

# REDDITCH BOROUGH COUNCIL STATUTORY INSPECTION TABLE 2016

THIS TABLE IS EXTRACTED FROM THE FEDERATION OF PROPERTY SURVEYORS “COMPLIANCE MONITORING IN COUNCIL BUILDINGS” AND IS EXTENDED IN ORDER TO SHOW THE AGREED RESPONSIBILITIES OF PLACE PARTNERSHIP, LOCAL MANAGERS AND OFFICERS IN CHARGE

*Appendix 1*

## Statutory Inspection TABLE RBC

Aspect	Service Requirement	Statutory/ Recommended/ Best Practice	Frequency/ Regularity	Links to Other Documents	Relevant Legislation/British Std./Approved Code of Practice	Lead Officer / Department and Officer in Charge role	Compliance update –PPL Lee Haury, John Homer and Ian Forrester 8th February 2017
<b>Air Conditioning Systems</b>	Inspection	Best Practice  Statutory	Annual or bi-annual  Not exceeding 5 yrs	The Energy Performance of Buildings	Under the Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007	Place Partnership – A Singleton/ I.Forrester/D.Sandiland	Generally statement regarding all aspects – Technology Forge approved as a replacement for iProp. 23 <sup>rd</sup> Feb 2017 start date for data transfer. Likely to take 6 months till fully operational. RBC condition/assets surveys programme require approval for a possible June start.  Derek/Adrian iProp & servicing records
<b>Asbestos register</b>		Statutory	When circumstances dictate e.g. if changes to the premises have been made	<a href="http://www.hse.gov.uk/asbestos">www.hse.gov.uk/asbestos</a>	Control of Asbestos at Work Regulations 2006	RBC Assets (incl Housing capital) – PPL & A Singleton/ I.Forrester (L.Tompkin & R.James) <b>Historic data held with Janet Hay</b>	Risk – Asbestos team – Andre Hedges and Janet Hay. A new asbestos “portal” is in place with Tersus.
<b>Car Parking and Vehicle/Pedestrian Segregation</b>	Risk Assessment				The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17)	Place Partnership – A Singleton/ I.Forrester <b>K Hiron Depot Manager</b>	PPL technical advice and repairs when RBC OiC reports in. Could RBC inspect play areas & car parks, if adjoining, at same time
<b>Compulsory Display of Notices</b>	Checks made to ensure correct and up to date information is displayed	The display of most information Statutory	Regular checks to ensure information is still on display and is current		Various	H&S Team (H&S Law Posters), M Guest (Insurance: Public Liability etc.) PPL - Building specific	PPL building, solar panels etc
<b>Construction (Design and Management) Regulations 2007</b>	On letting of a construction project	Statutory	As required – on letting of a construction project	<a href="http://www.hse.gov.uk/construction/cdm">www.hse.gov.uk/construction/cdm</a>	Construction (Design and Management) Regulations 2007	RBC Assets – PPL & A Singleton/ I.Forrester  Housing Capital Project – R James	PPL Paul Thatcher’s projects team for notifiable and projects. Client awareness of CDM throughout process – covered by PPL appointment and framework contracts under Construction Line.
<b>Contractor/Sub Contractor Qualification Check</b>	Checks made on contractors qualifications i.e. NICEIC, ECA	Statutory or Good Practice	On appointment of contractor	See also sections on Gas Safety Regulations and Electricity at Work Regulations	Where contractors are appointed directly by the premises manager then checks should be made to ensure that they have the appropriate qualifications to carry out the specified work. This is covered by various pieces of legislation, such as Electricity at Work Regulations 1989, Gas Safety Regulations 1998 etc.	Place Partnership <b>(for sub contractors)</b> – A Singleton / I.Forrester & Procurement - C Young  Housing Capital – R James	As last Construction Line / Procurement process. Kim James
<b>Control of Substances Hazardous to Health (COSHH) Risk Assessment</b>	Check on storage and use of hazardous materials	Statutory	Annual (Best Practice)	<a href="#">COSHH A Brief Guide to the Regulations</a> <a href="#">COSHH Approved Code of Practice</a>	The Control of Substance Hazardous to Health Regulations 2002 (as amended)	<b>For mainly cleaning arrangements – John Godwin</b>  <b>Kevin Hiron Depot Manager</b>	Storage lockups and depots need to be RBC H&S – COSHH check/audit needed in all sites

