm to be tested weekly using different call points. | Weekly |  |  |  |  |
| **Fire Alarms Test (devices, call points, detectors, sounders)** | Tests usually carried out on all devices, call points, detectors and sounders by a specialist engineer/electrician. | 3 monthly/Annual |  |  |  |  |
| **Fire Alarms Test (Full)** | Test carried out by a specialist engineer/electrician. | 5 years |  |  |  |  |
| **Sprinkler System** | Inspection and testing of fire sprinkler system. | Annual or as manufacturers recommendation |  |  |  |  |
| **Portable Fire Fighting Equipment** | Weekly check by a competent person and annual service by a specialist engineer. | Annual |  |  |  |  |