

TESTS AND INSPECTIONS SHEET 2016/17



This pre-questionnaire list not exhaustive and is to be used as an "Aid Memoir" to be completed by a competent officer and a copy returned to Angela Ferdinand-Sergeant[angela.ferdinand-sergeant@walthamforest.gov.uk] Records are to be kept on Concerto to verify that the work has been completed in line with HSE legislation.

SITE

Item	Whats required; Up to date Information only	Provider of doc	Is Item applicable Y / N	DATA Present Y / N	Name of Doc Holder Validator	DOCUMENT PLACEMENT & NAME/ ROLE OF RESPONSIBLE PERSON (Green Items denote Paper records stay maintained on site as per legislative requirements)	DATE CARRIED OUT / NEXT REVIEW DATE	COMMENT / RECOMMENDED REVIEW FREQUENCY / CONTRACTOR NAME
Accessibility and Equalities	Report, requirements					To be reviewed as required or to be reviewed annually if no children on site requiring additional support. To be revised accordingly		
AIR CONDITIONING / VENTILAION DUCTS	Servicing, Ventilation duct cleaning including kitchens		y	y	School Office	to be filed with all Annual Servicing related documentation		
ASBESTOS - Survey	Asbestos Register (Survey),review of documentation. Carry out monitoring as indicated in management plan		Y	Y	School Office	Asbestos Folder & reference to other relevant asbestos related information		
ASBESTOS - Works	Are all survey recommendations complied with including management monitoring and remedial works?		N/A			Asbestos Folder & reference to other relevant asbestos related information		
BOILER MAINTENANCE	Must be maintained in accordance with manufacturers recommendation		y			history of maintenace to be held in concerto		
CATERING EQUIPMENT	Must be maintained in accordance with manufacturers recommendation					history of maintenace to be held in concerto		
CCTV	Inspection records, Certificates							
Condition Survey	Up to date Information only					to be filed with all Annual Servicing related documentation		
COSHH MANAGEMENT	Keep record of management e.g check for spillages, fumes etc		y	y	caretakers room	To be reviewed Termly		
Display Energy Certificates (DECs)	Building energy cert		y	y	School reception	to be filed with all Annual Servicing related documentation		
DRAINAGE SURVEY	Up to date Information only					to be filed with all Annual Servicing related documentation		

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DISABLED ACCESS	Complete an Access Audit to identify areas were the school is inaccessible		y					
DOORS (automatic)	Routine servicing according to manufacturers guideline							
DUST AND FUME EXTRACTORS	Regular servicing and maintenance					records to be stored on concerto		
EVAC CHAIRS	Maintenance record					to be filed with all Annual Servicing related documentation		
EYE BOLTS	Where applicable Site to keep Service reports, certificates		n/a			to be filed with all Annual Servicing related documentation		
ELECTRICAL STAGE LIGHTING	Inspection records, Certificates in relation to portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads		y			records to be stored on concerto		
EMERGENCY LIGHTING	Carryout full 3 hour load test including battery and maintenance		y			records to be stored on concerto		
ENERGY PERFORMAMANCE	DEC AND EPCs		y			certificates to be displayed		
F.E.T (Fixed Electrical Wiring and Equipment Tests) CERTIFICATION	5 Yearly Inspection records, Certificates		y	y	School Office	to be filed with all Electrical Safety related documentation		
FIRE ACTION LOG	Site to keep Service reports		y	y	School Office	To be kept by Fire Alarm Control Box.		
Fire Doors	Document Weekly Checks		y	y	School Office	to be filed with all Annual Servicing related documentation		
FIRE RISK - Works	Are all Risk Assessment recommendations complied with including management actions and compliance works?		y	y	School Office	Fire Folder & reference to other FRA related information		
FIRE RISK ASSESMENT	Asbestos Register (Survey),review of documentation. Carry out monitoring as indicated as management items		yes	y	School Office	Fire Folder & reference to other FRA related information		
FIRE SAFETY EQUIPMENT TEST RECRDS	Site to keep Service reports, certificates		y	y	School Office	To be filed with all fire related documentation		
FIRE WARDENS	Wardens and Marshals, names, responsibility etc		y	y	School Office	To be reviewed Termly		
FIRST AIDERS	Names, locations etc		y	y	School Office	To be reviewed Termly		
GAS CERTIFICATION	Main supply, Boiler Plant, Appliances, Heaters; Inspection records, Certificates		y	y	school office	to be filed with all Gas related documentation		

