



Health & Safety Statutory Inspections Policy

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| <i>Version</i> | 3.0 |
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| <i>Authorised signature</i> | Sean Hughes, Health & Safety Manager |

¹ or earlier if change in legislation or on risk assessment

Amendment Control

| Version | Date | Amendments |
|---------|-----------|------------|
| 1.0 | Aug 2015 | |
| 2.0 | Aug 2018 | Review |
| 3.0 | Sept 2023 | Review |
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Statutory Requirements for Inspection and Testing

Regular inspection and testing is a statutory requirement for the following equipment and facilities:-

- Lifting equipment
- Lifting tackle
- Passenger lifts
- Pressure systems
- Power presses
- Access equipment
- Scaffolding
- Local exhaust ventilation
- Firefighting equipment
- Fire alarm systems
- Fire prevention measures
- Tanked water supplies

These inspections and tests are either carried out by enforcement agencies, e.g. Fire and Rescue Service, Environmental Health, etc. or by insurance and/or service engineers. The inspections undertaken by engineers are generally instructed by Property & Facilities designated person on behalf of the School or Service who have “ownership” of the equipment or facilities and who are responsible for its maintenance.

For each category of equipment or facility, minimum standards and frequency of inspections and tests are set by regulations or codes of practice or manufacturer’s recommendations.

Reports and Actions Following Inspections

Following the inspections, reports are generally received by the designated person in Property & Facilities, but in the case of inspections by enforcement agencies, the reports will be directed to the Health and Safety Office and University Safety Officer.

Copies of the reports are then forwarded to the School or Service owning the equipment or with responsibility for the facilities. Deans of School and Directors of Service are responsible for instructing any action to rectify defects identified or recommendations made in the report and for ensuring that action is taken. Where that piece of equipment has failed and been flagged by the inspector, all use of this equipment must stop until the actions have been resolved. Signage and isolation must be put in place also to instruct and stop unauthorised use. Records of remedial action should be retained with the inspection report by the School or Service and be readily accessible for inspection by enforcement agencies.

Defects are regarded as likely to affect the safe working of equipment, etc. whereas “observations” are of an advising nature and will not affect the continuing safe use of the equipment to which the report refers. Action should be taken on “defects” with the minimum of delay and “serious defects” generally result in equipment being withdrawn from use immediately until defects are remedied.

It should be noted that statutory inspections are not intended to supplement the requirement for formal planned preventative maintenance programmes and before use/daily/weekly/monthly checks required by the manufacturer or best practice. Records of these inspections and pre-planned maintenance are to be kept by the relevant School/Service for 5 years.

What to do if the Enforcing Authority visit

- The Health and Safety Office require to be notified of any enforcing authority visit, prior to visit if notification has been given, or as soon as the enforcing authority arrive on site.
- Contact Property and Facilities to inform them of the visit.
- Be courteous and accommodating.
- Provide all necessary paperwork to them.
- If they require copies of information, these must be provided.
- Get the name and contact details of the person representing the enforcing authority.