

Health & Safety Policy

Summary – Statutory Inspections

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 the Director, Property and Facilities 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.

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

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. 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Action should be taken on “defects” with the minimum of delay and “serious defects” generally result in equipment being withdrawn from use immediately until defects are remedied.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.

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.



Further information and related links

Health & Safety website – <http://staff.napier.ac.uk/has>

Guidance on what to do if an inspector calls <http://www.hse.gov.uk/pubns/hsc14.htm>