Statutory Inspection TABLE RBC

<b>Disability Discrimination Act</b>	Inspection	Statutory	Checks to be made whenever alteration/changes are made to the building or the external environment	Disability Discrimination Act 1995 and 2005 and BS8300	<b>Disability Discrimination Act 1995 Disability Discrimination Act 2005 BS8300</b>	<b>RBC Assets – PPL &amp; R.Dunne / A Singleton / I.Forrester</b>	RBC H&S Linked to condition/assets survey by PPL consultants
<b>Duct Hygiene (Air Conditioning, Plenum/HVAC Heating)</b>	Inspection and testing		Annual inspection and testing – thorough cleaning routine determined from testing/inspection results		Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing	Place Partnership – A Singleton / I.Forrester	Derek/Adrian iProp & servicing records
<b>Electrical - PAT</b>	Portable appliance testing	Statutory	Variable but can be up to annual	<b>The Provision and Use of Work Equipment Regulations 1998</b>	The Provision and Use of Work Equipment Regulations 1998 (PUWER)	RBC Assets – PPL <b>Chris Hemming</b> – A Singleton/ I.Forrester <b>PPL (Kim - Procurement) test 100% annually and keep all records</b> Housing Capital – R James	PPL – Chris Hemming organises PJ Electrics. Records to be kept by RBC and PPL.  Includes sheltered communal • <b>Is 100% test necessary?</b>
<b>Electrical- Fixed Electrical Installations</b>	Schematic of supply route and primary distribution	Best Practice	Annual Update	<b>Simple precautions - Work on electrical equipment machinery or installations</b>	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations	RBC Assets – PPL <b>Chris Hemming</b> – A Singleton / I.Forrester Housing Capital – R James	Derek S/Chris H iProp & servicing records
	Inspection of fixed wiring and all distribution boards and safety devices	Highly recommended	Annual	<b>The Electricity at Work Regulations 1989 Electrical Safety Council's Best Practice Guide on Periodic Inspection Reporting</b>	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations	RBC Assets – PPL <b>Chris Hemming</b> – A Singleton/ I.Forrester Housing Capital – R James	Derek S//Chris H iProp & servicing records
	Testing of all fixed wiring and all distribution boards	Statutory	5 yearly (or more frequently as determined by competent person)		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations	RBC Assets – PPL <b>Chris Hemming</b> – A Singleton / I.Forrester Housing Capital – R James	Derek S/Chris H iProp & servicing records
	Testing of all distribution boards in mobile accommodation Statutory Annual	Statutory	Annual		Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations	RBC Assets – PPL <b>Chris Hemming</b> – A Singleton Housing Capital – R James	Derek S/Chris H iProp & servicing records
<b>Electrical Stage Lighting</b>	Inspection and testing	All Portable	Annually inspection and test by competent person			<b>Local Manager, Tim Mackrill Palace Theatre</b>	Tim plus PPL for works when identified
<b>Electrical Stage Lighting</b>	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads		Every 3 months and after every alteration			<b>Local Manager, Tim Mackrill Palace Theatre PPL @ installation</b>	Tim plus PPL for works when identified
<b>Emergency Lighting</b>	Inspection and testing of system	Statutory	Variable but recommend monthly checks by premises manager to check functionality, RCD (Residual Current Device [Circuit		Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005	Place Partnership <b>Chris Hemming</b> – A Singleton/I.Forrester	Risk team – Andre Hedges - Neale Morris PPL fire assessor  RBC H&S team need to be sure of split with PPL on fire risk assessment's and subsequent yearly renewals and inspections by an RBC OiC?

