



Regulatory Compliance

INTRODUCTION

Welcome to the USHA Regulatory Compliance Guide. This Guide seeks to provide a comprehensive listing of all the key legislation and guidance associated with managing estates within a University environment.

It has been compiled by USHA Limited working with the Association of University Directors of Estates (AUDE), Association of University Engineers (AUE) and Environmental Association for Universities & Colleges (EAUC).

“Universities are invariably large and complex areas carrying out a wide range of both academic research and teaching. These estates contain several risks all of which must be managed to ensure they provide a healthy and safe environment for those using them including staff, students and visitors. Estates management could not be carried out without a

good understanding of Health & Safety because the two are inextricably linked. This guidance has therefore been produced to help support those whose role it is to ensure that the University complies with Health & Safety legislation specifically from an estates management perspective. I hope you’ll agree that the framework within this document provides the right level of information to enable a sensible, pragmatic approach to be taken to minimize those risks and ensure legal compliance.

I would personally like to thank those who have contributed to the production of this guidance and hope that you all find it extremely useful. USHA is very proud to present this document to the sector.”

Cathy Day
Chair of USHA

“The guide seeks to assist those currently in and new to the sector in identifying their key compliance requirements in what is a complex legislative environment. It is a listing of the documents that contain the regulations, codes of practice and guidance needed to demonstrate compliance and that university estates are safe and well managed places to live, study and work. As such it does not replace the need to study the original documents in order to determine what is required, but will point you towards the right documents and give a top level view of what each document requires.

The legislative environment in which we work, particularly across estates management and maintenance, is challenging to navigate for those not directly involved in risk management on a daily basis. Since the Health and Safety at Work Act 1974, the core piece of legislation covering much of the contents of this guide, definitive statements and standards have been replaced largely with a risk based approach. This means that for a particular topic, there may be regulations which make it clear that this issue must be managed so as to be safe ‘as far as is reasonably practicable’, but there is no unequivocal statement on how this should be achieved. Instead there are Approved Codes of Practice and even further Guidance Notes, which indicate what ‘acceptable’ to ‘good practice’ looks like. To demonstrate compliance with the regulation, you need to evidence that you are following the practices and processes contained within these documents or something more rigorous.

This is compounded by the fact that some of the core legislation turns the standard premise of UK Law on its head and assumes that you are guilty unless you can prove your innocence. By this you are expected to be able to demonstrate management systems and processes that are suitable and sufficient to manage the risk. In short you have to have;

- Identified all of the issues that create a risk and need to be managed within your environment;
- Established suitable and sufficient management systems to inspect and monitor these risks, and carry out suitable rectification to keep processes and equipment performing correctly, and;
- Documented the processes and stored the records and certification of inspection and rectification in a manner that can be retrieved for audit.

I would even add a further bullet point: The ability to report on your timely completion of these inspections and rectifications to senior officers of the business; the Board of Governors and the Vice Chancellor. This last point is often considered the best to measure your compliance.

So, if you read this guide, identify all the areas that you need to manage, risk assess them and put in processes to control them that match guidance and best practice, are you compliant and safe? Without wishing to sound pedantic, it is more correct to state that you have demonstrated that you are compliant to best practices and that your estate is safe as far as is reasonably practicable. Incidents may still happen; equipment can only be claimed to be operating to correct parameters on the day of inspection. In short, things go wrong. However, ability to evidence that you have done all of the above is what will hopefully be your defence if things do go wrong.”

David Lissah
Chair of the USHA Estates Group’s Compliance & Assurance Sub Group

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i DISCLAIMER

Information within this document is provided to the best of our knowledge. Always remember that legislation is not only extensive but is frequently updated, amended, superseded and new items introduced. This document does not constitute professional legal advice and, in all cases where you intend to give an opinion or act on the content expressed within this document, you and your organisation should first obtain professional legal advice.

ii DEFINITIONS

Reference Number: sequential numbering

Compliance: area of compliance

System / Service: specific duties / activities as defined in the regulation / British standard.

Regulation / British Standard: any regulation or British Standard applicable to the compliance area.

Written Scheme of Examination: the statutory duties as specified in the regulations and/or, where applicable, good practice standards that exceed the statutory duty. This is the practice standard endorsed by USHA Compliance Sub-Group

Frequency: the frequency at which a statutory duty or good practice standard is to be executed.

Task: gives the detailed information on what the system/ service requires.

Actions / Percentage Compliance: this column is for a status report.

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
1.	Asbestos	Asbestos	Control of Asbestos Regulation 2012 (Regulation 4 The Duty to Manage) and ACOP L143 (Managing and Working with Asbestos).	Statutory if you have buildings containing or with the potential to contain asbestos.	Production of a management plan that details how the University will manage asbestos and also details organisational policy, roles responsibilities and procedures.	Ongoing as long as you have responsibility for buildings that may contain asbestos (basically anything built before the year 2000).	Relevant to owned, leasehold and occupied buildings.	
2.	Asbestos	Asbestos Surveys	Control of Asbestos Regulation 2012 (Regulation 4 The Duty to Manage) and ACOP L143 (Managing and Working with Asbestos) Guidance on Survey standards taken from HSG264 The Survey Guide	Statutory for buildings that have the potential to contain asbestos, or assumption that any materials that have the potential to contain asbestos do and are managed accordingly.	Management Surveys for general occupancy, Refurbishment Surveys prior to work that will disturb the fabric of the building and Demolition Surveys prior to demolition.	Ongoing as long as you have responsibility for buildings that may contain asbestos (basically anything built before the year 2000).	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
3.	Asbestos	Asbestos Training	Control of Asbestos Regulations (Regulation 10 Information, Instruction and Training) and ACOP L143 (Managing and Working with Asbestos) HSG210 (Asbestos Essentials: a task manual for building, maintenance and allied trades of non-licensed asbestos work).	Statutory for various categories of worker ranging from General Awareness to training for Licensed Asbestos Removal. Awareness for those with the potential to disturb asbestos materials (see list in guidance L143 of those who influence or instruct) Non-licensed for those carrying out tasks as detailed within HSG210 Training for Licensable work with asbestos to work on licensed materials such as spray coatings, thermal insulation and insulation board.	Provision of training for workers who require it, based on the work that they will be carrying out. Responsibility to check that others (not direct employees) have had required levels of training before commencing works.	Provided and refreshed at regular intervals or when there are changes to legislation or guidance. Should be renewed if certification of completion shows expiry date.	Training must be provided by a competent person and should meet the requirements set out in ACOP L143. Toolbox talks may be considered to other categories of staff, e.g. cleaners and security.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
4.	Asbestos	Asbestos Re-inspections and Management Plan Review	Control of Asbestos Regulations 2012 (Regulation 4 The Duty to Manage) L143 ACOP (Managing and Working with Asbestos) HSG 227 (A Comprehensive Guide to Managing Asbestos in Premises).	Statutory for all buildings that have a management plan. It must be reviewed annually as a minimum, and more frequently if a change in use or circumstances or following any incident.	Any identified of suspected asbestos materials will need to be inspected and assessed periodically to check that its condition has not deteriorated the frequency of these inspections will vary Control of Asbestos Regulations 2012 (Regulation 4 The Duty to Manage) L143 ACOP (Managing and Working with Asbestos) HSG 227 (A Comprehensive Guide to Managing Asbestos in Premises).	Management plan should be reviewed annually as a minimum and more frequently if a change legislation or guidance and following any incident. Asbestos risk assessments should be reviewed as required, based on type of material and area that it is located within.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
5.	Asbestos	Asbestos Removal/ Remediation Works	Control of Asbestos Regulations 2012, L143 ACOP Managing and Working with asbestos, HSG227 a comprehensive guide to managing asbestos in buildings, HSG247 The licensed contractors guide, HSG210 Asbestos Essentials A task manual for building, maintenance and allied trades of non-licensed asbestos work. Hazardous Waste (England and Wales) Regulations 2005 +Scotland Regulations	<p>Statutory requirements where asbestos materials require removal or encapsulation, either because they are damaged, in poor condition, or they have the potential to become so due to where they are located, or the usage of the area (usually as a result of risk assessment see 0004).</p> <p>Also required to facilitate other works, either emergency repair / maintenance or as part of a planned project, such as refurbishment or demolition.</p>	<p>The safe removal and disposal of asbestos containing materials using appropriately trained and competent specialists.</p> <p>Evidence of safe removal and consignment at an appropriately licensed landfill is required to be kept.</p> <p>Selection of contractors based on competence, experience, qualifications, training and necessary levels of insurance.</p>	Ongoing as long as you have responsibility for buildings that do / may contain asbestos which are regularly re-inspected, or you undertake project work either refurbishment or demolition to buildings for which you have responsibility.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
6.	Asbestos	Asbestos Analytical Monitoring	Control of Asbestos Regulation 2012, L143 ACOP managing and working with asbestos, HSG 248 the Analyst Guide, UKAS accreditation for Inspection ISO/IEC 17020 (this covers Asbestos Management Surveys, Refurbishment Surveys and Demolition Surveys. UKAS accreditation for Testing ISO/IEC 17025 Testing of Bulk Samples and also air testing and four stage clearance procedures.	<p>Statutory requirements as part of the Control of Asbestos Regulations 2012 (Regulation4).</p> <p>Required to prove duty of care that asbestos removal works undertaken are carried out to the correct standards and that areas where asbestos is removed are safe for re-occupation, and that contamination has not spread to other areas during removal works.</p>	<p>The surveying for asbestos containing materials, and the subsequent laboratory analysis of those materials to prove or disprove if they contain asbestos.</p> <p>The undertaking of asbestos air testing to confirm that control measures put in place by removal organisations are working effectively (or to highlight if they are not).</p> <p>To produce paperwork giving confidence that areas are safe for normal re-occupancy following asbestos removal.</p>	Ongoing as long as you have responsibility for buildings that do/ may contain asbestos which are regularly re-inspected or you undertake project work either refurbishment or demolition to buildings for which you have responsibility.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
7.	Asbestos	Information flow / Register	Construction (Design and Management) Regulations 2015. L153 Managing Health and Safety in Construction, Control of Asbestos Regulation 2012, L127 Management of Asbestos in non-Domestic Premises. Management of Health and Safety at Work Regulations 1999, L21 Management of health and safety at work, Health and Safety at Work etc Act 1974.	Statutory requirements as part of Construction (Design and Management) Regulations 2015 (Regulation 4(4)), Control of Asbestos Regulations 2012 (Regulation 10), Management of Health and Safety at Work Regulations (Regulation 12), Health and Safety at Work etc Act 1974 (Section 3).	Client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or considered for appointment, to the project.	Ongoing for works that fall under the definition for "Construction" that are intrusive to the fabric of the buildings.	This information flow should be controlled, authorised and recorded.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
8.	Asbestos	Appointed Person	HSG264 Asbestos: The Survey Guide	Guidance to help comply with the legal requirements and to ensure the ACMs in premises are properly managed, duty holders should identify a person (and in some cases a deputy) within their organisation who will be responsible for that management.	An appointed person will be essential where the dutyholder has a large or complex building portfolio. The appointed person will need the resources, skills, training and authority.	Ongoing as long as you have responsibility for buildings that do/ may contain asbestos which are regularly re-inspected or you undertake project work either refurbishment or demolition to buildings for which you have responsibility.	This information flow should be controlled, authorised and recorded.	
9.	Asbestos	Health and Safety Files	Construction (Design and Management) Regulations 2015. L153 Managing Health and Safety in Construction	Statutory requirements as part of Construction (Design and Management) Regulations 2015 (Regulation 12).	Any hazard that have not been eliminated through the design and construction processes should be recorded within the Health and Safety File for construction works.	Ongoing for works that fall under the definition for "Construction" that are intrusive to the fabric of the buildings.	Any information regarding residual hazards should be recorded on the Asbestos Register.	

AUTHORISED PERSONS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
10.	Authorised Persons	<p>Authorised Persons -Duty Authorised Person (DAP) – Required knowledge, training and experience to take managerial responsibility for implementing FM policy and procedures for specific area of health and safety legislation. Appointed by the Director of FM.</p> <p>-Authorised Person (AP) – Person possessing proficient technical knowledge and having received appropriate training to take responsibility for the implementation of policy and procedures in their specific discipline. Appointed by the Duty Authorised Person.</p>						

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
11.	Authorised Persons (Asbestos)	DAP	HSWA'74 CAR'12 ACoP L127	P405 +P407 – Management of asbestos in buildings + Duty Holder requirements (BOHS). L127 – The management of asbestos in non-domestic premises (HSE). CoC (Asbestos) (BOHS)	No			
12.	Authorised Persons (Asbestos)	AP		P401, P402, P403, P404, P405 (BOHS). HSG248 – Asbestos: The analysts' guide for sampling, analysis and clearance procedures (HSE). HSG247 – Asbestos: The licenced contractors' guide (HSE)				

AUTHORISED PERSONS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
13.	Authorised Persons (Construction Management)	DAP	HSWA'74 CDM'15 Building Act & Regulations (Approved Documents)	Senior Surveyor (Chartered RICS) NEBOSH Construction Certificate	No			
14.	Authorised Persons (Construction Management)	AP			Surveyor (RICS Member) NEBOSH Construction Certificate			
15.	Authorised Persons (Electrical)	DAP	HSWA'74 EWR'98 Building Act & Regulations (Approved Documents)	BS7671 – 17th Edition. C&G 2365-03 – Electrical Installations (Buildings & Structures). C&G 2395 – Electrical Test & Inspection. Degree or similar in electrical engineering. Membership of IEEE or CIBSE, etc. Electrical Power Engineering (2343) (City & Guilds)				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
16.	Authorised Persons (Electrical)	AP		BS7671 – 17th Edition				
17.	Authorised Persons (Fire Risk Management)	DAP	HSWA'74 Regulatory Reform (Fire Safety) Order 2005 Building Act & Regulations (Approved Documents)	NEBOSH Fire Certificate or similar Fire engineering qualification. Membership of a relevant fire safety professional body.				
18.	Authorised Persons (Fire Risk Management)	AP		NEBOSH Fire Certificate or similar				
19.	Authorised Persons (Gas Services)	DAP	HSWA'74 The Gas Safety (Installation and Use) Regulations 1998	Level 3 Certificate in Complex Domestic Natural Gas Installation and Maintenance (City & Guilds). Gas Safe Registration				

AUTHORISED PERSONS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
20.	Authorised Persons (Gas Services)	AP		Level 3 Certificate in Complex Domestic Natural Gas Installation and Maintenance (City & Guilds).				
21.	Authorised Persons (LEV)	DAP	HSWA'74 COSHH PUWER	<p>P601 - Thorough Examination and Testing of Local Exhaust Ventilation Systems (BOHS).</p> <p>P602 - Basic Design Principles of Local Exhaust Ventilation Systems (BOHS).</p> <p>P603 - Control of Hazardous Substances - Personal Protective Equipments (BOHS).</p> <p>P604 - Performance Evaluation and Management of Local Exhaust Ventilation Systems (BOHS).</p>				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
22.	Authorised Persons (LEV)	AP		As above, subject to local requirements				
23.	Authorised Persons (L8 – Water Services)	DAP	HSWA'74 COSHH ACoP L8 CIBSE TM13	Legionella Control Association (LCA) training certificate (900 series) for relevant duties according to type of systems. (City & Guilds accredited).				

