Corporate Resources

County Health and Safety Service

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Headteachers, Chairs of Governors, Managers with Premises Responsibilities in all Non School Devon County Council Buildings

x April 2010

Dear Colleagues

RE: Statutory Inspections of Facilities, Plant and Equipment

The Health and Safety at Work Act (1974) requires that employers provide a safe place of work, plant and equipment. This duty is extended by specific regulatory provisions, which detail requirements for regular inspection and maintenance of certain items of facilities, plant and equipment. These items are regarded as having particular hazards associated with them.

During recent visits to a variety of premises across the council, it was identified that a number of statutory inspections have not been carried out in some premises due to some confusion over who is responsible for organising the necessary inspections. In some cases the inspections had been carried out, but no records were held on the premises.

To assist those with premises responsibilities, a list of key items that require statutory inspections and maintenance, normally carried out by an independent, competent contractor, in addition to the usual premises or user checks, is attached. Establishments should identify which items on this list are present in their own facilities or premises. For each item of statutory inspection, the frequency requirements is provided and indication of whether it is the service, the school, the directorate, NPS South West or the Council Insurers who have the responsibility for arranging the inspection. However, in all cases and regardless of who arranges these inspections, each inspection must be recorded and a copy retained at each of the relevant premises.

If any facilities, plant or equipment is no longer used, it will still be required to be inspected unless it is made totally unusable, e.g. isolated from the mains, plugs removed, etc and clearly labelled **Do Not Use**. Establishments are advised where ever possible to dispose of obsolete equipment.

Establishments where DCC is not the employer (e.g. Voluntary Aided, Foundation and Trust schools) are advised to use the attached sheet to check your current arrangements.

Premises arrangements for managing the statutory inspections of facilities, plant and equipment will be monitored as part of the Health & Safety Management Reviews carried out across the Council and detailed information on all premises related health and safety responsibilities are provided on the Devon Health and Safety Service pages on The Source or on the CDROM provided to schools. Other sources of advice can also be obtained from your relevant NPS Building Officer, the Councils Insurance Team on 01392 382292 or from the Devon Health and Safety Service on 01392 382027.

Yours sincerely

Margaret Bullock
County Health and Safety Manager

c.c	Richard Buzzacott	Business Transformation Team
	Chris Dyer	Children and Young People's Services
	Chris Jay	NPS South West Ltd
	Richard Power	Diocese of Exeter
	John Mannix	RC Diocese of Plymouth