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GATES	Site specific risk assessment							
GREASE TRAPS AND CATERING	Keep record					to be reviewed termly or in accordance the the kitchen management regime		
HOISTS	Where applicable. Site to keep Service reports, certificates		n/a			to be filed with all Annual Servicing related documentation		
HYDROTHERAPY POOL	Maintain to the standard outline in the treatment and quality standards of rpools and spas							
Intruder Alarms	monitoring history		y	y	School Office	to be filed with all Annual Servicing related documentation		
LIFTS AND LIFTING EQUIPMENT INSPECTION CERTIFICATES	Inspection records, Certificates		n/a			to be filed with all Annual Servicing related documentation		
LIGHTNING PROTECTION	Site to keep Service reports, certificates		y	y	School Office	to be filed with all Annual Servicing related documentation		
P.A.T CERTIFICATION	Inspection records, Certificates		y	y	School Office	to be filed with all Electrical Safety related documentation		
Personal Emergency Evacuation Plan (PEEP)	PEEP, Floor / Site Plans showing Evac routes, gathering point etc		y	y	School Office	Site Manager responsibility store alongside all Fire related documentation		
Playground & Gym Fixed equipment	Document regular Checks		y	y	School Office	to be filed with all Annual Servicing related documentation		
POTTERY KILNS	Annual inspection and mainteance as per manufacturers instuctions							
PRESSURE VESSELS	Where applicable Site to keep Service reports, certificates		N/A			to be filed with all Annual Servicing related documentation		
SERVICE VALVE IDENTIFICATION	Identify Gas, Water & Electric mains Box. Ideally on a Floor / Site Plan		y	y	School Office	to be filed with all Annual Servicing related documentation		
SHUTTERS & GRILLS	Regular servicing and maintenance					to be filed with all Annual Servicing related documentation		
STAFF H & S TRAINING	Past, Present & future on spread sheet . Names, courses & Dates		y	y	School Office	to be updated termly in line with leavers and starters		
TABLES (Centre fold - SICO)	Regular servicing and maintenance							
TREE SAFETY	Regular servicing and maintenance							
WATER HYGENE - Risk Assessment	Risk assessment review and remedial works actioned		y	y	School Office	to be filed with all Water related documentation		
WATER HYGENE - Works	Are all Risk Assessment recommendations complied with including management actions and compliance works		y	y	school Office	to be filed with all Water related documentation		
WEEE EVIDENCE (Disposal of Electrical Goods / Equipment)	TV, PCs, Wash machine, Kettle, Fridge, etc. Disposal . Procedure , How and Where. Inventory		y	y	School Office	to be reviewed termly		
WORKING AT HIEGHT (guard rails, fall and arrest, restraints)	Risk assessment review and Maintenance							

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	Up to date Information only		Y / N	Y / N	Validator	(Green Items denote Paper records stay maintained on site as per legislative requirements)		

OTHER DOCUMENTATION

REVIEW ALL POLICIES IN RELATION TO COMPLIANCE NOT COVERED IN THE ABOVE			N/A			To be reviewed with Governors sign off		
SITE FILE CONTROL						to be reviewed with Business Manager and site staff on an termly bases to ensure all documentation is up to date		
MANAGING CONTRACTORS			y	y	School Office	To be completed as and when required. Eg All building Contractors to review and sign asbestos register		