AUTHORISED PERSONS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
24.	Authorised Persons (L8 – Water Services)	AP	L8 – COSHH	<p>P900 - Maintenance and Testing of Control Measures for Domestic Hot and Cold Water Systems (BOHS).</p> <p>P901 - Management and Control of Building Hot and Cold Water Services (BOHS).</p> <p>P903 - Management and Control of Evaporative Cooling and Other High Risk Industrial Water Systems (BOHS).</p> <p>P904 - Management and Control in Leisure, Display, Therapy and other Non-Industrial Water Systems (BOHS).</p> <p>CoC (Legionella) - Certificate of Competence in Legionella (BOHS).</p> <p>CIBSE – TM13.</p>				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
25.	Authorised Persons (Noise & Vibration)	DAP	Control of Noise Control of Vibration	NEBOSH Diploma P701 - Noise - Workplace Assessment (BOHS) P702 - Noise - Control and Environmental Noise Assessment (BOHS) P703 - Management and Assessment of Exposure to Hand-Arm Vibration (BOHS)				
26.	Authorised Persons (Noise & Vibration)	AP	HSWA'74 COSHH ACoP L8 CIBSE TM13	NEBOSH Certificate or similar. P702 - Noise - Control and Environmental Noise Assessment (BOHS) Subject to oversight of a NEBOSH Diploma holder.				

AUTHORISED PERSONS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
27.	Authorised Persons (Pressure Systems)	DAP	Pressure Systems Safety Regulations 2000	AP Certified to JSP 375 Volume 3 Chapter 4, MOD UK – or similar. Boiler & Pressure Systems Certified (AP). HSG 253 Safe Isolation of Equipment.				
28.	Authorised Persons (Pressure Systems)	AP		City & Guilds Level 3 – Gas & Pressure Systems				
29.	Authorised Persons (Lifts)	DAP		NVQ3 or HND in Lift Technology				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
30.	Authorised Persons (Lifts)	AP		<p>Relevant qualifications include:</p> <ul style="list-style-type: none"> • level 2 certificate in mechanical engineering • level 2 certificate in electrical and electronic engineering technology • level 2 diploma in maintenance engineering technology • level 2 diploma in access to building services engineering. <p>HNC or HND in mechanical, electrical and electronic engineering</p>				

AUTOMATED POWERED GATES & ROLLER SHUTTERS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
31.	Automated Powered Gates & Roller shutters (Without fire resistance or smoke control characteristics)		Supply of Machinery (Safety) Regulations 2008 EWR - Electricity at Work Regulations 1998 Provision and Use of Work Equipment Regulations & ACoP L22	BS EN 12635:2002 +A1:2008 Industrial, commercial and garage doors and gates. Installation and use. BS EN 12453:2001 BS EN 13241-1:2003 - Product Standard for powered doors and gates. DHF 1053:06/12 BS EN ISO 12100 - Safety of machinery. General principles for design. Risk assessment and risk reduction. BS7671 IEE Wiring Regulations HSE Guidance BS EN 12604 & BS EN 12605 - mechanical requirements and tests. BS EN 12978 - safety devices for power operated doors and gates.				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
32.	Automated Powered Gates & Roller shutters	Is there a compliant technical file for each, including Declaration of Conformity	Supply of Machinery (Safety) Regulations 2008	refer to DHF 1053:06/12		Selection criteria	Selection criteria	
33.	Automated Powered Gates & Roller shutters	Is there a suitable and sufficient risk assessment for each	- Provision and Use or Work Equipment Regulations - Workplace (Health, Safety and Welfare) Regulations	- BS EN ISO 12100 (for gates refer to Procter Gates risk assessment calculator)		Pre and post installation	Pre and post install	
34.	Automated Powered Gates & Roller shutters	Six monthly safety inspection	Workplace (Health, Safety and Welfare) Regulations	BS EN 12635:2002 +A1:2008		Inspection	6 monthly	
35.	Automated Powered Gates & Roller shutters	Annual service / maintenance	- Provision and Use or Work Equipment Regulations - Workplace (Health, Safety and Welfare) Regulations	BS EN 12635:2002 +A1:2008		Service & Maintain	Yearly	
36.	Automated Powered Gates & Roller shutters	Suitable and sufficient signage	Health and Safety (Safety Signs and Signals) Regulations. Workplace (Health, Safety and Welfare) Regulations Provision and Use or Work Equipment Regulations	ACoP L64 ACoP L22		Commissioning	Annual check	

POWER OPERATED PEDESTRIAN DOORSETS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
37.	Power Operated Pedestrian Doorsets	Compliant Technical File & Declaration of Conformity	Supply of Machinery (Safety) Regulations / Machinery Directive (2006/EC/42) Provision and Use or Work Equipment Regulations & ACoP L22	Door and Hardware Federation document 1053:06/12		Compliance check	Once – install & commissioning	
38.	Power Operated Pedestrian Doorsets	Is each apparatus CE marked	Supply of Machinery (Safety) Regulations / Machinery Directive (2006/EC/42)			Compliance check	Once – install & commissioning	
39.	Power Operated Pedestrian Doorsets	Suitable and sufficient risk assessment for each type of apparatus	Management of Health & Safety at Work Regulations	Refer to BS EN 7036-0:2014 and BS EN ISO 12100.		Risk Assessment	Periodic revision	
40.	Power Operated Pedestrian Doorsets	Suitable and sufficient signage (DDA, Escape, etc.)	Health and Safety (Safety Signs and Signals) Regulations. Workplace (Health, Safety and Welfare) Regulations Provision and Use or Work Equipment Regulations	ACoP L64 ACoP L22		Commissioning	Annual check	
41.	Power Operated Pedestrian Doorsets	Electrical test and commissioning certificate	- EWR - Electricity at Work Regulations 1998 - Workplace (Health, Safety and Welfare) Regulations	- BS7671 IEE Wiring Regulations		Commissioning	Once – install & commissioning	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
42.	Power Operated Pedestrian Doorsets	Test of Control Systems	Provision and Use or Work Equipment Regulations	- BS EN 16005:2012 - Power operated pedestrian doorsets - Safety in use - Requirements and test methods		Commissioning	Selection criteria	
43.	Power Operated Pedestrian Doorsets	Service & Maintenance	- Provision and Use or Work Equipment Regulations - Workplace (Health, Safety and Welfare) Regulations	- BS EN 16005:2012 - Power operated pedestrian doorsets - Safety in use - Requirements and test methods		Periodic Service		
44.	Power Operated Pedestrian Doorsets	Fixed wire test and inspection	- EWR - Electricity at Work Regulations 1998			5 yearly max inspection	As University Electrical Systems Management Policy	
45.	Buildings Compliance							

BUILDING FABRIC (GENERAL)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
46.	Building Fabric (General)	Building fabric, windows, parapets, facades, flashing, surface finishes.	The Management of Health and Safety at Work Regulations Workplace (Health, Safety & Welfare) Reg's 1992 BS 8210 Guide To Building Maintenance Management.	Every employer shall make a suitable and sufficient assessment of— (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,	Condition surveys and maintenance programme where appropriate and in proportion to the level of risk, age and construction material of building.	Based on risk but general recommendation:	Note: Specific fabric hazards such as asbestos are covered by their own regulations. Note 2: Leased buildings may obligate additional or more frequent tasks.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
47.	Buildings (Structure)	Bridges,	Management of Health & Safety at Work Regulations	Bridge inspection report	Undertake a Principle Inspection and structural assessment through a consultant Structural Engineer (CEng) of all bridges and large structural retaining walls on a 6 yearly plan, supplemented by a two yearly General Inspection. This inspection regime supplemented by testing and monitoring where appropriate.	2 yearly General 6 yearly Principle	<p>The movement of abnormal loads on bridge structures needs to be carefully managed so that large and heavy vehicles only use those parts of the road network that can safely accommodate them.</p> <p>Colleges need to inform EO of any such loads in advance so loads can be checked (by the ARM and specialist subcontractor/ consultant Structural Engineer) and any mitigations put in place e.g. temporary props.</p>	

COMBINED HEAT & POWER GENERATION / COMBINED HEAT & POWER SYSTEM

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
48.	Combined Heat & Power Generation							
49.	Combined Heat & Power System	Declaration of conformity and CE Marking of relevant components	- Supply of Machinery (Safety) Regulations / Machinery Directive (2006/EC/42) Provision and Use or Work Equipment Regulations & ACoP L22			Compliance check	Once	
50.	Combined Heat & Power System	Current Technical File (O&M)	- Supply of Machinery (Safety) Regulations / Machinery Directive (2006/EC/42) Provision and Use or Work Equipment Regulations			Compliance check	Once	
51.	Combined Heat & Power System	Risk assessment	- Management of Health & Safety at Work Regulation	BS EN ISO 12100 - Safety of machinery. General principles for design. Risk assessment and risk reduction.		Risk Assessment	Periodic revision	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
52.	Combined Heat & Power System	Gas	- Gas Safety (Installation & Use) regulations			Commissioning – test certificates	Once	Refer to Gas section of this document
53.	Combined Heat & Power System	Gas	- Gas Safety (Installation & Use) regulations			Annual inspection and certification	Annually	Refer to Gas section of this document
54.	Combined Heat & Power System	Electrical	- EWR - Electricity at Work Regulations 1998	- BS7671 IEE Wiring Regulations		Commissioning – test certificates	Periodic – manufacturers recommendation	Alternator, controls and switchgear.
55.	Combined Heat & Power System	Electrical	- EWR - Electricity at Work Regulations 1998	- BS7671 IEE Wiring Regulations		Periodic inspection of electrical systems (Alternator, wiring, control panels etc.)	Periodic – manufacturers recommendation	

COMBINED HEAT & POWER SYSTEM / CONFINED SPACES

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
56.	Combined Heat & Power System	Service and Maintenance	<ul style="list-style-type: none"> - Provision and Use or Work Equipment Regulations - EWR - Electricity at Work Regulations 1998 - Gas Safety (Installation & Use) regulations - Workplace (Health, Safety and Welfare) Regulations 				Periodic – manufacturers recommendation	
57.	Confined Spaces	Confined Spaces Policy	<ul style="list-style-type: none"> - Confined Space Regulations 1997 - L101 safe work in confined spaces (3rd Edition, 2014) 	Statutory if you have spaces that constitute a confined space as detailed within the regulations.	Production of a policy that details how the University will manage access and works within confined spaces. The policy should highlight roles, responsibilities and emergency arrangements.	The policy should be reviewed in the event of an accident/incident or when regulations change. The policy should be subject to review Every 12 months.	Relevant to all areas/locations classified as confined space.	
58.	Confined Spaces	Confined Spaces Access/Egress Procedures	<ul style="list-style-type: none"> - Confined Space Regulations 1997 - L101 safe work in confined spaces (3rd Edition, 2014) 	Statutory, and applies to both in house and external contractors.	To be built into overall safe system of work.	To be subject to a minimum of annual review.	External advice may be required if desired level of competency not available in-house.	

CONFINED SPACES

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
59.	Confined Spaces	Confined Spaces Risk Assessment	<ul style="list-style-type: none"> - Confined Space Regulations 1997 - L101 safe work in confined spaces (3rd Edition, 2014) - The Management of Health and Safety at Work Regulations (Reg 3) 	Statutory	Undertake assessments of all confined spaces producing detailed risk assessments for each. Consideration given to services, contamination, residues, oxygen depletion and oxygen enrichment.	Set date for review (no longer than 2 years). Review following an incident or accident, changes in legislation or significant changes in work practices or work force.	RA to be produced and reviewed by a competent person. The competent person may be external to the University.	
60.	Confined Spaces	Confined Spaces Training	<ul style="list-style-type: none"> - Confined Space Regulations 1997 - L101 safe work in confined spaces (3rd Edition, 2014) 	Statutory for all with responsibilities within the policy and any member of staff who is required to access a confined space.	Suitable provider to be sourced. Attendance logged on training matrix.	<ul style="list-style-type: none"> - 1 day general awareness and risk assessment for managers and supervisors - 1 or 2 day safe entry and escape BA for staff accessing confined spaces - Operatives to have basic knowledge maintained and refreshed through TBTs. 		

CONFINED SPACES

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
61.	Confined Spaces	Atmospheric Monitoring	<ul style="list-style-type: none"> - Confined Space Regulations 1997 - (Reg 4) - L101 safe work in confined spaces (3rd Edition, 2014) 	Statutory	To be undertaken prior to access to determine presence and levels of various gases. To be detailed within the safe system of work.		Staff will require training in the use of atmospheric monitors. Data will need to be recorded. Monitor will require servicing and calibration.	
62.	Confined Spaces	Safe Systems of Work	<ul style="list-style-type: none"> - Confined Space Regulations 1997 (Regs 4 & 5) - L101 safe work in confined spaces (3rd Edition, 2014) 	Statutory	Produce a PTW that covers access/egress, works within, communications and emergency arrangements.	To be subject to regular practice by confined spaces team. All rescue equipment to be regularly inspected.		
63.	Construction, Refurbishments and Demolition							

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
64.	Control of contractors	N/A	Management of Health and Safety at Work Regulations CDM Workplace (Health, Safety & Welfare) Regulations Occupiers Liability Acts Building Regulations	HSG159 - Managing Contractors: A Guide for employers PAS91 (complex or construction works)	No	Planning Selecting and appointing the right contractor Contractors on-site During work checks Review the work <i>*Proportionate to the size and complexity of the works for which they are employed</i>	For each and every instruction	“Contractor” means anyone the University employs to do work of any kind who is not an employee and in the course of his or her business may carry out work for the University or a University employee (e.g. maintenance, construction work, cleaning, security, consultants etc.).
65.								

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
66.	COSHH / LEV Compliance	COSHH /LEV Compliance	Risk Assessments Maintenance and inspection.	Control of Substance Hazardous to Health Regulations 2002 (Sixth edition 2013) (CoSHH) Workplace (Health & Safety) Regulations 1992 (WHSWR)	CoSHH ACOP L5 P601 - Thorough Examination and Testing of Local Exhaust Ventilation Systems (BOHS). P602 - Basic Design Principles of Local Exhaust Ventilation Systems (BOHS). P603 - Control of Hazardous Substances - Personal Protective Equipment (BOHS). P604 - Performance Evaluation and Management of Local Exhaust Ventilation Systems (BOHS).	Employers must assess the degree of exposure and the risks to their employees, devise and implement adequate control measures, and check and maintain them. Employers must ensure that the equipment utilised for the control of substances is maintained in an efficient state, in efficient working order, in good repair and in a clean condition. Employees must use these control measures in the way they are intended to be used and as they have been instructed. Employers must ensure that thorough examination and testing of the protective LEV is carried out every 14 months (unless otherwise stipulated). Any identified defects should be put right as soon as possible or within a time laid down by the person who carries out the examination.	Most LEV systems need a thorough examination and test once each year (legally, you are allowed 14 months between tests) to make sure it works well and continues to protect your employees. Some LEV systems (such as those controlling more critical or high-hazard processes) need more frequent thorough examination and testing.	You must make sure that anyone who designs, selects, checks and maintains the LEV system and does the thorough examination and test is competent. They should have the knowledge, skills and experience to do the job properly.

