

## Tests & Inspections

The aim of this document is to provide a summary of relevant responsibilities and to assist Head Teachers 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.

Item	Guidance	Frequency	Date of previous test/inspection	Carried out by	Next test/inspection due	Notes
Asbestos inspection	Asbestos Management Plan 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 building over 250m <sup>2</sup> 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 <sup>2</sup> and every 10 years for buildings between 250-1,000m <sup>2</sup> . Advisory reports must be updated every 7 years for buildings over 1,000m <sup>2</sup> and every 10 years for buildings between 250-1,000m <sup>2</sup> .	DEC - Annual/10 years				
		Advisory report - 7/10 years				
Dry/Wet Risers	Hinges, valves, inlets, etc. 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/Annual				
Powered Pedestrian Doors	Service and check for correct operation every 6 months. Annual Safety test.	6 Monthly/Annual or as manufacturers recommendations				
Radon	In an affected area or with a basement used for more than 1 hour per week you need to carry out measurements to determine radon levels and action remedial works to restrict exposure in accordance with Radon in the work place HSE guidance	As Required				
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 out on an annual basis - monthly inspections of gulleys to be under-taken	Monthly/Annual				
Fuel Oil Storage	Tanks, bunds and pipework checked weekly for damage with a more detailed annual service and inspection by qualified person in accordance with control of pollution (oil storage) (England) Regulations 2001	Weekly/Annual				
Fire Doors	All Fire doors and associated hardware must remain in efficient working order and all aspects regularly checked and maintained by a competent person.	Regularly				
Glazing	Should be of safe material or protected against damage/breakage. Protected film on glazing should be resurveyed every 5 years in accordance with British Standard EN12600	5 Years				
Playground and Gymnasium Equipment	Used for physical education/play needs regular inspection in accordance with British Standard EN 1776	Regularly				
Working at Height - safety Eye Bolts and Cradles	Inspection and test	Annual				
Gas Boilers and Appliances	These should have an annual service and test by a Gas Safe registered engineer. Including regular cleaning of grease filters and ductwork as required.	Annual				
Kitchen Gas services including the canopy	These should have an annual service and test by a Gas Safe registered engineer.	Annual				
Air Conditioning Systems	All 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 and inspection is also recommended or as the manufacturers recommendations to ensure no refrigerant leakage	Annual or as manufacturers recommendations				
Duct Hygiene	Annual inspection and testing - thorough cleaning routine determined from testing/inspection results.	Annual				
Extraction Systems, including Fume Cupboards	Local Exhaust Ventilation.	Every 14 months				
Water Management Risk Assessment	Risk assessment on water system to identify risks of legionella in accordance with The Control Of Legionella Bacteria In Water Systems (L8).	Every two 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/ Six Monthly/Annually				
Fixed Electrical Wiring Installation Test	Testing of all fixed wiring and all distribution boards	5 Years or as recommended in previous test				
	Electrical test for swimming pools	Annual				
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 it's full backup duration.	Monthly/6 Monthly/ Annually/3 Yearly				
Electrical Stage Lighting	Inspection and test	Annual				
Lightning Conductors	Inspection and test carried out by a specialist engineer/electrician.	Every 11 months				
Portable Appliance Testing	All 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 (Note the requirements of Fire Certificates have changes under the Regulatory Reform (Fire Safety) order during 2006.	Annual and following any changes				
Fire Alarms Test (audible)	Fire Alarm to be tested weekly using different call points. With all call point being tested over a 13 week cycle.	Weekly				
Fire Alarms Test (devices, detectors, call points, 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)	Test carried out by specialist engineer/electrician.	5 Years				
Sprinkler system	Inspection and testing of fire sprinkler system.	Annual or as manufacturers recommendations				
Portable Fire Fighting Equipment	Weekly check by a competent person and annual service by a specialist engineer.	Weekly/Annual				