

H&S Requirements

September 2015

The table below outlines the building aspect as well as the frequency of any statutory testing and the applicable law.
The Health and Safety at Work etc Act 1974 arches over all the below regulations and bestows general duties on dutyholders.

Aspect	Requirements	Frequency	Applicable Law
AHU's	Filter changes Regular maintenance		
BMS	Regular maintenance		
Boilers (gas)	Regular servicing, 'Gas Safe' Inspection Provision of Gas Safety Certificate	Annually	Gas Safe
CCTV	Cleaning of exterior lenses		
Drainage	Rodding of drains		
Electrical System	Fixed electrical installation inspection and testing	5 yearly or 20% per year	NECEIC Regulations Electricity at Work Regulations 1989
Emergency Lighting	Testing Replacement of bulbs and batteries	Monthly flick test, Six monthly 1 hour test, Yearly discharge test – 3 hours	Regulatory Reform (Fire Safety) Order 2005
Fan Coils HVAC	Regular servicing		
Fire Alarm	Regular maintenance, Testing of call points and sounders, Testing of detectors	Weekly alarm test Yearly test of detectors	Regulatory Reform (Fire Safety) Order 2005
Fire Extinguisher	Servicing and inspection	Annual	Regulatory Reform (Fire Safety) Order 2005
Fire Doors	Maintenance and inspection	Annual	Regulatory Reform (Fire Safety) Order 2005
General Lighting	Replacement		
Guttering	Cleaning		
Lightning Protection	Inspection	Annual	Electricity at Work Regulations 1989

Lifts	Servicing, Insurance Inspection	6 months	Lifting Operations and Lifting Equipment Regulations 1998
PAT Testing	Visual inspection, Formal PAT test	Annual – three yearly depending on risk	Electricity at Work Regulations 1989
Pest Control	Changing of bait		
Pressure Systems	Maintenance and inspection	Generally annually	Pressure Systems Safety Regulations 2000
Revolving/Automatic Doors	Maintenance and inspection		
Emergency Communication System	Testing	Monthly	Regulatory Reform (Fire Safety) Order 2005
Toilet Extract	Cleaning		
Water Cooler Machine	Maintenance		
Water Hygiene	Disinfection, Flushing, Microbiological Testing Review	Weekly flushing low use outlets Monthly temperature checks Quarterly microbiological sampling Disinfection when required	Control of Substances Hazardous to Health Regulations 2002 L8 ACOP
Water Softener	Maintenance		
Windows	Cleaning		
Expansion Vessels	Maintenance/Testing	As per L8 recommendations	COSHH 2002 / L8
Cold Water Storage	Cleaning / Temperature Checks	Generally Annual cleaning / inspection, monthly temperature checks.	COSHH 2002 / L8
Pumps	Maintenance		
Radiators	Maintenance		
Fall Arrest	Testing and Inspection	At least every 12 months	Working at Height Regulations 2005 BSEN795: 'Protection Against Falls From Height, Anchorage Devices, Requirements And Testing'
Trace heating	Testing and Inspection		
UPS	Testing and Inspection	Generally 6/12 monthly	

Fire Risk Assessment	Inspection / Review	Generally annually	Regulatory Reform (Fire Safety) Order 2005
----------------------	---------------------	--------------------	--------------------------------------------