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
67.						<p>Competent Service Providers/ Examiners shall be appointed to undertake the thorough examination and testing of the LEV.</p> <p>Competent Service Providers/ Examiners shall attach and complete a simple label to every LEV examined and tested. Where the control system has failed and requires remedy or repair, the examiner should instead attach a 'fail' label to the hood advising not-to-use the LEV system.</p> <p>The Responsible Person shall ensure record details of the Inspection/Testing are updated on the electronic Logbook schedule.</p> <p>The person carrying out the thorough examination and test should provide a record, which needs to be kept by the employer for at least 5 years.</p>		

ELECTRICITY

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
68.	Electricity	Design and Installation	<ul style="list-style-type: none"> - Electricity at Work Regulations - Dangerous Substances, Explosive Atmosphere Regulations (DSEAR) - Electricity Safety, Quality and Continuity Regulations - Electromagnetic Compatibility Regulations 	Requirements for electrical Installations, BS 7671 (incorporating any IET current guidance and amendments) Code of Practice for Electrical Safety Management; IET Code of Practice for In-service Inspection and testing of Electrical Equipment (current edition), IET Maintaining portable electrical equipment, HSG107, Maintaining portable electric equipment in low-risk environments, INDG236, HSE Electrical Safety and You, INDG231, HSE	No	All systems must: <ul style="list-style-type: none"> • be designed by a competent engineer and approved by the University's Authorised Person (lead engineer), who will specify who will carry out the installation in accordance with HSR25 Memorandum of Guidance on the Electricity at Work Regulations and current IET codes and standards. • where portable equipment is likely to be used in the design of a new installation (as part of the design and planning stage of a project), make provision so that the equipment may be supplied from an adjacent and conveniently accessible socket-outlet. • be commissioned, and a completion certificate issued, in accordance with the current version of BS 7671 (the IET Wiring Regulations), for new low voltage installations operating at up to 1000 volts AC or 1500 volts DC, before acceptance by the Authorised Person. 	New installations	The Authorised Person must: <ul style="list-style-type: none"> • possess sufficient technical knowledge, attitude, training, practical experience and skills commensurate with the voltage requirements, in accordance with IET Regulations and the nature of work at hand necessary to prevent danger or injury • be able to recognise the extent and limitation of their ability and act appropriately. • be identified in protocols and procedures.

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
69.	Electricity	Modifications	<ul style="list-style-type: none"> - Electricity at Work Regulations - Dangerous Substances, Explosive Atmosphere Regulations (DSEAR) - Electricity Safety, Quality and Continuity Regulations - Electromagnetic Compatibility Regulations 	Requirements for electrical Installations, BS 7671 (incorporating any IET current guidance and amendments) Code of Practice for Electrical Safety Management; IET Code of Practice for In-service Inspection and testing of Electrical Equipment (current edition), IET Maintaining portable electrical equipment, HSG107, Maintaining portable electric equipment in low-risk environments, INDG236, HSE Electrical Safety and You, INDG231, HSE	No	All modifications must be approved by the University's Authorised Person(s) and carried out as for installations above. This will be taken to include changing socket outlets. This applies to all modifications, no matter how small.	Modifications	

ELECTRICITY

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
70.	Electricity	Statutory Periodic Test and Inspection	<ul style="list-style-type: none"> - Electricity at Work Regulations - Dangerous Substances, Explosive Atmosphere Regulations (DSEAR) - Electricity Safety, Quality and Continuity Regulations - Electromagnetic Compatibility Regulations 	Requirements for electrical Installations, BS 7671 (incorporating any IET current guidance and amendments) Code of Practice for Electrical Safety Management; IET Code of Practice for In-service Inspection and testing of Electrical Equipment (current edition), IET Maintaining portable electrical equipment, HSG107, Maintaining portable electric equipment in low-risk environments, INDG236, HSE Electrical Safety and You, INDG231, HSE	No	The University recognises that statutory Periodic Test and Inspection commonly known as "fixed wire testing" is the way of ensuring the organisation's low voltage electrical distribution systems are safe and installations that comply with British Standard BS7671 (IET Wiring Regulations and Guidance Notes) are recognised by the Health and Safety Executive as likely to achieve compliance with the relevant aspects of the Electricity at Work Regulations (for systems operating at up to 1000 volts AC or 1500 volts DC).	As specified by IET's Guidance Note 3: Inspection & Testing	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
71.	Electricity	Portable appliances	<ul style="list-style-type: none"> - Electricity at Work Regulations - Dangerous Substances, Explosive Atmosphere Regulations (DSEAR) - Electricity Safety, Quality and Continuity Regulations - Regulations - Electromagnetic Compatibility Regulations 	<p>Requirements for electrical Installations, BS 7671 (incorporating any IET current guidance and amendments)</p> <p>Code of Practice for Electrical Safety Management; IET Code of Practice for In-service Inspection and testing of Electrical Equipment (current edition), IET Maintaining portable electrical equipment, HSG107, Maintaining portable electric equipment in low-risk environments, INDG236, HSE Electrical Safety and You, INDG231, HSE</p>	No	<p>Visual/user checks must include:</p> <ul style="list-style-type: none"> • Mains lead integrity • Mains on/off switch correct operation <p>Damage, cleanliness or obstruction to equipment/unit/vents</p> <p>Formal inspections must include:</p> <ul style="list-style-type: none"> • The visual/user checks listed above • Mains plug integrity and fusing • Resistance testing in accordance with equipment specifications • Equipment used in accordance with manufacturers recommendations • The environment in which the equipment is operating 	Based on risk assessment. Guidance specified in HSG107 (table 1)	<p><u>Level 1</u> A person who is suitably trained to use a basic PAT tester with the ability to interpret its findings and record the information it presents e.g. City & Guilds 2377-22. <i>Where a complex PAT tester is used interpretation of findings would normally require the competence of a qualified electrician.</i></p> <p><u>Level 2</u> A qualified electrician i.e. with the correct skills, knowledge and experience to carry out electrical work, including City and Guilds IEE Wiring Regulations latest Edition qualifications.</p>

ELECTRICITY

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
72.	Electricity	Lightning conductors		BS EN 62305	No	<ul style="list-style-type: none"> • All components and conductors and securely fastened • No external damage or corrosion • Bonding • No alterations to existing system • Earth connections are intact • Separation distances are maintained • Air termination conductors meet current requirements (British Standards) • Conductors are adequately tested and positioned • Earth electrodes and buried earth ring are adequately fitted and tested. 	At least every 12 months or following significant changes (including following a strike).	Competency requirements: <ul style="list-style-type: none"> • sufficient technical knowledge, attitude, training, practical experience and skills commensurate with the voltage requirements, in accordance with BS EN 62305 and the nature of work at hand necessary to prevent danger or injury • be able to recognise the extent and limitation of their ability and act appropriately.

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
73.	Electricity	High Voltage Equipment	<ul style="list-style-type: none"> - Electricity at Work Regulations - Dangerous Substances, Explosive Atmosphere Regulations (DSEAR) - Electricity Safety, Quality and Continuity Regulations - Electromagnetic Compatibility Regulations 	Health Technical Memorandum 06-03: Electrical safety guidance for high voltage systems		<ul style="list-style-type: none"> • Formal rules and procedures with specialised safety documentation and authorisation procedures including the use of Permit to Work. This should include authorisation of internal and/or external contract personnel. • If the university adopts the Department of Health HTM-06-03 system for HV system management they must adopt all of the requirements in their entirety e.g. roles, definitions, safe systems, log books etc. • If an external contractor is used to work on university HV systems and they have their own authorisation procedure then the university's Authorised Person must formally recognise and accept the procedure. • If an external contractor is used to authorise and perform all work on university HV systems, then no internal university personnel may work on the HV systems (even if they have received training). Agreements must be formalised with regard to which Permit to Work Systems are to be used. • Identification and formal assessment of the risks, • Access control for HV equipment areas and signs and notices • Programme of routine maintenance for HV systems • Training for personnel who work on HV equipment • Emergency procedures for unplanned or emergency events. 	In accordance with the system.	In accordance with section 4 and Appendix 9 of HTM06-03

ELECTRICITY

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
74.	Electricity	Low Voltage Equipment	<ul style="list-style-type: none"> - Electricity at Work Regulations - Dangerous Substances, Explosive Atmosphere Regulations (DSEAR) - Electricity Safety, Quality and Continuity Regulations - Electromagnetic Compatibility Regulations 	Health Technical Memorandum 06-02: Electrical safety guidance for low voltage systems	No	<ul style="list-style-type: none"> • Formal rules and procedures with specialised safety documentation and authorisation procedures including the use of Permit to Work. This should include authorisation of internal and/or external contract personnel. • If the university adopts the Department of Health HTM-06-02 system for LV system management they must adopt all of the requirements in their entirety e.g. roles, definitions, safe systems, log books etc. • If an external contractor is used to work on university LV systems and they have their own authorisation procedure then the university's Authorised Person must formally recognise and accept the procedure. • If an external contractor is used to authorise and perform all work on university LV systems, agreements must be formalised with regard to responsibilities and to which Permit to Work Systems are to be used. • Identification and formal assessment of the risks, • Access control for LV equipment areas and signs and notices • Programme of routine maintenance for LV systems. • Training for personnel who work on LV equipment. • Emergency procedures for unplanned or emergency events. 	In accordance with the system	In accordance with section 4 and Appendix 7 of HTM06-02

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
75.	Environment		Environment Act 1995. Establishes the Environment Agency and SEPA as the regulatory bodies for contaminated land, control of pollution, conservation or enhancement of the environment and fisheries.		No direct application other than establishing who regulates activities.		Does that set the scope for protection to air, land and water pollution?	
76.	Environment (Noise)		Control of Pollution Act 1974 Part III (as amended). Sets out local authorities' duty to inspect and exercise powers concerning noise abatement zones, and the process for dealing with excess noise and noise from construction sites.		Applies to any site or project undertaken or in which The organisation is involved that could give rise to a nuisance referred to a statutory nuisance.			
77.	Environment (Waste)		Environmental Protection Act 1990. Establishes in England, Scotland and Wales the structure and authority for waste management and control of emissions into the environment.		This may apply to organisations via clients.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
78.	Environment		The Control of Noise (Code of Practice for Construction and Open Sites) (England) Order 2015.			All works?		
79.	Environment (Water)		Water Resources Act 1991 (as amended)	Sets up the regime, now controlled by the Environment Agency, to conserve, manage and control pollution of water resources, abstraction and impoundment, and offences for contravening and organising flood defences.	Any activity being carried out at site or on a project that could result in pollution of controlled waters.	All works.		
80.	Environment (Water)		Environmental Damage (Prevention and Remediation) Regulations 2009	Environmental damage and liability regulations force polluters to prevent and remedy environmental damage that they have caused.	Action can be taken against The organisation by statutory bodies for environmental damage.	All works.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
81.	Environment (Water)		The Environmental Permitting (England and Wales) Regulations 2010.	Provides a consolidated system for environmental permits and exemptions.	The organisation can apply for permits under this legislation.	Works that require permits.		
82.	Environment (Water)		Groundwater Regulations 1998.	Empowers the Environment Agency in England and Wales and SEPA in Scotland to prevent direct or indirect discharge of certain dangerous substances to groundwater and control pollution resulting from the discharge of those and other substances.	The Organisation must not discharge of groundwater.	All works.		
83.	Environment (Oil)		Control of Pollution (Oil Storage) (England) Regulations 2001.	Imposes general requirements for preventing pollution of controlled waters from oil storage.	Prescribes oil storage arrangements.	All storage of oil.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
84.	Environment (General)		Water Industry Act 1991	Consolidates previous legislation on water supply and sewerage services (including trade effluent consents) and opens up the market to allow private sector companies to compete to be appointed as water and sewerage undertakers.	Regulates water industry the organisation uses as service provider.	-		
85.	Environment (Water)		Water Act 2003	Sets out the framework for abstraction licensing, regulates impoundments, increases competition in water supply and includes measures for drought management and flood defence work in England and Wales.	Regulates water industry The organisation uses as service provider.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
86.	Environment (Water)		The Environmental Permitting (England and Wales) (Amendment) Regulations 2014	Amendment of the Environmental Permitting (England and Wales) Regulations 2010	Regulator must issue a new permit on transfer.	Works that require permits.		
87.	Environment (Water)		Water Act 2014	Powers which enable a single set of regulations covering the existing pollution prevention and control permit requirements and new regulations for abstraction licences & flood defence consents.		Works that require FDC or permits.		
88.	Environment (Water)		The Water Environment (Water Framework Directive (WFD)) (England and Wales) (Amendment) Regulations 2015	Identifies and sets environmental quality standards (EQS) in surface waters for a list of priority substances identified under the WFD as presenting a significant risk to or via the aquatic environment.	N/A	All works.		

ENVIRONMENT (WATER)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
89.	Environment (Water)		Flood and Water Management Act 2010	Gives the Environment Agency a strategic overview of the management of flood and coastal erosion risk in England, and a similar role in Wales to Welsh Ministers. Also gives upper tier local authorities in England, and local authorities in Wales, responsibility for preparing and putting in place strategies for managing flood risk from groundwater, surface water and ordinary watercourses in their areas.				
90.	Environment (Water)		Control of Pesticides Regulations 1986	UK National Legislation that applies to biocidal products during the assessment of an existing active substance under the EU Biocides Regulation 528/2012 (EU BPR).				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
91.	Environment (Waste)		Environmental Protection Act 1990	Defines within England, Scotland and Wales the legal framework for controls over the depositing, keeping and treating of waste, duty of care for waste, control of hazardous waste and waste licensing.	Requires the organisation to have controls in place to prevent pollution from the depositing, keeping or treating of waste on or in land.	All works and facilities management		
92.	Environment (Waste)		Environment Act 1995	Establishes the Environment Agency and SEPA as the regulating bodies for waste	Established regulation framework	All works and facilities management		
93.	Environment (Waste)		Waste (England and Wales) Regulations 2011	Requires businesses to confirm that they have applied the waste management hierarchy when transferring waste, and include a declaration on their waste transfer note or consignment note.	The organisation must apply requirements as a licensed waste carrier and on their contracted waste carriers	All works and facilities management		

ENVIRONMENT (WASTE)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
94.	Environment (Waste)		Clean Neighbourhoods and Environment Act 2005	Increases level of fines and custodial sentencing for waste related offences.	If the organisation causes nuisance this can be used locally.	If waste offence arose.		
95.	Environment (Waste)		Environmental Permitting (England and Wales) Regulations 2007	Re-establishes the waste permitting regime.	The organisation must implement the Waste Hierarchy.			
96.	Environment (Waste)		The Environmental Permitting (England and Wales) Regulations 2010	Provides a consolidated system for environmental permits.				
97.	Environment (Waste)		The Landfill Tax Regulations 1996 (as amended)	Applies an escalating tax to waste disposed of in landfill.	The cost of the landfill tax will be charged in part or in whole by waste management contractors removing waste to landfill.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
98.	Environment (Waste)		Control of Pollution (Amendment) Act 1989	Requires carriers and brokers of controlled waste to register with the Environment Agency or SEPA and outlines the penalties (including seizure and disposal) for vehicles shown to have been used for illegal waste disposal.	The organisation has a duty of care on all wastes it produces.			
99.	Environment (Waste)		Scrap Metal Dealers Act 2013	Created a revised regulatory regime for the scrap metal recycling and vehicle dismantling industries.	The organisation has a duty of care on all wastes it produces.			