Statutory Inspection TABLE RBC

			Breaker]) test. To include stop button functional test. Every six months - 1 hour duration test Annual full duration test				
<b>Extraction Systems</b>	Inspection and Testing of Dust Extraction Equipment	Best Practice	Annual		Control of Substances Hazardous to Health 2002 (as amended)	Zurich/ PPL – A Singleton/I.Forrester <b>Check overlap Zurich/PPL</b>	PPL first under a service contract. The Zurich check is extra assurance.  Insurance premium reduction/duplication assurance?
	Local Exhaust Ventilation	Statutory	Every 14 months	<a href="#">Controlling Airborne Contaminants at Work: A Guide to Local Exhaust Ventilation</a>	Control of Substances Hazardous to Health 2002 (as amended)	Zurich/ PPL - A Singleton / I.Forrester <b>Check overlap Zurich/PPL</b>	PPL first under a service contract. The Zurich check is extra assurance.
<b>Fire Risk Assessment and Management Plan</b>	Fire Risk Assessment	Statutory	Whenever any changes are made that will impact on the original assessment	<a href="#">The Regulatory Reform (Fire Safety) Order 2005</a>	Regulatory Reform (Fire Safety) Order 2005	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital <b>(incl. in SLA PPL)</b> – Liz Tompkin & R James	Risk team – Andre Hedges - Neale Morris PPL fire assessor. RBC H&S team need to be sure of split with PPL on fire risk assessment's and subsequent yearly renewals and inspections by an RBC OiC?
<b>Fire Detection and Alarm Systems</b>	Inspection and testing of system	Best Practice	Weekly test with formal quarterly and annual inspections by competent person		Regulatory Reform (Fire Safety) Order 2005	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James	Risk team – Andre Hedges - Neale Morris PPL fire assessor. RBC H&S team need to be sure of split with PPL on fire risk assessment's and subsequent yearly renewals and inspections by an RBC OiC?
<b>Fire Doors</b>	Inspection	Weekly		<b>Check – linked to Condition Survey</b>	Regulatory Reform (Fire Safety) Order 2005	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James	Risk team – Andre Hedges - Neale Morris PPL fire assessor. RBC H&S team need to be sure of split with PPL on fire risk assessment's and subsequent yearly renewals and inspections by an RBC OiC?
<b>Fire Fighting Equipment</b>	Inspection and maintenance extinguishers	Best practice	Annual		Regulatory Reform (Fire Safety) Order 2005	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James	PPL iProp and service contract with Walker Fire.
	Inspection and testing of fire sprinkler system (where fitted)	Best practice	Annual although further checks may be necessary for specific insurance requirements		Regulatory Reform (Fire Safety) Order 2005	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James	Risk team – Andre Hedges - Neale Morris PPL fire assessor. RBC H&S team need to be sure of split with PPL on fire risk assessment's and subsequent yearly renewals and inspections by an RBC OiC?
<b>First Aid Equipment</b>	Inspection		Regular checks to ensure no equipment is outside of expiry date	<a href="#">HSE - First aid at work: Legislation</a>	Health and Safety (First Aid) Regulations 1981	<b>Local Manager or local First Aiders – replenish after use/H&amp;S Team</b>	RBC H&S
<b>Fuel Oil Storage</b>	Plan of primary pipe work and main isolation points	Best Practice	Annual Update	<a href="#">The Control of Pollution (Oil Storage) (England) Regulations 2001</a>	The Control of Pollution (Oil Storage) (England) Regulations 2001	C Beech/K Hiron	RBC H&S
	Visual Condition Inspection	Recommended	Annual		The Control of Pollution (Oil Storage) (England) Regulations 2001	C Beech/K Hiron	RBC H&S
	Maintenance checks on all	Best Practice	Annual		The Control of Pollution (Oil	C Beech/K Hiron	RBC H&S

Statutory Inspection TABLE RBC

	pipe work devices				Storage) (England) Regulations 2001		
Gas Safety							
	Gas Safety Inspections and Certificate	Statutory		The Gas Safety (Installations and Use) Regulations 1998	The Gas Safety (Installations and Use) Regulations 1998	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James & Tom Higgins	Derek/Adrian iProp & servicing records
Gas Appliance	Identification and location	Statutory	Annual updating		The Gas Safety (Installations and Use) Regulations 1998	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James& Tom Higgins	Derek/Adrian iProp & servicing records
	Servicing for efficient operation, combustion	Recommended for all premises duty on Landlords	Annual Servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices		The Gas Safety (Installations and Use) Regulations 1998	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James& Thomas Higgins	Derek/Adrian iProp & servicing records
Gas pipework	Visual condition inspection and testing if required	Recommended	Annual		The Gas Safety (Installations and Use) Regulations 1998	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James& Thomas Higgins	Derek/Adrian iProp & servicing records
Glazing	Checks	Statutory	Initial survey of building to identify areas where safety glazing should be in place, ongoing checks that any glazing replacements are with safety glass as req'd.	<b>Condition/Assets survey and records</b>  <b>Check – linked to Condition Survey</b>	Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation Part M	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James	RBC OiC inspections. PPL condition/asset surveys
Hydrotherapy Pools and Swimming Pools	Risk Assessment			The Health and Safety Executive publication HSG179 <a href="#">Managing health and safety in swimming pools</a> (HSG179)	Health and Safety Act Work Act 1974	<b>RBC Assets J Godwin</b>  <b>Check with Derek Sandilands</b>	RBC H&S
Lifts and Hoists	Thorough examination, full maintenance and Inspection	Statutory	Every 6 months minimum for passenger lifts Every 12 months for goods lifts After substantial and significant changes have been made	<a href="#">The Lifting Operations and Lifting Equipment Regulations 1998</a>	Lift Operations and Lifting Equipment Regulations 1998 <a href="#">Thorough examination and testing of lifts</a>	PPL – A Singleton / I.Forrester & Zurich  <b>Check overlap</b>	Derek/Ray Holland iProp and servicing. Zurich further assurance
Lightning Conductors	Inspection and testing	Best Practice	Every 11 months full test to assess adequacy of earthing, evidence of corrosion, alterations to structure (by competent persons to BS 7430		BS 6551, 1992	RBC Assets – PPL – A Singleton Housing Capital – R James	Derek/Chris H – iProp and Servicing records
Playground & Gymnasium equipment - Fixed	Inspection and Testing	Best Practice <b>Check whether impacts ‘New Town’,</b>	Annual		BS 5696, BS 7188, BS7044,BS 1892 Part 1 2003	J Godwin <b>Parks (RoSPA &amp; other external inspectors)</b> <b>Zurich</b>	RBC H&S inspections  Open spaces inspections by asset by frequency required?



