

**Please ask for:** Mandy Knowlton-Rayner  
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**Our Ref:** Statutory Inspection of Plant  
**Your Ref:**  
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Dear Head Teacher

**Re. Statutory Inspection of Plant & Equipment**

As part of the insurance package that you have with Norfolk County Council, statutory inspections of plant & equipment are carried out through our property insurers, Zurich. Following a recent review it has been identified that the system of identification and notification of plant has not been working effectively.

It is essential that we are satisfied that adequate statutory inspections of plant & equipment as required under the Provision & Use of Work Equipment Regulations are being carried out. Your co-operation with this important exercise is required. Attached to this letter is a checklist of plant & equipment operated by Norfolk County Council. Not every site will have items listed on the checklist and where you have nothing to report we would be grateful if this could be confirmed. Also attached for guidance is a copy of the Code of Practice on statutory inspections adopted by the council on 1<sup>st</sup> April 2003.

The completed checklist should be returned to [josephine.hanson@norfolk.gov.uk](mailto:josephine.hanson@norfolk.gov.uk). If you have any questions relating to the checklist please contact [mandy.knowlton-rayner@norfolk.gov.uk](mailto:mandy.knowlton-rayner@norfolk.gov.uk) or [gerald.baker@norfolk.gov.uk](mailto:gerald.baker@norfolk.gov.uk).

Yours sincerely

Mandy Knowlton-Rayner  
Principal Risk Officer

**Norfolk County Council  
Code of Practice  
Statutory Inspections**

**1. Introduction and Status**

This document is a corporate Code of Practice (CoP) covering statutory inspections of plant and equipment. It is not intended to address the general requirements for inspection and maintenance of equipment required under the Provision and Use of Work Equipment Regulations, Electricity at Work Regulations, etc..

This CoP became active on 1<sup>st</sup> March, 2003. Departments are required to adopt the principles contained within this document as a minimum standard. The systems implemented by Departments to comply with this CoP must be documented.

Departments should ensure that systems compliant with this CoP are implemented by 1<sup>st</sup> May, 2003.

A number of management tools are provided with this CoP. Where no other suitable tool is in place Departments are required to use the tools provided.

**2. Code of Practice**

**(a) Adequate systems must be in place to identify plant and equipment that requires statutory inspections.**

- Types of equipment requiring statutory inspections include:
  - Pressure systems, such as compressors, autoclaves, pressure cookers, pressurised heating systems, etc.
  - Lifting equipment, such as lifts, wire ropes, pulleys, winches, vehicle jacks, etc.
- To assist the identification process the Plant Identification Checklist form has been provided. The current revision of this document can be obtained from (*intranet address of form to be inserted*). However, this form should not be considered exhaustive and Departments may need to add to it with types of equipment requiring statutory inspection peculiar to that Department.
- Departments must ensure that all premises, sections, units, etc. complete this form, unless it is known that a section or unit does not have any plant or equipment requiring statutory inspection.

**(b) Where insurance is provided through NCC's Risk and Insurance Section, R&I will arrange for statutory inspections to be carried out on all relevant plant and equipment that is notified to them.**

- Departments should ensure that adequate systems are in place to notify R&I of equipment requiring statutory inspection at a particular section or unit. Ensuring that a completed copy of the Plant

Identification Checklist form is forwarded to the R&I Section is considered adequate.

- Departmental systems should include arrangements to ensure R&I are notified of not only existing equipment, but also:
  - New equipment requiring statutory inspection.
  - The location of new or refurbished premises containing equipment requiring statutory inspection.
  - Equipment requiring statutory inspection that has been disposed of.

**(c) Where premises or units are not insured through Risk and Insurance, or have not arranged for statutory inspections to be undertaken through R&I, the Department must ensure that adequate systems are in place in those units.**

- Departments must require units, as a minimum, to provide documentation to show that:
  - (a) Effort has been made to identify all equipment requiring statutory inspection (e.g. using the Plant Identification Checklist form).
  - (b) Equipment requiring statutory inspection is being inspected.
  - (c) Systems are in place to ensure that remedial actions are taken where faults are found.

**(d) Adequate systems must be in place to ensure that remedial actions are taken, following the notification of faults by those undertaking statutory inspections.**

- In premises covered by Building Maintenance Fund (BMF) or Building Maintenance Partnership Pool (BMPP) NPS will arrange for remedial works to be carried out on lifts and pressure vessels as part of the standard maintenance contract. To help facilitate this process, copies of insurers inspection reports will be forwarded from Risk and Insurance to NPS.
- If premises covered by the BMF or BMPP have any other plant or equipment that is subject to statutory inspection, and they wish NPS to manage the remedial works, it is the responsibility of the premises to ensure that NPS are aware of the plant or equipment.
- For reports on other identified plant that are not forwarded directly to NPS, there should be a named contact within each Department for R&I to send the reports to.
- Departments must ensure that any premises outside BMF or BMPP have adequate arrangements in place for carrying out remedial works (see section [c] above).

## STATUTORY INSPECTION OF PLANT AND EQUIPMENT CHECKLIST

Department/Establishment .....

Address .....

.....

Contact Name .....

Contact Telephone No .....

This list summarises the types of plant & equipment used by Norfolk County Council that require statutory inspection under health & safety law. Your co-operation is required with this important exercise to identify the plant & equipment that you have on site. While electrical testing is not covered in the same way for statutory inspections, the information is still required for risk management & health & safety purposes.

**Plant Type** – this groups the type of plant you are likely to have into groups of similar items

**On Site** – Yes/No is sufficient for this box.

**Location** – A simple description of where the item can be found on the site, e.g. classroom 4 or main boiler house. If the item of plant is not on site at time of completion of checklist record the usual location when it is on site.

**Plant Item No.** – Each item of plant may have an item number recorded on it or a central record of the plant numbers may be kept.

**Date of Last Statutory Inspection** – If the item of plant is already on an inspection schedule a report will be provided each time the item is inspected. Details of any new items of plant or equipment obtained since the last formal inspection, or any that were not included for any reason at the previous inspection, should be notified to Risk and Insurance section at County Hall.

**Your co-operation is required with this important exercise to identify the plant & equipment that you have on site**

PLANT TYPE	ON SITE	LOCATION	PLANT ITEM No.	DATE OF LAST STAT. INSPECTION	COMMENTS
<b>PRESSURE EQUIPMENT</b>					
Air receiver/air compressor					
Mamod model steam engine/small steam boiler					
Autoclave					
Safety valve/pressure gauge					
<b>CANTEEN EQUIPMENT</b>					
Pressure cooker					
Café steam boiler					
<b>HEATING PLANT</b>					
Hot water heating boiler					
Pressurisation unit					
Refrigeration unit/air conditioning over 25 kw compressor power					
<b>LIFTING EQUIPMENT</b>					
Slings-fibre/chain					
Vehicle hoist-blocks/winch					
People hoists					
Lifts (Internal)-goods/passenger/stair					
Lifts (External) - tailboard					
Scissor platform					
Jacks-hydraulic/axle stands					
Fork lift trucks & attachments					
Powered & manual pallet trucks					
Mobile work platforms - 'cherrypickers'					
Shackles-hooks/eye bolts					
Studio/stage light hoists-gantry/Arial mast					
Fall arrester					
Jib crane					
Lifting beam/runway					
<b>LOCAL EXHAUST VENTILATION EQUIP</b>					
LEV- Fumecupboard					
Dust extraction					
<b>ELECTRICAL</b>					
Plant/fixed wiring		ALL SITE	N/A		
Portable appliance testing		ALL EQUIPMENT			