ENVIRONMENT (METAL WASTE)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
100.	Environment (Metal Waste)		Scrap Metal Dealers Act 2013	Created a revised regulatory regime for the scrap metal recycling and vehicle dismantling industries.	The organisation has a duty of care on all wastes it produces.			
			Environmental Protection Act 1990	Defines within England, Scotland and Wales the legal framework for controls over the depositing, keeping and treating of waste, duty of care for waste, control of hazardous waste and waste licensing.	Requires the organisation to have controls in place to prevent pollution from the depositing, keeping or treating of waste on or in land.	All works and facilities management.		
			Waste (England and Wales) Regulations 2011	Requires businesses to confirm that they have applied the waste management hierarchy when transferring waste, and include a declaration on their waste transfer note or consignment note.	The organisation must apply requirements as a licensed waste carrier and on their contracted waste carriers.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
101.	Environment (Hazardous Waste)		<p>Environmental Protection Act 1990</p> <p>Waste (England and Wales) Regulations 2011</p> <p>Hazardous Waste (England and Wales) Regulations 2005 (as amended)</p>	<p>Defines within England, Scotland and Wales the legal framework for controls over the depositing, keeping and treating of waste, duty of care for waste, control of hazardous waste and waste licensing.</p> <p>Requires businesses to confirm that they have applied the waste management hierarchy when transferring waste, and include a declaration on their waste transfer note or consignment note.</p> <p>Defines legal framework for controls over the depositing, keeping and treating of waste, duty of care for waste, control of hazardous waste and waste licensing</p> <p>Applies an escalating tax to waste disposed of in landfill.</p>	<p>Requires the organisation to have controls in place to prevent pollution from the depositing, keeping or treating of waste on or in land.</p> <p>The organisation must apply requirements as a licensed waste carrier and on their contracted waste carriers.</p> <p>The organisation must assess Haz waste under government guidance MW3 and manage it in line with Duty of Care requirements.</p> <p>The cost of the landfill tax will be charged in part or in whole by waste management contractors removing waste to landfill.</p>	All works and facilities management		

ENVIRONMENT (ACTIVE WASTE)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
102.	Environment (Active Waste)		Environmental Protection Act 1990	Defines within England, Scotland and Wales the legal framework for controls over the depositing, keeping and treating of waste, duty of care for waste, control of hazardous waste and waste licensing.	Requires The organisation to have controls in place to prevent pollution from the depositing, keeping or treating of waste on or in land.	All works and facilities management.		
			Waste (England and Wales) Regulations 2011	Requires businesses to confirm that they have applied the waste management hierarchy when transferring waste, and include a declaration on their waste transfer note or consignment note.	The organisation must apply requirements as a licensed waste carrier and on their contracted waste carriers			
			The Landfill Tax Regulations 1996 (as amended)	Applies an escalating tax to waste disposed of in landfill.	The cost of the landfill tax will be charged in part or in whole by waste management contractors removing waste to landfill.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
103.	Environment (Inactive Waste)		<p>Environmental Protection Act 1990</p> <p>Waste (England and Wales) Regulations 2011</p> <p>The Landfill Tax Regulations 1996 (as amended)</p>	<p>Defines within England, Scotland and Wales the legal framework for controls over the depositing, keeping and treating of waste, duty of care for waste, control of hazardous waste and waste licensing.</p> <p>Requires businesses to confirm that they have applied the waste management hierarchy when transferring waste, and include a declaration on their waste transfer note or consignment note.</p> <p>Applies an escalating tax to waste disposed of in landfill.</p>	<p>Requires the organisation to have controls in place to prevent pollution from the depositing, keeping or treating of waste on or in land.</p> <p>The organisation must apply requirements as a licensed waste carrier and on their contracted waste carriers.</p> <p>The cost of the landfill tax will be charged in part or in whole by waste management contractors removing waste to landfill.</p>	All works and facilities management		

ENVIRONMENT (CONTAMINATED LAND)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
104.	Environment (Contaminated Land)		Environmental Protection Act 1990 Part 11A as amended	Establishes the legislative framework for identifying and dealing with contaminated land.	Requires the organisation to prevent contamination of any land it operates from, irrespective as to whether or not the land is already contaminated.			
105.	Environment (Contaminated Land)		The Contaminated Land (England) Regulations 2006 (SI 2006/1380)	Sets out provisions relating to the identification and remediation of contaminated land. Identifies sites requiring regulation as 'special sites' and adds land contaminated by radioactive substances to this classification.	Sets out identification and remediation of sites the Organisation may be working on.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
106.	Environment (Contaminated Land)		Environmental Damage (Prevention and Remediation) Regulations 2009 SI 153	Brings into force rules to force polluters to prevent and repair damage to water systems, land quality, species and their habitats and protected sites. The polluter does not need to be prosecuted first, so remedying the damage will be faster.	Sets out identification and remediation of sites the Organisation may be working on.			
107.	Environment (Contaminated Land)		Environmental Protection Act 1990 Part 11A as amended	Establishes the legislative framework for identifying and dealing with contaminated land.	Requires the organisation to prevent contamination of any land it operates from, irrespective as to whether or not the land is already contaminated.			

ENVIRONMENT (CLEAN AIR)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
108.	Environment (Clean Air)		Ozone-Depleting Substances (Qualifications) Regulations 2009	Amends qualifications needed to recover, recycle or destroy ozone depleting substances.	Qualifications for A/C engineers working on Organisations equipment		To be included in required maintenance contracts – contractors selection	
109.	Environment (Clean Air)		The Climate Change Levy (General) Regulations 2001 (as amended)	The Climate Change Levy (CCL) is an environmental tax that was introduced in the UK in April 2001. It's charged on the business use of energy. It's designed to encourage businesses to be more energy efficient and to reduce greenhouse emissions.				
110.	Environment (Clean Air)		Environmental Protection (Controls on Ozone Depleting Substances) Regulations 2011	Implement the EU Ozone-Depleting Substances (ODS) Regulation.	Requirements for ozone depleting substances the organisation uses.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
111.	Environment (Clean Air)		Clean Air Act 1993	Bans emission of dark smoke from chimneys and furnaces, sets minimum chimney heights, and creates smoke control zones.	Set limits for smoke emitted.			
112.	Environment (Clean Air)		The Clean Air (Miscellaneous Provisions) (England) Regulations 2014	Consolidates six sets of regulations concerning clean air, made under enabling powers which were repealed and re-enacted as part of the Clean Air Act 1993.	The Clean Air (Miscellaneous Provisions) (England) Regulations 2014			
113.	Environment (Clean Air)		The Energy Savings Opportunity Scheme Regulations 2014	Requires large undertakings, and small or medium undertakings which are group undertakings in respect of a large undertaking (with specified exceptions), to participate in the Scheme.	The Energy Savings Opportunity Scheme Regulations 2014			

ENVIRONMENT (CLEAN AIR)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
114.	Environment (Clean Air)		The Capital Allowances (Energy-saving Plant and Machinery) (Amendment) Order 2014	Introduces a scheme for 100% first-year capital allowances to encourage businesses to invest in energy-saving plant or machinery.	No ECA claims made.			
115.	Environment (Clean Air)		The Energy Performance of Buildings (England and Wales) (Amendment) Regulations 2014	Sets out validity periods for display energy certificate. Buildings with a total useful floor area of over 1,000 square metres are valid for seven years and reports relating to any other building are valid for ten years.				
116.	Environment (Clean Air)		The CRC Energy Efficiency Scheme (Amendment) Order 2014	Simplification of CRC including onsite energy production.				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
117.	Environment (Clean Air)		The CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) (Amendment) Regulations 2014	To correct an error and set the price of allowances issued in relation to the first phase sale of allowances under the CRC Energy Efficiency Scheme Order 2010 at £12, which is the intended policy.			The regulation sets scope of application.	
118.	Environment (Clean Air)		The Ozone-Depleting Substances Regulations 2015	This instrument consolidates and revokes two sets of regulations: <ul style="list-style-type: none"> • The Ozone-Depleting Substances (Qualifications) Regulations 2009 • The Environmental Protection (Controls on Ozone-Depleting Substances) Regulations 2011 	No further legal requirements.			
119.	Environment (Clean Air)		The Energy Performance of Buildings (England and Wales) (Amendment) Regulations 2015	Changes to EPC fees.	Applies to Government only.		Not all buildings require an EPC.	

ENVIRONMENT (CLEAN AIR)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
120.	Environment (Clean Air)		The Eco-design for Energy-Related Products and Energy Information (Amendment) Regulations 2015	Design of energy efficient products.				
121.	Environment (Clean Air)		The Energy Act 2011 (Commencement No. 3) Order 2015	Relate to domestic dwellings & the Coal Authority.				
122.	Environment (Clean Air)		The Electricity and Gas (Market Integrity and Transparency) (Criminal Sanctions) Regulations 2015	Create new criminal offences of wholesale energy market manipulation and insider dealing in wholesale energy market products.				
123.	Environment (Clean Air)		The Energy Efficiency (Domestic Private Rented Property) Order 2015	Introduce measures to improve the energy efficiency of private rented property in England and Wales.				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
124.	Environment (Clean Air)		The Gas (Calculation of Thermal Energy) (Amendment) Regulations 2015	Imposes obligations on member States for the purposes of establishing harmonised capacity allocation mechanisms in gas transmission systems.				
125.	Environment (Clean Air)		The Energy Act 2013 (Commencement No. 3) Order 2015	Relates to the government pipeline and storage system.				
126.	Environment (Clean Air)		The Renewable Heat Incentive Scheme (Amendment) Regulations 2015	Improves the administration of the scheme and increase deployment of renewable heating technologies in the non-domestic sector.	Applies to Government only.			
127.			The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015	Introduce measures to improve the energy efficiency of private rented property in England and Wales.	Applies to Government only.			

ENVIRONMENT (CLEAN AIR)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
128.	Environment (Clean Air)		The Renewable Transport Fuel Obligations (Amendment) Order 2015	Requires suppliers of fuel for use in road transport and certain other mobile machinery ¹ to ensure that a proportion of the fuel they supply comes from renewable sources.				
129.	Environment (Clean Air)		The Building Regulations &c. (Amendment) Regulations 2015	In relation to new dwellings, by adding a new requirement concerning security and by providing for optional requirements in relation to access and to water efficiency, that apply only when compliance with them is a condition of planning permission.				
130.			The Renewables Obligation Closure (Amendment) Order 2015	Provides for the closure of the renewables obligation to solar pv generating stations, where the generating capacity of the station is over 5 megawatts.				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
131.	Environment (Clean Air)		The Fluorinated Greenhouse Gases Regulations 2015	<p>The direct criminal offences include:</p> <ul style="list-style-type: none"> • Intentionally releasing fluorinated greenhouse gases into the atmosphere (where the release is not technically necessary) • Placing products and equipment listed in Annex III to the EU Regulation on the market • From January 2017, placing equipment charged with HFCs on the market (unless it is within quota limits) • Manufacturers or importers failing to conform with requirements for documenting pre-charged equipment when placing on the market • From January 2018, for importers to fail to ensure that accuracy of documentation is verified by an independent auditor by 31 March each year • Manufacturers and importers of refrigeration, air conditioning and heat pump equipment charged with HFCs failing to keep the documentation and declaration of conformity for at least five years • For producers or importers to exceed their allocated quota • Failing to comply with a requirement to dispose, render harmless or remove a product or equipment containing, or whose functioning relies on F-gases • Failing to comply with an enforcement notice • Obstructing those carrying out enforcement; • Failing to provide information or assistance without reasonable cause to those carrying out enforcement; • Providing information that is false or misleading; • Failing to produce a document or record to an enforcement authority when required to do so. 				

ENVIRONMENT (CLEAN AIR)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
132.	Environment (Clean Air)		The Heat Network (Metering and Billing) Regulations 2014	Puts in place a requirement for the installation of meters and the provision of bills and billing information for final consumers on district heating, district cooling, and communal heating and hot water systems.				
133.	Environment (Clean Air)		The Heat Network (Metering and Billing) (Amendment) Regulations 2015	Corrects errors identified. It also changes the date by which a heat supplier must submit a notification from 30th April 1015 to 30th December 2015.				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
134.	Environment (Wildlife and Ecosystems)		Natural Environment and Rural Communities Act 2006	Establishes main bodies responsible for conserving, enhancing and managing England's natural environment and establishes conservation duty for public bodies. It also covers biodiversity, pesticides harmful to wildlife and the protection of birds.				
135.	Environment (Wildlife and Ecosystems)		Countryside and Rights of Way Act 2000	Sets out rules on countryside public access, rights of way, driving vehicles off road, nature conservation and protecting wildlife and areas of outstanding natural beauty. Enables traffic regulation orders to be made to conserve areas of natural beauty.		Apply to all gardens and landscape works		

ENVIRONMENT (WILDLIFE AND ECOSYSTEMS)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
136.	Environment (Wildlife and Ecosystems)		Wildlife and Countryside Act 1981	Bans certain methods of killing or taking wild animals, including birds, and restricts the introduction and sale of certain non-native animals and plants. Also sets out the amended laws relating to public rights of way.		Apply to all gardens and landscape works.		
137.	Environment (Wildlife and Ecosystems)		Protection of Badgers Act 1992	Makes it an offence to wilfully kill, injure, take, or attempt to kill, a badger. Also sets out the exceptions, licences, enforcement and penalties for this offence.		Apply to all gardens and landscape works.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
138.	Environment (Wildlife and Ecosystems)		Countryside and Rights of Way Act 2000	Sets out rules on countryside public access, rights of way, driving vehicles off road, nature conservation and protecting wildlife and areas of outstanding natural beauty. Enables traffic regulation orders to be made to conserve areas of natural beauty.		Apply to all gardens and landscape works		
139.	Environment (Wildlife and Ecosystems)		Town and Country Planning Act 1990	Legislation provides for the classification of buildings for protection and conservation.		All construction works?		
140.	Environment (Wildlife and Ecosystems)		The Conservation of Habitats and Species Regulations 2010	Implements the EU Habitats Directive in respect of conservation of natural habitats and wild flora and fauna. Also partially implement parts of Marine and Coastal Access Act 2009		Apply to all gardens and landscape works		

ENVIRONMENT (WILDLIFE AND ECOSYSTEMS)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
141.	Environment (Wildlife and Ecosystems)		Weeds Act 1959	Enables land occupiers where injurious weeds are growing to be ordered to take action to stop them spreading and fined if the order is not complied with.		Apply to all gardens and landscape works.		
142.	Environment (Wildlife and Ecosystems)		Hedgerows Regulations 1997	The regulations affect hedgerows which are 20 metres or more in length, or if less than 20m in length meet another hedgerow at each end.		Apply to all gardens and landscape works.		
143.	Environment (Wildlife and Ecosystems)		Environmental Damage (Prevention and Remediation) Regulations 2009	Brings into force rules to force polluters to prevent and repair damage to water systems, land quality, species and their habitats and protected sites. The polluter does not need to be prosecuted first, so remedying the damage will be faster.		Apply to all gardens and landscape works		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
144.	Environment (Wildlife and Ecosystems)		The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013	Regulation to make easier for homeowners and businesses to invest in their homes and premises; simplify the change of use system; support sustainability by promoting the reuse of buildings.		?	Refer to planning conditions.	
145.	Environment (Wildlife and Ecosystems)		The Wildlife and Countryside Act 1981 (Prohibition on Sale etc. of Invasive Non-native Plants) (England) Order 201	This order prescribes seven plants for which it is now an offence under the Wildlife and Countryside Act 1981 to sell, offer or expose for sale, or have in one's possession or transport for the purposes of sale, or to publish or cause to be published any advertisement likely to be understood as conveying that one buys or sells, or intends to buy or sell.		Apply to all gardens and landscape works.		