Statutory Inspection TABLE RBC

		Highways or other RBC projects					
Radon	Risk Assessment	Based on Radon Map published by Public Health England	Low risk as indicated on Radon Map	Radon Statutory Instrument 1999 No. 3232 Any New Build covered by building Regs., & Landowner responsible for assessment of buildings	Ionising Radiation Regulations 1999.	PPL – A Singleton / I.Forrester	RBC H&S – Radon map shows RBC as a low risk area
Slips and Trips	Risk assessment			<a href="http://www.hse.gov.uk/slips/index.htm">www.hse.gov.uk/slips/index.htm</a>	The Workplace (Health, Safety and Welfare) Regulations 1992	Local manager/H&S officer PPL – A Singleton / I.Forrester	RBC H&S – PPL if OiC or RBC DLO officers. PPL for repairs
Shared Premises	Risk Assessment		As required		Regulation 11 of the Management of Health and Safety at work Regulations 1999	PPL <b>estates</b> – A Singleton / I.Forrester	General checks done on renewal of leases, rent reviews,void or specific visits. Annual checks ? Lliability issues?
Tree Safety	Risk Assessment		Annual and following any works that could have caused damage and high winds		Health and Safety at Work etc Act 1974 Occupiers Liability Act 1957 and 1984	G Revans (C Walker/G Boyes) <b>Currently formulating inspection regime</b>	RBC H&S – parks. PPL if asked for technical advice.
Water Hygiene and Safety (Legionnaires' Disease etc.)	Risk Assessment	Statutory	Risk assessments reviewed regularly or in any case if there is a reason to believe original assessment is no longer valid	HSE Legionnaires' Disease – Further information	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaire's Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James (Clearwater)	Risk Team – Andre and Andy Wood in particular. iProp and Servicing records
Water Hygiene and Safety Legionnaires' Disease Water Systems Cold water Systems	Plan of Primary pipe work and main isolation points	Best Practice	Annual Updating	By exception Visual condition Inspection Recommended Annual Water Hygiene and Safety	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James (Clearwater)	Risk Team – Andre and Andy Wood in particular. iProp and Servicing records  PPL projects and maintenance teams when pipework is altered.

Statutory Inspection TABLE RBC

	Visual Condition and Compliance inspection	Recommended	Annual			RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James (Clearwater)	Risk Team – Andre and Andy Wood in particular. iProp and Servicing records
	Tank condition and compliance inspection	Statutory	Annual			RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James (Clearwater)	Risk Team – Andre and Andy Wood in particular. iProp and Servicing records
	Water Quality Check	By exception From supply company	By exception			RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James (Clearwater)	Risk Team – Andre and Andy Wood in particular. iProp and Servicing records
<b>Water Hygiene and Safety Legionnaires’ Disease Water Systems</b>  <b>Water and Surface Temperature</b>	Water Systems Risk Assessment	Statutory	Bi-annual review, any change to the system to initiate a review or user can initiate		Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires’ Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice	RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James (Clearwater)	Risk Team – Andre and Andy Wood in particular. iProp and Servicing records
	Water Quality Checks	Statutory	Subject to Risk Assessment			RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James (Clearwater)	Risk Team – Andre and Andy Wood in particular. iProp and Servicing records
	Water & Surface Temperature	Statutory	Risk Assessment			RBC Assets – PPL – A Singleton / I.Forrester Housing Capital – R James	John H at Town Hall plus RBC DLO as RBC OiC’s for a further 24 properties.
<b>Workstation Assessment</b>	Analysis of workstation to assess any health and safety risks		Change of employee or relocation of workstation	<a href="#">The Health and Safety (Display Screen Equipment) Regulations 1992</a>	Health and Safety (Display Screen Equipment) Regulations 1992	H&S Team / Local Managers or local assessors	RBC H&S
<b>Working at Height</b>	Risk Assessment			<a href="#">The Work at Height Regulations 2005</a> <a href="#">HSE Guide to Working at Height Regulations 2005</a>	Working at Height Regulations 2005	RBC Assets – PPL – A Singleton Housing Capital – R James * In conjunction with Zurich	RBC H&S PPL for its staff, consultants and contractors.
<b>Working at Height – safety Eyes Bolts and Cradles</b>	Inspection and testing	Statutory	Annual		Lift Operations and Lifting Equipment Regulations 1998	RBC Assets – PPL – A Singleton Housing Capital – R James * In conjunction with Zurich	PPL Maintenance contractor - iProp and servicing records for eye bolts and mansafe systems.