ENVIRONMENT (WILDLIFE AND ECOSYSTEMS)

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
146.	Environment (Wildlife and Ecosystems)		The Town and Country Planning (Compensation) (England) (Amendment) Regulations 2014	New classes of development for permitted development.		?		
147.	Environment (Wildlife and Ecosystems)		The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	Applications can be made to local authority for certificate of lawfulness for work on listed buildings.		?		
148.	Environment (Wildlife and Ecosystems)		Environment (Wales) Act 2016	Updates and strengthens NERC Biodiversity Duty, including duty to plan and report on biodiversity actions (Wales only).		Apply to all gardens and landscape works		
149.	Environment (Noise) General		Environment Act 1995	Establishes the Environment Agency and SEPA as the regulatory bodies for contaminated land, control of pollution, conservation or enhancement of the environment and fisheries.				

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
150.	Environment (Noise)		Control of Pollution Act 1974 Part III (as amended)	Sets out local authorities' duty to inspect and exercise powers concerning noise abatement zones, and the process for dealing with excess noise and noise from construction sites.				
151.	Environment (Noise)		Environmental Protection Act 1990	Establishes in England, Scotland and Wales the structure and authority for waste management and control of emissions into the environment.				
152.	Environment (Noise)		Town and Country Planning Act 1990	Conditions relating to noise and nuisance can be applied to any development.		Apply to all works		

OTHER REQUIREMENTS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
153.	Other requirements (Good practice)		ISO 14001:2004	Environmental management systems – Requirements with guidance for use.	Requirements of environmental management system.			
154.	Other requirements		ISO 14001:2015	Environmental management systems – Requirements with guidance for use.	Requirements of environmental management system.			
155.	Other requirements		ISO 50001:2011	Energy management systems. Requirements with guidance for use.	Requirements of energy management system.	Apply to all gardens and landscape works.		
156.	Other requirements		ISO 19011:2011	Guidelines for auditing management systems.	Guidance for internal auditing.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
157.	Other requirements		BS 4142:2014	Method for rating industrial noise affecting mixed residential and industrial areas.	Method for noise monitoring if required.			
158.	Other requirements		BS 5228-1:2009	BS 5228-1:2009. Code of practice for noise and vibration control on construction and open sites-Noise.	Good practice for noise on site.			
159.	Other requirements		BS 5228-2:2009	BS 5228-2:2009. Code of practice for noise and vibration control on construction and open sites-Vibration.	Good practice for vibration on site.			

FIRE COMPLIANCE

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
160.	Fire Compliance		The Regulatory Reform (Fire Safety) Order 2005	Regulations apply to all workplaces	<p>a) The appointment of a responsible person (owner or occupier of a premise) who will carry out a fire risk assessment and take reasonable steps to remove or reduce the risk. The fire risk assessment should take into consideration dangerous substances likely to be on the premises that have the potential to cause harm or contribute to fire.</p> <p>b) The responsible person must provide suitable and sufficient level of general fire precautions including;</p> <p>Appropriate measures to reduce the risk and spread of fire.</p> <p>Appropriate measures of detecting and giving warning in case of fire.</p> <p>Appropriate measures to ensure that the means of escape from the premises can be safely and effectively used at all times.</p>	Risk assessment must be carried out when the premises is first occupied and reviewed on a regular basis or if there has been a change in circumstances.	All significant findings of the fire risk assessment must be recorded.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
161.	Fire Compliance (Continued 0112)				Appropriate measures to ensure that the means of escape from Appropriate firefighting equipment for the risk identified in relation to means of fighting fire on the premises. Appropriate signs, notices and lighting to enable persons to escape safely from the premises.			
162.	Fire Compliance	Testing and servicing of equipment	The Regulatory Reform (Fire Safety) Order 2005,					

FIRE COMPLIANCE

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
163.	Fire Compliance	Design, installation, commissioning and maintenance of systems in non-domestic premises.	BS5839 – 1:2013	The code of practice has been developed in line with current national building regulations in respect of both new-build and existing non-domestic premises. This entry level guide to the standard aims to address some of the main issues concerning fire detection and fire alarm systems, in respect of general and design queries.	This BS should be consulted prior to any design, installation or commissioning of fire detection and fire alarm systems to ensure that the system to be installed is appropriate for the premises and the risk.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
164.	Fire Compliance	Design, installation, commissioning and maintenance of systems in non-domestic premises	BS5839 – 1:2013	<p>Although modern fire detection and fire alarm systems may incorporate a high degree of monitoring, so that faults are indicated automatically, it is still necessary for the premises management to ensure that fault indications at the panel are identified for appropriate action. It is also vital for a regular test to be carried out to ensure that there has not been any major failure of the entire system, or a significant part of the system.</p> <p>Routine testing of the system also provides an opportunity for occupants of the building to become, and remain, familiar with the fire alarm signal(s) that the System produces.</p>	<p>Manual call points should be operated during normal working hours. It should be confirmed that the control equipment is capable of processing a fire alarm signal and providing an output to fire alarm sounders, and to ensure that the fire alarm signal is correctly received at any alarm receiving centre.</p> <p>If an automatically started emergency generator is used as part of the standby power supply, it should be started up once each month by simulation of failure of the normal power supply and operated on-load for at least one hour.</p> <p>b) If vented batteries are used as a standby power supply, a visual inspection of the batteries and their connections should be made to ensure that they are in good condition. Action should be taken to rectify any defect, including low electrolyte level.</p>	<p>Weekly.</p> <p>Monthly.</p>	<p>Refer to BS5839 for further details on the weekly test.</p> <p>Refer to BS5839 for further details on the weekly test.</p>	

FIRE COMPLIANCE

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
165.				Inspection and Servicing.	<p>It is essential that the system is subject to periodic inspection and servicing so that faults are identified, preventive measures can be taken to ensure the continued reliability of the system, false alarm problems are identified and suitably addressed, and the user is made aware of any changes to the building that affect the protection afforded by the system.</p> <p>Periodic inspection and servicing needs to be carried out by a competent person with specialist knowledge of fire detection and fire alarm systems, including knowledge of the causes of false alarms, sufficient information regarding the system, and adequate access to spares. This will normally be an outside fire alarm servicing organization; care needs to be taken to ensure that, if, for example, in-house employees are used for task, they have equivalent competence to the technicians of a typical fire alarm servicing Organization. Competence of a fire alarm servicing organization can be assured by the use of organizations that are third-party certificated, by a UKAS-certificated certification body, to carry out inspection and servicing of fire alarm systems.</p> <p>Routine servicing of a fire detection and fire alarm system does not constitute a fresh review.</p>	The frequency for all other inspection and servicing is detailed in the BS		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
166.	Fire Compliance	Fire Alarms (detection, sounders, call points,	Information to follow.					
167.	Fire Compliance	Fire Doors	Information to follow.					
168.	Fire Compliance	Fire Signage	Information to follow.					
169.	Fire Compliance	Fire Hydrants	Information to follow.					
170.	Fire Compliance	Fire Mains (dry risers)	Information to follow.					
171.	Fire Compliance	Smoke Venting (life safety)	Information to follow.					
172.	Fire Compliance	Fire Shutters/ Curtains	Information to follow.					
173.	Fire Compliance	Fire Dampers (motorised and non motorised)	Information to follow.					

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
174.	First Aid at Work	Provision of first aid in the workplace.	The Health & Safety (First Aid) Regulations 1981	These regulations apply to all workplaces.				
175.	First Aid at Work	Provision of first aid in the workplace.	The Health & Safety (First Aid) Regulations 1981 Regulation 2 - interpretation.	These regulations apply to all workplaces.	In these regulations, unless the context otherwise requires, "first-aid" means – (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
176.	First Aid at Work	Provision of first aid in the workplace.	The Health & Safety (First Aid) Regulations 1981 Regulation 3 – Duty of Employer to make provision for first-aid .	These regulations apply to all workplaces	<p>(1) An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work</p> <p>(2) Subject to paragraphs (3) and (4), an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose a person shall not be suitable unless he has undergone such training and has such qualifications as may be appropriate in the circumstances of that case.</p>			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
177.	First Aid at Work	Provision of first aid in the workplace.	The Health & Safety (First Aid) Regulations 1981 Regulation 4 – Duty of Employer to inform his employees of the arrangements made in connection with first-aid.	These regulations apply to all workplaces.	An employer shall inform his employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.			
178.	First Aid at Work	Provision of first aid in the workplace.	The Health & Safety (First Aid) Regulations 1981 Regulation 5 – Duty of Self Employed Person to provide first-aid equipment.	These regulations apply to all workplaces.	A self-employed person shall provide, or ensure there is provided, such equipment, if any, as is adequate and appropriate in the circumstances to enable him to render first-aid to himself while he is at work.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
179.	Food Hygiene	Hazard Analysis Critical Control Points (HACCP)	Covered by the following legislation; <ul style="list-style-type: none"> • REGULATION (EC) No 178/2002 OF THE EUROPEAN PARLIAMENT • Food Standards Act 1990 • The Food Safety and Hygiene (England) Regulations 2013 	Compliance - A HACCP is to be adopted in all catering and bars which provide a food and beverage service to customers <ul style="list-style-type: none"> • Monitor & Audit • Local Authority Food Hygiene Ratings 	Food safety is a scientific discipline describing handling, preparation, and storage of food in ways that prevent foodborne illness. This includes a number of routines that should be followed to avoid potentially severe health hazards.	Ongoing	<ul style="list-style-type: none"> • A thorough and robust cleaning regime must be implemented. • Pest Control contract in place. Minimum spec is x 13 visits per year. 	

FUME CABINETS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
180.	Fume Cabinets	Controlling workers exposure to chemicals or other substances hazardous to health.	Control of Substances Hazardous to Health 2002 (COSHH) BS EN 14175 parts 1,2,3,4,5 & 6 COSHH Essentials – HSE HSG258		<p>COSHH requires employers to control substances that are hazardous to health.</p> <p>All fume cupboards must be designed to recognised British standards</p> <p>The fume cupboard must be maintained as advised by the supplier/installer and kept in effective and efficient order</p> <p>Visually check the equipment for sign of damage by a trained employ</p> <p>Have the equipment examined and tested against its performance standard by a competent person</p> <p>All LEV systems require a logbook that contains schedules and form to keep records of regular checking, maintenance and repair.</p>	<p>Weekly.</p> <p>Every 14 months.</p>	Keep records for at least 5 years.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
181.	Masts, Towers, Aerials	Masts, Towers, Aerials.	<p>Guyed masts – BS EN 1993-3-1.</p> <p>Towers – BS EN 1993-3-1</p> <p>Monopoles – BS EN 40 or PLG07 (Professional Lighting Guide 07 published by the Institution of Lighting Professionals).</p>	Inspection report by competent person.	<p>Inspection periods should not exceed 2 years for Class A and 5 years for Class B Towers (BS8100)</p> <p>Owners of all structures should ultimately seek advice from the manufacturer on the frequency of inspections. However risk assessments can demonstrate alternative frequencies based on:</p> <ul style="list-style-type: none"> - Previous maintenance records - Age - Loadings - Location <p>Vibration from external sources.</p>	2 – 5 years		

NATURAL GAS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
182.	Natural Gas	Residential gas appliance/ flues (including portable appliances).	<ul style="list-style-type: none"> Gas Safety (Installation and Use) Regulations (GSIUR). Provision and Use of Work Equipment Regulations. 	<ul style="list-style-type: none"> L56 - Safe installation and use of gas systems and appliances. A guide to landlords' duties: Gas Safety (Installation and Use) Regulations. 	No	<p>Complete gas safety check. Records to be kept for at least two years. A copy of the latest safety check must be issued to all tenants within 28 days of the check being completed, or to all new tenants before they move in. For HMO's, displaying of the record can be considered.</p> <p><i>Note: New installations must be checked within 12 months of their installation date.</i></p>	At least an annual safety check.	All installation, maintenance and safety checks to be carried out by a Gas Safe registered engineer (www.gassafereg-ister.co.uk). Additionally selection of contractors must be based on competence, experience, qualifications, training and necessary levels of insurance.

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
183.	Natural Gas	Gas appliances, fittings and flues.	<ul style="list-style-type: none"> Gas Safety (Installation and Use) Regulations (GSIUR) 1998. Provision and Use of Work Equipment Regulations. 	<ul style="list-style-type: none"> L56 - Safe installation and use of gas systems and appliances. A guide to landlords' duties: Gas Safety (Installation and Use) Regulations. 	No	<p>Maintenance of gas appliances (including portable and LPG) involves an ongoing programme of regular/periodic inspections, together with any necessary remedial work. In the absence of specific manufacturers' instructions, effective maintenance should include as a minimum:</p> <ul style="list-style-type: none"> (a) examination of the physical condition and safe functioning of appliance(s), installation pipework, ventilation and any flue for deterioration; (b) carrying out performance tests; (c) and taking the necessary remedial action serviced in accordance with the manufacturer's instructions. 	At least annually	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
184.	CO Alarms	Gas appliances.	<ul style="list-style-type: none"> Provision and Use of Work Equipment Regulations. 	BS EN 50291 and carry the appropriate conformity marking.	No	CO alarms are not covered by GSIUR but are a useful backup. They are not a substitute for proper installation and maintenance. Co alarms must be installed, checked, maintained and services in accordance with the manufacturer's instructions.	In accordance with the manufacturer's instructions.	
185.	Glazing and Glass safety		Workplace (Health, Safety & Welfare) Regulations 1992 regulation 14.	Statutory.	Duty to assess every window or other translucent or Transparent. Surface in a wall, partition, or door or gate to establish whether there is a risk of anyone being hurt if people or objects came with it, or if it breaks.	Annual or following any material change in work tasks or work organisation.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
186.	Grounds Maintenance (Other requirements)		ISO 50001:2011	Energy management systems. Requirements with guidance for use.	Requirements of energy management system.			
187.			ISO 19011:2011	Guidelines for auditing management systems.	Guidance for internal auditing.			
188.	Grounds Maintenance (Other requirements)		BS 4142:2014	Method for rating industrial noise affecting mixed residential and industrial areas.	Method for noise monitoring if required.			
189.	Grounds Maintenance (Other requirements)		BS 5228-1:2009	BS 5228-1:2009. Code of practice for noise and vibration control on construction and open sites-Noise.	Good practice for noise on site.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
190.	Grounds Maintenance (Other requirements)		BS 5228-2:2009	BS 5228-2:2009. Code of practice for noise and vibration control on construction and open sites- Vibration.	Good practice for vibration on site.			
191.	Ladders		Information to follow					
192.	Lifts and Lifting Equipment		Information to follow					
193.	Noise		The Control of Noise at Work Regulations 2005	L108 Controlling Noise at Work. The Control of Noise at Work Regulations 2005. Guidance on the Regulations.	The regulation applies to all workplaces.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
194.	Noise		Regulation 5 Assessment of the risk to health and safety created by the exposure to noise at the workplace.		Employers are required to assess whether any employees are likely to be exposed to noise at or above a lower exposure action value, an upper exposure action value or an exposure limit value.	Regularly reviewed and forthwith if: a) There is reason to suspect that the risk assessment is no longer valid; or b) There has been a significant change in the work to which the assessment relates.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
195.	Noise		Regulation 4 Exposure limit values and action values.		<p>The lower exposure action values are – (a) a daily or weekly personal noise exposure of 80 dB (A-weighted); and (b) a peak sound pressure of 135 dB (C-weighted).</p> <p>The upper exposure action values are – (a) a daily or weekly personal noise exposure of 85 dB (A-weighted); and (b) a peak sound pressure of 137 dB (C-weighted). The exposure limit values are – (a) a daily or weekly personal noise exposure of 87 dB (A-weighted); and (b) a peak sound pressure of 140 dB (C-weighted).</p>			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
196.	Noise		Regulation 6 Elimination or control of exposure to noise at the workplace.		Employers are required to ensure that risk from the exposure of his employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.	If an employee is likely to be exposed to noise at or above an upper exposure action value the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
197.	Noise		Regulation 7 Hearing protection.		<p>Where employees are likely to be exposed to noise at or above a lower exposure action value the employer shall make personal hearing protectors available upon request to any employee who is so exposed.</p> <p>Where an employer is unable to reduce the level of noise to below an upper exposure action value, he shall provide personal hearing protectors to any employee who is so exposed.</p> <p>If in any area of the workplace under the control of the employer an employee is likely to be exposed to noise at or above an upper exposure action value for any reason the employer shall ensure that – (a) the area is designated a Hearing Protection Zone; (b) the area is demarcated and identified by means of the sign specified for the purpose of indicating that ear protection must be worn and – (c) access to the area is restricted where this is practicable and the risk from exposure justifies it.</p>			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
198.	Noise		Regulation 9 Health Surveillance.		If the risk assessment indicates that there is a risk to the health of his employees who are, or are liable to be, exposed to noise, the employer shall ensure that such employees are placed under suitable health surveillance, which shall include testing of their hearing.	To be determined by competent medical practitioner.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
199.	Noise		Regulation 10 Information Instruction and Training.		Where employees are exposed to noise which is likely to be at or above a lower exposure action value, the employer shall provide those employees and their representatives with suitable and sufficient information, instruction and training.		The IIT shall include: the nature of risks from exposure to noise; the organisational and technical measures taken in order to comply with the requirements of regulation 6; the exposure limit values and upper and lower exposure action values set out in regulation 4; the significant findings of the risk assessment, including any measurements taken, with an explanation of those findings; the availability and provision of personal hearing protectors under regulation 7 and their correct use in accordance with regulation 8(2); why and how to detect and report signs of hearing damage; the entitlement to health surveillance under regulation 9 and its purposes; safe working practices to minimise exposure to noise; and the collective results of any health surveillance undertaken in accordance with regulation 9 in a form calculated to prevent those results from being identified as relating to a particular person.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
200.	Nurseries		Safeguarding Vulnerable Groups Act (2006)		DBS check staff.	Annually.		
201.	Nurseries		Working together to safeguard children					
202.	Nurseries		Ofsted					
203.	Nurseries		Child Protection Act 2006	The learning and development requirements are given legal force by an Order ³ made under section 39(1) (a) of the Childcare Act 2006. The safeguarding and welfare requirements are given legal force by Regulations ⁴ made under section 39(1) (b) of the Childcare Act 2006. Contractor control.				
204.	Nurseries		Early years foundation stage (EYFS) sets the statutory standards.	The framework:		Nurseries		Early years foundation stage (EYFS) sets the statutory standards.

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
205.	Nurseries		Health and Safety at Work Act 1974 (HSWA).	<p>Fire Alarms Safety locks, door security. Window height and locks. Staff H&S training and awareness Asbestos.</p> <p>Contractor control.</p> <p>As per building maintenance Checks and Schedules within this document provides further advice including recommended testing frequencies, and specifies the regulation(s) applicable to each maintenance item</p> <p>Risk Assessments.</p>	<p>http://www.hse.gov.uk/services/education/asbestos-checklist.pdf Identify where professional advice and/or contractor qualification checks are required Provide contractors with relevant information, e.g. the asbestos register, to enable work to be undertaken safely.</p> <p>Should maintain records and details (including relevant paperwork and certificates) of all statutory testing undertaken, and ensure that all requirements and recommendations highlighted in inspection reports and/or certificates have been reviewed and acted on accordingly Perimeter fencing. Security lighting. Alarm systems. CCTV. Access control.</p>	As required.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
206.	Nurseries		School Premises (England) Regulations 2012	Water supplies, lighting, acoustics, medical accommodation, Health and Safety and Welfare, toilets and wash fittings.			https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410294/Advice_on_standards_for_school_premises.pdf	
207.	Nurseries		Food safety Management	Medicine management				
208.	Oil / Petroleum Storage							
209.	Paving Inspections		Workplace regulations and Health and Safety at work Act.	Statutory.	Establish system for inspecting condition of roads and footways to control claims arising from slips trips and vehicle damage and for carrying out repairs in good time.	Best practice aligns inspection standards and frequencies to Local Highway Authority published standards.	Relevant to maintaining access and egress for staff, students and visitors.	

PERSONAL PROTECTIVE EQUIPMENT

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
210.	Personal Protective Equipment		Personal Protective equipment at work regulations 1992	Statutory.	To carry out a risk assessment of the task to see the requirement to Provide PPE.	As required by the need of works carried out as laid down in the Local Policy Area.	Relevant to all tasks that are carried out in specific areas.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
211.	Personal Protective Equipment		Personal Protective equipment at work regulations 1992	Statutory.	To carry out an assessment of what of specific PPE is required for the tasks being carried out.	As required by the need of works carried out as laid down in the Local Policy Area.	Relevant to all tasks that are carried out in specific areas.	
212.	Personal Protective Equipment		Personal Protective equipment at work regulations 1992	Statutory.	To provide staff training for the use of the PPE that they required to wear for the specific tasks they are carrying out.	As required by the need of works carried out as laid down in the Local Policy Area.	Relevant to all tasks that are carried out in specific areas.	
213.	Personal Protective Equipment		Personal Protective equipment at work regulations 1992	Statutory	To ensure that maintenance of PPE is carried out.	As per manufacturers recommendations.	Relevant to all tasks that are carried out in specific areas.	
214.	Personal Protective Equipment		Personal Protective equipment at work regulations 1992	Statutory.	To carry out a full regular examination of PPE to ensure that it is operating correctly.	As per manufacturers recommendations.	Relevant to all tasks that are carried out in specific areas.	

PERSONAL PROTECTIVE EQUIPMENT — PLAYGROUND AND EQUIPMENT

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
215.	Personal Protective Equipment		Personal Protective equipment at work regulations 1992	Statutory.	To keep records of PPE ensuring that it is CE marked.	Review regularly and update as necessary to be kept in accordance to regulations for the task it is intended to be used for.	Relevant to all tasks that are carried out in specific areas.	
216.	Playground and Equipment		<p>BS 5696, BS 7188, BS7044, BS 1892 Part 1 2003 British Standard 1892 Part 1 2003 – inspections. Playground equipment (BS 5696) Surfaces (BS 7188 and 7044) Outside play areas should comply with BS5696.</p> <p>BS8409 (and the Health and Safety Executive) School Premises (England) Regulations 2012.</p>	Good practice- daily checks before use.	Inspection and Assessment.	Inspection should be carried out at least once a year.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
217.	Pressure Systems	Appointment of a competent person.	<ul style="list-style-type: none"> - Pressure Systems Safety Regs 2000 - Pressure Equipment Regs 1999 	An individual or an organisation, in most cases the Universities insurance provider should be appointed as the competent person and identified within the PSSR Policy.	Statutory.	It is likely that this will only change in the event of a new insurance provider being appointed.		
218.	Pressure Systems	Written Scheme of Examination.	<ul style="list-style-type: none"> - Pressure Systems Safety Regs 2000 - Pressure Equipment Regs 1999 	A written scheme is to be produced by the competent person for all equipment that falls under PSSR.	Statutory.	The competent person will determine if there is a need to amend the written scheme following the examination visit.		
219.	Pressure Systems	Examination Regime	<ul style="list-style-type: none"> - Pressure Systems Safety Regs 2000 - Pressure Equipment Regs 1999 	All equipment to be subject to thorough examination in full accordance with the written scheme.	Statutory.	Frequency determined by written scheme.		

PRESSURE SYSTEMS

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
220.	Pressure Systems	Pressure Systems Safety Policy	<ul style="list-style-type: none"> - Pressure Systems Safety Regs 2000 - Pressure Equipment Regs 1999 	Produce a written policy document that clearly states the arrangements in place for the management of PSSR and who is responsible for each aspect.	Statutory.	Should be reviewed in the event of an accident/ incident or when regulations change. The policy should be subject to review every 12 months.		
221.	Pressure Systems	Record Keeping	<ul style="list-style-type: none"> - Pressure Systems Safety Regs 2000 - Pressure Equipment Regs 1999 	Records should be retained to assist the competent person in determining whether the system is safe for continued use and any planned repairs can be undertaken safely.	Statutory.	Records should be held electronically on an open access file for all concerned parties.		
222.	Pressure Systems	Maintenance	<ul style="list-style-type: none"> - Pressure Systems Safety Regs 2000 - Pressure Equipment Regs 1999 	The user of an installed system and the owner of a mobile system shall ensure that the system is properly maintained in good repair, so as to prevent danger.		The type and frequency of maintenance for the system should be assessed and a suitable maintenance programme planned.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
223.	Pressure Systems	Safe Operating Limits.	<ul style="list-style-type: none"> - Pressure Systems Safety Regs 2000 - Pressure Equipment Regs 1999 	The system should not be operated until safe operating limits are established. A suitable system for recording and retaining information about safe operating limits and any changes to them should be produced and maintained.	Statutory.	To be reviewed during the thorough examination.	The safe operating limits may need to be determined by someone external to the University.	
224.	Substances hazardous to health	Provision of a safe place of work.	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regs 1999.	Statutory if you have substances hazardous to health within your buildings.	Duty to provide a safe place to work by identifying and evaluating the potential for hazardous substances to be present and put measures in place to eliminate or manage the identified hazard(s).			

SUBSTANCES HAZARDOUS TO HEALTH

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
225.	Substances hazardous to health		Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 2	Statutory if you have substances hazardous to health within your buildings.	Duty to identify all hazardous substances found on the premises including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants or biological agents.			
226.			Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 3	Statutory if you have substances hazardous to health within your buildings.	Duty to identify all persons including the employers staff and all other persons including visiting employers and their staff who could be exposed to hazardous substances. Visiting employers have a duty to notify the host employer of any hazardous substances which could be introduced as result of their activities.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
227.			Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice L5 (sixth edition) Published 2013 Regulation 6 – Assessment of the risk to health created by work involving substances hazardous to health.	Statutory if you have substances hazardous to health within your buildings.	<p>(1) An employer shall not carry out work which is liable to expose any employees to any substance hazardous to health unless they have:</p> <p>(a) made a suitable and sufficient assessment of the risk created by that work to the health of those employees and of the steps that need to be taken to meet the requirements of these Regulations;</p> <p>(b) implemented the steps referred to in sub-paragraph (a).</p>			

SUBSTANCES HAZARDOUS TO HEALTH

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
228.	Substances hazardous to health		Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 7 – Prevention or Control of Exposure to Substances Hazardous to Health.	Statutory if you have substances hazardous to health within your buildings.	Every employer shall ensure that the exposure of his employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. The HSE guide (EH40) to Workplace Exposure Limits is to be consulted and applied to determine the acceptable and safe level of exposure to hazardous substances in the workplace.			
229.			Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 8 – Use of Control Measures.	Statutory if you have substances hazardous to health within your buildings.	Every employer who provides any control measure, other thing or facility in accordance with these Regulations shall take all reasonable steps to ensure that it is properly used or applied as the case may be.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
230.			Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 9 – Maintenance, Examination and Testing of Control Measures.	Statutory if you have substances hazardous to health within your buildings.	<p>(1) Every employer who provides any control measure to meet the requirements of regulation 7 shall ensure that –</p> <p>(a) in the case of plant and equipment, including engineering controls and personal protective equipment, it is maintained in an efficient state, in efficient working order, in good repair and in a clean condition;</p> <p>(3) Where respiratory protective equipment (other than disposable respiratory protective equipment) is provided to meet the requirements of regulation 7, the employer shall ensure that thorough examination and, where appropriate, testing of that equipment is carried out at suitable intervals.</p>			

SUBSTANCES HAZARDOUS TO HEALTH

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
231.			Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 10 – Monitoring Exposure at the Workplace.	Statutory if you have substances hazardous to health within your buildings.	<p>(1) Where the risk assessment indicates that</p> <p>(a) it is requisite for ensuring the maintenance of adequate control of the exposure of employees to substances hazardous to health; or</p> <p>(b) it is otherwise requisite for protecting the health of employees</p> <p>The employer shall ensure that the exposure of employees to substances hazardous to health is monitored in accordance with a suitable procedure. The HSE EH40 guidance defines Maximum Exposure Limits for substances hazardous to health and provides a methodology for calculating exposure levels and, requirements for monitoring the exposure.</p>			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
232.			Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 11 – Health Surveillance.	Statutory if you have substances hazardous to health within your buildings.	(1) Where it is appropriate for the protection of the health of his employees who are, or are liable to be, exposed to a substance hazardous to health, the employer shall ensure that such employees are under suitable health surveillance.			
233.			Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 12 – Information, Instruction and Training for persons who may be exposed to substances hazardous to health.	Statutory if you have substances hazardous to health within your buildings.	(1) Every employer who undertakes work which is liable to expose an employee to a substance hazardous to health shall provide that employee with suitable and sufficient information, instruction and training.			

SUBSTANCES HAZARDOUS TO HEALTH

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
234.			Approved Code of Practice L5 (sixth edition) Published 2013. Regulation 13 – Arrangements to deal with Accidents, Incidents & Emergencies.	Statutory if you have substances hazardous to health within your buildings.	(1) Subject to paragraph (4) and without prejudice to the relevant provisions of the Management of Health and Safety at Work Regulations 1999, in order to protect the health of his employees from an accident, incident or emergency related to the presence of a substance hazardous to health at the workplace, the employer shall ensure that – (see schedule below).			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
235.					<p>(a) procedures, including the provision of appropriate first-aid facilities and relevant safety drills (which shall be tested at regular intervals), have been prepared which can be put into effect when such an event occurs;</p> <p>(b) information on emergency arrangements, including – (i) details of relevant work hazards and hazard identification arrangements; and</p> <p>(ii) specific hazards likely to arise at the time of an accident, incident or emergency, is available; and</p> <p>(c) suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs.</p>			

SUBSTANCES HAZARDOUS TO HEALTH

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
236.			HSG53 (Fourth edition, published 2013). Respiratory Protective Equipment at Work.	This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law.	Sec 1 RPE explained. Sec 2 What the law says. Sec 3 Selecting RPE that is adequate and suitable. Sec 4 Using RPE. Sec 5 Maintaining RPE Appendices.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
237.			EH40 / 2005 Workplace Exposure Limits.	This document published by the HSE contains the list of workplace exposure limits for use with the Control of Substances Hazardous to Health Regulations 2002.	Table 1: List of approved workplace exposure limits WEL's (as consolidated with amendments, December 2011) The list of WELs, unless otherwise stated, relates to personal exposure to substances hazardous to health in the air of the workplace. Employers should also take into account their duties under the Environmental Protection Act.			

SUBSTANCES HAZARDOUS TO HEALTH

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
238.			EH40 / 2005 Workplace Exposure Limits		<p>Employers also have a clear responsibility to ensure that plant is designed, operated and maintained in a way that avoids accidents and emergencies.</p> <p>Workplace Exposure limits are specified as Long Term which are assessed on an 8 Hour Time Weighted Average and Short Term Exposure Limits referenced by a 15 minute exposure period.</p> <p>Methods for the sampling and analysis of many substances which have been assigned WELs are described in the HSE series 'Methods for the Determination of Hazardous Substances' (MDHS). The series also incorporates publications of a more general nature such as method validation protocols and guidance on analytical quality assessment and control.</p>			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
239.		Selecting Respiratory Protective Equipment	Selecting the Right Respiratory Protective Equipment file:///E:/RPE/RPE%20Selector.htm	This is the HSE RPE Selector Tool. By answering a few questions about the job, substance, and the wearer, this Tool will help you determine what RPE is required and discharge the employer's duties.	This tool poses a number of questions about the job, the substances, and the wearer, this Tool will help you find the right RPE to protect you and your employees.			

SUBSTANCES HAZARDOUS TO HEALTH

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
240.		RPE Fit Testing.	Selecting the Right Respiratory Protective Equipment file:///E:/RPE/RPE%20Selector.htm	(RPE) needs to fit the wearer's face well in order to work correctly and provide the expected protection. Faces come in all shapes and sizes and each wearer needs to be supplied with a face piece which matches their face. Fit testing demonstrates how well a face piece matches the individual's face; it is used to select a facemask which is a good match for them.	The HSL (Health & Safety Laboratories) provide a range of courses which explain the importance of fit testing, the responsibilities of employers and introduce the various fit testing methods. Practical sessions cover the essential skills of pre-use checking and correct donning of face pieces, before going on to provide opportunity to practice fit testing using the 2 methods which are extensively and almost exclusively in use in the UK. It is therefore ideal for those new to, or relatively new to, practical fit testing and also suitable for those with responsibility for correct selection of respiratory protection.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
241.	Trees	Tree safety survey		Good practice – potential legal implications if incident occurs and fail to provide evidence of good tree management.	Production of management plan showing control hierarchy, trees species, location, condition, recommended work and sign off on work done. Followed by inspections.	Minimum once per year, but suggest risk assessing areas to decide whether more are required.	Highly recommended that one take place in winter and one in summer. Can be done in house if person competent and or trained in basic tree inspections. Consideration should be given to TPO's and conservation areas.	
242.	Vehicles (Electric/ Petrol)							
243.	Use of vehicles at work e.g. works vans	MOT Test	Road Traffic Act 1988	It is an offence to use or permit the use by others of vehicles that are not roadworthy.	Employer ensures that statutory vehicle inspection is undertaken at a MOT approved test station/ garage.	Yearly	First MOT test for car and vans etc. is required 3 years from date of registration.	

USE OF VEHICLES AT WORK

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
244.	Use of vehicles at work e.g. works vans.	Pre – use checks by the driver.	Road Traffic Act 1988	The driver is responsible for the roadworthiness of any vehicle whilst travelling on the public highway.	<p>It is recommended that the employer instigates a system of pre-use checks to be undertaken and recorded. Checks can include:</p> <ol style="list-style-type: none"> 1. Tyre tread depth, and general condition. 2. Foot and hand brake operation. 3. Lights, indicators and hazard warning lights operate, and are clean. 4. Horn operates. 5. Screen wash and wipers operate. 6. Seat belts, fitted and functioning. 7. Mirrors secure, undamaged, correctly adjusted, and clean. 	To be undertaken prior to using the vehicle.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
245.	Use of vehicles at work e.g. works vans	Licencing	Road Traffic Act 1988	It is an offence to drive or to permit a person to drive a vehicle without a valid driving licence.	Check that all persons who are required to drive a works vehicle have a valid driving licence. Maintain an up to date register of licences that have been checked.	Check yearly		
246.	Vibration		The Control of Vibration at Work Regulations 2005	L140 Hand Arm Vibration The Control of Vibration at Work Regulations 2005 Guidance on Regulations. L141 Whole-body Vibration The Control of Vibration at Work Regulations 2005 Guidance on Regulations.	The regulations apply to all workplaces.			

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
247.	Vibration		Regulation 5 Assessment of the risk to health created by vibration at the workplace.		An employer who carries out work which is liable to expose any of his employees to risk from vibration shall make a suitable and sufficient assessment of the risk created by that work to the health and safety of those employees and the risk assessment shall identify the measures that need to be taken to meet the requirements of these regulations.	The risk assessment shall be reviewed regularly, and forthwith if- (a) there is reason to suspect that the risk assessment is no longer valid; or (b) there has been a significant change in the work to which the assessment relates.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
248.	Vibration	Regulation 4 Exposure limits and action values			<p>For hand-arm vibration –</p> <p>(a) the daily exposure limit value is 5 m/s² A(8);</p> <p>(b) the daily exposure action value is 2.5 m/s² A(8), and daily exposure shall be ascertained on the basis set out in Schedule 1 Part I.</p> <p>For whole body vibration –</p> <p>(a) the daily exposure limit value is 1.15 m/s² A(8);</p> <p>(b) the daily exposure action value is 0.5 m/s² A(8), and daily exposure shall be ascertained on the basis set out in Schedule 2 Part I.</p>			

VIBRATION

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
249.	Vibration		Regulation 6 Elimination or control of exposure to vibration at the workplace.		The employer shall ensure that risk from the exposure of his employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.		Where it is not reasonably practicable to eliminate risk at source and an exposure action value is likely to be reached or exceeded, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which is appropriate to the activity.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
250.	Vibration	Regulation 7 Health Surveillance			If – (a) the risk assessment indicates that there is a risk to the health of his employees who are, or are liable to be, exposed to vibration; or (b) employees are likely to be exposed to vibration at or above an exposure action value, the employer shall ensure that such employees are placed under suitable health surveillance.	To be determined by competent medical practitioner.		

VIBRATION

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
251.	Vibration		Regulation 8 Information Instruction and Training.		If (a) the risk assessment indicates that there is a risk to the health of his employees who are, or who are liable to be, exposed to vibration; or (b) Employees are likely to be exposed to vibration at or above an exposure action value, the employer shall provide those employees and their representatives with suitable and sufficient information, instruction and training.	The training shall include: (a) the organisational and technical measures taken in order to comply with the requirements of regulation 6; (b) the exposure limit values and action values set out in regulation 4; (c) the significant findings of the risk assessment, including any measurements taken, with an explanation of those findings; (d) why and how to detect and report signs of injury; (e) entitlement to appropriate health surveillance under regulation 7 and its purposes; (f) safe working practices to minimise exposure to vibration; and (g) the collective results of any health surveillance undertaken in accordance with regulation 7 in a form calculated to prevent those results from being identified as relating to a particular person.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
252.	Water Hygiene	Legionella Risk Assessment	Control of Legionella Bacteria in water systems code of practice L8, HASAW act 1974, Coshh Regulations 1999 and the MHSWR 2006	Statutory.	Conduct and Compile a risk assessment for all buildings where hot and cold water is supplied. Produce a written Scheme of test and examination for all services.	The risk assessment should be reviewed regally or whenever there is reason to think it is no longer valid for example – Where there have been changes to the water system. Where there is a change of use of Building; Where new regulations come into force. Where current control measures are not working.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
253.	Water Hygiene	Cold Water services	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Check temperatures at sentinel taps (Typically those nearest and furthest from the water source) But may also include other key locations on long branches or floor levels) These outlets should be below 20.c within 2 minutes. To identify any heat gain which might not be apparent after 1 minute observe the thermometer reading during flushing.	Monthly.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
254.	Water Hygiene	Cold Water services	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Take temperatures at a representative selection of other points to confirm them below 20.c to create a temperature profile for the whole system over a defined time period. Peak temperatures that are slow to fall should be an indicator of a localised problem.	Reprehensive selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control.	Relevant to owned, leasehold and occupied buildings.	
255.	Water Hygiene	Cold Water services	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Check thermal insulation to ensure it is intact and consider water proofing where exposed to outdoor environments.	Annually.	Relevant to owned, leasehold and occupied buildings.	
256.	Water Hygiene	Cold Water Storage Tanks	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Inspect cold water storage tanks and carry out remedial works as necessary.	Annually.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
257.	Water Hygiene	Cold Water Storage Tanks	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Check the tank water temperatures remote from the ball valve and the incoming mains. Record the maximum temperatures of stored and supply water by maximum/ Minimum thermometers where fitted.	Annually (Summer) or as indicated by temperature profiling.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
258.	Water Hygiene	Combination Water Heaters	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Inspect the integral cold water header tanks as part of the cold water storage tank inspection regime, Clean and disinfect as necessary. If evidence shows that the unit regally overflows hot water into the integral cold water header tank, instigate a temperature monitoring regime to determine the frequency and take precautionary measures as determined by the findings of this temperature regime.	Annually.	Relevant to owned, leasehold and occupied buildings	
259.	Water Hygiene	Combination Water Heaters	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Check water Temperatures at an outlet to confirm the heater operates at 50c – 60c	Monthly	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
260.	Water Hygiene	Showers and spray taps	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Dismantle, clean and descale removable parts, heads, inserts and hoses where fitted.	Quarterly or as indicated by the rate of fouling or other risk factors, e.g. areas with high risk patients.	Relevant to owned, leasehold and occupied buildings.	
261.	Water Hygiene	POU Filters	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Record the service start date and lifespan or end date and replace filters as recommended by the manufacturer (0.2um membrane POU filters should be used primarily as a temporary control measure while a permanent safe engineering solution is developed, although in the long term such filters may be needed in some health care situations).	According to manufacturer's guidelines.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
262.	Water Hygiene	Base Exchange softeners	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Visually check the salt levels and top up salt, if required. Undertake a hardness check to confirm operation of softener.	Weekly, but depends on the size of the vessel and rate of salt consumption.	Relevant to owned, leasehold and occupied buildings.	
263.	Water Hygiene	Base Exchange softeners	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Service and disinfect.	Annually, or according to manufacturer's guidelines.	Relevant to owned, leasehold and occupied buildings.	
264.	Water Hygiene	Calorifiers	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Inspect calorifier internally by removing the inspection hatch or using a boroscope and clean by draining the vessel. The frequency of inspection and cleaning should be subject to the findings and increased or decreased based on conditions recorded.	Annually, or as indicated by rate of fouling.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
265.	Water Hygiene	Calorifiers	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain. Collect the initial flush from base of water heaters to inspect clarity, quantity of debris and temperature.		Relevant to owned, leasehold and occupied buildings.	
266.	Water Hygiene	Calorifiers	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Check Calorifier flow temperatures (Thermostat settings should modulate as close to 60c as practicable without going below 60c). Check calorifier return temperatures (Not below 50c).	Monthly.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
267.	Water Hygiene	Hot Water Systems	Control of Legionella Bacteria in water systems code of practice L8 and HSG274	Statutory.	For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50 °C within one minute (55 °C in healthcare premises).	Monthly.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
268.	Water Hygiene	Hot Water Systems	Control of Legionella Bacteria in water systems code of practice L8 and HSG274	Statutory.	For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is not practicable, the temperature of water from the last outlet on each loop may be measured and this should be greater than 50 °c within one minute of running (55 °C in healthcare premises). If the temperature rise is slow, it should be confirmed that the outlet is on a long leg and not that the flow and return has failed in that local area.	Quarterly(Ideally on a monthly rolling rota).	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
269.	Water Hygiene	Hot Water Systems	Control of Legionella Bacteria in water systems code of practice L8 and HSG274	Statutory.	For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50 °C (55°C in healthcare premises). Temperature measurements may be taken on the surface of metallic pipework.	Monthly.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
270.	Water Hygiene	Hot Water Systems	Control of Legionella Bacteria in water systems code of practice L8 and HSG274	Statutory.	All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50 °C (55 °C in healthcare premises) to create a temperature profile of the whole system over a defined time period.	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control.	Relevant to owned, leasehold and occupied buildings.	
271.	Water Hygiene	POU water Heaters(no Greater than 15 litre)	Control of Legionella Bacteria in water systems code of practice L8 and HSG274	Statutory.	Check water Temperatures to confirm the heater operates at 50c- 60c (55c in healthcare premises) or check the installation has a high turnover).	Monthly – six Monthly or as indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
272.	Water Hygiene	Infrequently used outlets	Control of Legionella Bacteria in water systems code of practice L8 and HSG274	Statutory.	Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework should be cut back as far as possible to a common supply (eg to the recirculating pipework or the pipework supplying a more frequently used upstream fitting) but preferably by removing the feeding 'T' Infrequently used equipment within a water system (i.e. not used for a period equal to or greater than seven days) should be included on the flushing.	Weekly, or as indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
273.	Water Hygiene	Multiple use filters	Control of Legionella Bacteria in water systems code of practice L8 and HSG274	Statutory.	Backwash and regenerate as specified by the manufacturer.	According to manufacturer's guidelines.	Relevant to owned, leasehold and occupied buildings.	
274.	Water Hygiene	TMVs	Control of Legionella Bacteria in water systems code of practice L8 and HSG274	Statutory.	Risk assess whether the TMV fitting is required, and if not, remove Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs To maintain protection against scald risk, TMVs require. Regular routine maintenance carried out by competent persons in accordance with the manufacturer's instructions.	Annually or on a frequency defined by the risk assessment taking into account any manufacturers recommendations.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
275.	Water Hygiene	Expansion Vessels	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Where practical, flush through and purge to drain. Bladders should be changed according to the manufacturer's guidelines or as indicated by the risk assessment.	Monthly – Six monthly as indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	
276.	Water Hygiene	Ultrasonic humidifiers /foggers and water misting system	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	If the equipment is fitted with UV lights, Check to ensure the effectiveness of the lamp(Check to see if within working life).	Six Monthly or according to manufacturer's instructions.	Relevant to owned, leasehold and occupied buildings.	
277.	Water Hygiene	Ultrasonic humidifiers /foggers and water misting system	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Ensure automatic purge of residual water is functioning.	As part of Machinery shutdown.	Relevant to owned, leasehold and occupied buildings.	
278.	Water Hygiene	Ultrasonic humidifiers /foggers and water misting system	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Clean and disinfect all wetted parts.	As indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	

WATER HYGIENE

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
279.	Water Hygiene	Ultrasonic humidifiers /foggers and water misting system	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Sampling for Legionella.	As indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	
280.	Water Hygiene	Spray Humidifiers	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Clean and disinfect spray humidifiers and Make up Tanks, including all wetted surfaces descaling as necessary.	Six Monthly.	Relevant to owned, leasehold and occupied buildings.	
281.	Water Hygiene	Spray Humidifiers	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Confirm the operation of Non Chemical water treatment (If present).	Weekly.	Relevant to owned, leasehold and occupied buildings.	
282.	Water Hygiene	Air Washers wet scrubbers, Particle and Trivial gas scrubbers	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Clean and disinfect air washers, wet scrubbers, particle and trivial gas scrubbers and water storage tanks.	As Indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
283.	Water Hygiene	Air Washers wet scrubbers, Particle and Trivial gas scrubbers	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Apply, monitor, and record the results of the water treatment.	As Indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	
284.	Water Hygiene	Water Softeners	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Clean and disinfect resin and brine tank - check with the manufacturer what chemicals can be used to disinfect resin bed.	As recommended by the Manufacturer.	Relevant to owned, leasehold and occupied buildings.	
285.	Water Hygiene	Emergency showers, eyebaths and face wash fountains	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Inspect water storage tanks (Where Fitted).	Monthly.	Relevant to owned, leasehold and occupied buildings.	
286.	Water Hygiene	Emergency showers, eyebaths and face wash fountains	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Clean and disinfect shower heads, nozzles, roses, 'Y' strainers, and water storage tanks (where fitted).	Quarterly or more frequently, as indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
287.	Water Hygiene	Emergency showers, eyebaths and face wash fountains	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Clean and disinfect shower heads, nozzles, roses, 'Y' strainers, and water storage tanks (where fitted).	Quarterly or more frequently, as indicated by the risk assessment.	Relevant to owned, leasehold and occupied buildings.	
288.	Water Hygiene	Sprinkler and hose reel systems	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	When witnessing tests of sprinkler blow-down and hose reels ensure that there is minimum risk of exposure to aerosols.	As directed.	Relevant to owned, leasehold and occupied buildings.	
289.	Water Hygiene	Spa Pools	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Detailed HSE/PHE guidance on the management of spa pools is available in Management of spa pools: Controlling the risks of infection.	Relevant to owned, leasehold and occupied buildings.		
290.	Water Hygiene	Whirlpool Baths	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Clean, flush and disinfect air channels Remove, flush and clean jets.	As indicated by risk assessment.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
291.	Water Hygiene	Horticultural misting systems	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Clean and disinfect distribution pipework, spray heads and make-up tanks including all wetted surfaces, descaling as necessary.	Quarterly or as indicated by the risk assessment.	Site wide owned land.	
292.	Water Hygiene	Dental Equipment	Control of Legionella Bacteria in water systems code of practice L8 and HTM regulations	Statutory.	Drain down, clean, flush and disinfect all system components, pipework and bottles.	Twice daily (typically at the start and finish of each working day). Disinfectant contact time as recommended by the manufacturer.	Relevant to owned, leasehold and occupied buildings.	
293.	Water Hygiene	Dental Equipment	Control of Legionella Bacteria in water systems code of practice L8 and HTM regulations	Statutory.	Clean storage bottles, rinse with distilled or Reverse Osmosis (RO) water, drain, and leave inverted overnight.	Daily.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
294.	Water Hygiene	Dental Equipment	Control of Legionella Bacteria in water systems code of practice L8 and HTM regulations	Statutory.	Take microbiological measurements - refer to Decontamination Health Technical Memorandum 01-05: Decontamination in primary care dental practices ⁵ .	As indicated by risk assessment.	Relevant to owned, leasehold and occupied buildings.	
295.	Water Hygiene	Vehicle Wash systems	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	<p>Check and clean filtration systems, collection tanks and interceptor tanks and check treatment system.</p> <p>A biocide programme should be in place and should be monitored and controlled similar to the standards required in cooling towers.</p> <p>Clean and disinfect system and ensure sludge tanks are emptied.</p>	As indicated by risk assessment.	Relevant to owned, leasehold and occupied buildings.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
296.	Water Hygiene	Vehicle Wash systems	Control of Legionella Bacteria in water systems code of practice L8	Statutory.	Sample for Legionella.	Initially to establish that control has been achieved and thereafter quarterly or as indicated by risk assessment.	Relevant to owned, leasehold and occupied buildings.	
297.	Water Hygiene	Fountains and water features	Control of Legionella Bacteria in water systems code of practice L8 and HTM regulations	Statutory.	Clean and disinfect ponds, spray heads and make-up tanks including all wetted surfaces, descaling as necessary.	As indicated by the risk assessment and depending on condition.	Relevant to owned, leasehold and occupied buildings.	
298.	Water Hygiene	Industrial process water system	Control of Legionella Bacteria in water systems code of practice L8 and HTM regulations	Statutory.	Conduct a risk assessment of each system, preferably using an assessment team comprising members knowledgeable in legionella management and control, as well as those familiar with the design and operation of the system.	0047	Water Hygiene.	Industrial process water system.

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
299.	Waste – Environmental (Waste)							
300.	Work Equipment							

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
301.	Work equipment – applies to virtually all work equipment from a screwdriver, a ladder a desktop PC to vehicles used for work	Maintenance	<p>Provision and Use of Work Equipment Regulations (PUWER) 1998</p> <p>ACOP L22 Safe Use of Work Equipment</p>	<p>Places duties on persons who own, operate or have control over work equipment.</p> <p>The main requirements of PUWER for organisations are to ensure that the equipment used is suitable for its purpose, maintained to be safe and not risk health and safety and inspected by a competent worker who should record the results.</p>	<p>Instigate and undertake planned maintenance tasks so that the performance of the equipment does not deteriorate to the extent it puts persons at risk.</p> <p>All works vehicles (in addition to the MOT test are regularly serviced</p> <p>Maintain up to date maintenance log books where they are required e.g. for vehicles and high risk wood working machinery.</p> <p>Instigate and undertake breakdown maintenance where the fault if not repaired presents an immediate risk to safety.</p>	<p>Frequency of maintenance is dependent on usage, age, location and manufacturers recommendations.</p> <p>At least yearly.</p>	Other legislation may dictate statutory maintenance and inspections frequencies e.g. LOLER.	

WORK EQUIPMENT

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
302.	Work equipment – applies to virtually all work equipment from a screwdriver, a ladder a desktop PC to vehicles used for work	Training	<p>Provision and Use of Work Equipment Regulations (PUWER) 1998</p> <p>ACOP L22 Safe Use of Work Equipment</p>	Every employer shall ensure that all persons including those who supervise and manage other who use work equipment have available to them adequate health and safety information and, where appropriate, written instructions pertaining to the use of the work equipment.	<p>This can include the information provided by manufacturers or suppliers of work equipment such as instruction sheets or manuals, instruction placards, warning labels and training manuals. It can also include in-house instructions and instructions from training courses.</p> <p>Drivers / operators of specialist mobile work equipment e.g. forklift trucks and mobile elevated work platforms require accredited training – normally from a 3rd party UKAS accredited provider.</p>	Frequency (refresher training) is dependent on competency levels, complexity of work equipment, introduction of new technology, changes to legislation or systems of work.	The duty of an employer to supply information, instruction and training is also included within other statutory legislation.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
303.	Work equipment – applies to virtually all work equipment from a screwdriver, a ladder a desktop PC to vehicles used for work	Risk assessment & safe systems of work	The Management of Health & Safety at Work Regulations 1999	Every employer shall make a suitable and sufficient assessment of– (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and (b) the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them of their undertaking.	Where appropriate and in proportion to the level of risk posed by the use of the work equipment, suitable and sufficient risk assessments shall be made and where necessary safe systems of work developed.		Employer need to be aware that other statutory regulations place a specific duty on an employer to undertake risk assessments. For example, The Health & Safety (Display Screen) Regulations 1992 that require the employer to risk assess work stations.	
304.	Use of vehicles at work e.g. works vans	MOT Test	Road Traffic Act 1988	It is an offence to use or permit the use by others of vehicles that are not roadworthy.	Employer ensures that statutory vehicle inspection is undertaken at a MOT approved test station/ garage.	Yearly.	First MOT test for car and vans etc is required 3 years from date of registration.	

USE OF VEHICLES AT WORK

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
305.	Use of vehicles at work e.g. works vans	Pre – use checks by the driver	Road Traffic Act 1988	The driver is responsible for the roadworthiness of any vehicle whilst travelling on the public highway.	<p>It is recommended that the employer instigates a system of pre-use checks to be undertaken and recorded. Checks can include:</p> <ul style="list-style-type: none"> • Tyre tread depth, and general condition. • Foot and hand brake operation. • Lights, indicators and hazard warning lights operate, and are clean. • Horn operates. • Screen wash and wipers operate. • Seat belts, fitted and functioning. • Mirrors secure, undamaged, correctly adjusted, and clean. 	To be undertaken prior to using the vehicle.		

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
306.	Use of vehicles at work e.g. works vans	Licencing	Road Traffic Act 1988	It is an offence to drive or to permit a person to drive a vehicle without a valid driving licence.	Check that all persons who are required to drive a works vehicle have a valid driving licence. Maintain an up to date register of licences that have been checked.	Check yearly		
307.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice.	Statutory for all employers.	The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces (except those involving construction work on construction sites.		Provision of welfare facilities for employees on construction sites are covered in the CDM 2015 Regs.	

WORKPLACE WELFARE

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
308.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 6 – Ventilation.	Statutory for all employers.	Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air.			
309.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 7 – Temperature in indoor workplaces	Statutory for all employers.	During working hours, the temperature in all workplaces inside buildings shall be reasonable.		The temperature inside the workplace should provide reasonable comfort without the need for special clothing. The temperature in a workplace should normally be at least 16 degrees Celsius. There are exceptions to this standard.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
310.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 8 – Lighting.	Statutory for all employers.	Every workplace shall have suitable and sufficient lighting. The lighting shall, so far as is reasonably practicable, be by natural light.		Suitable and sufficient emergency lighting shall be provided in any room in circumstances in which persons at work are specially exposed to danger in the event of failure of artificial lighting.	
311.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 10 – Room dimensions and space.	Statutory for all employers.	Every room where persons work shall have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare.		In most workplaces 11 cubic metres (11 m ³) of space per person should be taken as a minimum.	

WORKPLACE WELFARE

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
312.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 11 – Work stations and seating	Statutory for all employers.	Every workstation shall be so arranged that it is suitable both for any person at work in the workplace who is likely to work at that workstation and for any work of the undertaking which is likely to be done there.		Those workstations with display screen equipment, process control screens, and similar display units are subject to the Health and Safety (Display Screen Equipment) Regulations 1992.27,28 There is more advice on HSE's website (www.hse.gov.uk/msd/dse/)	
313.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 15 – Windows, Skylights and Ventilators	Statutory for all employers.	No window, skylight or ventilator which is capable of being opened shall be likely to be opened, closed or adjusted in a manner which exposes any person performing such operation to a risk to his health or safety.		Where there is a danger of falling from a height whilst operating a window, skylight or other device measures must be put in place to prevent the window opening too far.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
314.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 20 / 21 – Sanitary Conveniences & Washing Facilities.	Statutory for all employers.	Suitable and sufficient sanitary conveniences, washing facilities and showers where appropriate shall be provided at readily accessible places.		Sufficient toilet and washing facilities should be provided to allow everyone at work to use them without unreasonable delay. Table 1 in the CoP shows the minimum number of toilets and washbasins that should be provided where both men and women are working. Table 2 refers to a level of provision for male only work places.	

WORKPLACE WELFARE

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
315.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 22 – Drinking Water	Statutory for all employers.	An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace .		Every supply of drinking water required by paragraph (1) shall – (a) be readily accessible at suitable places; and (b) be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. There shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink.	

Ref No	Compliance	System / service	Regulation / British Standard	Written Scheme of Examination	Task	Frequency	Supplementary Comments	Actions/ Percentage Compliance
316.	Workplace Welfare	Assessment, provision and maintenance of welfare arrangements	Workplace (Health, Safety & Welfare) Regs 1992. Approved Code of Practice. Regulation 25 – Facilities for rest and to eat meals.	Statutory for all employers.	Suitable and sufficient rest facilities shall be provided at readily accessible places.		Specific consideration is to be given to pregnant workers, nursing mothers and persons with disabilities.	
317.	Grounds Maintenance (Work equipment)	Work vehicles Power tools Lathes/band saws /milling machines	HSW Act, MHSWR 1999, PUWER 1998, CDM, Road Vehicle Regulations, Safety Signs & Signals, LOLER, Ride Operated Lift Trucks.	Risk Assessments on use.	Condition surveys and robust maintenance programme, operator training programme, record keeping.	Annually, monthly, weekly, daily – dependant on use.		
318.	Working at Height	Information to follow						



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