



Plant / Equipment	Responsibility		
	Responsible Person / Duty Holder	'Competent' Person	
		NCC Specialists e.g. Building Maintenance, Insurance Section etc.	External Specialist
Access Equipment e.g. Ladders, Step Ladders	Visual prior to use + quarterly formal check		
Asbestos	As identified by risk assessment	As identified by risk assessment	
Air Conditioning / Air Cooling System		6 monthly	
Building Call Point Systems (e.g. disabled persons toilet)	Weekly		
Electrical Installations		5 yearly	
Electrical, Portable Appliances	Visual prior to use		Usually annually e.g. kettles, but more frequently for workshop equipment (e.g. 6 monthly) and less frequently for I.T. equipment (e.g. 2 yearly)
Electrical RCDs	Quarterly		
First Aid Kits	Keep topped up		N.B. first aider training - max. 3 yearly intervals
Fitness Training Equipment	Visual prior to use	Annually	
Gas Appliances e.g. cookers / steamers etc.	Visual prior to use	Annual landlord checks	

Gas Boilers and on the wall water heaters			*Annually by CORGI engineer
Gas Systems within premises but to also include specialised gas systems such as gas outlets within school science labs			*Annually by CORGI engineer
Harness Points e.g. For Window Cleaners Etc.		*Annually	
Lifting Equipment <ul style="list-style-type: none"> <li>• People e.g. Rope Access Equipment, Suspended Cradles, Safety Harnesses, Chair Lifts, Patient Hoists, Tracking Hoists, Bath Lifts Etc.</li> <li>• Materials e.g. Fork Lift Trucks, Mobile Elevated Work Platform, Chains, Ropes, Slings, Shackles, Vehicle Tail Lifts, Cranes Etc.</li> </ul>	Visual prior to use  Visual prior to use	* Thorough examination annually by engineer surveyor (insurance company) or as directed by the 'competent' person in the written examination scheme	
Lifts <ul style="list-style-type: none"> <li>• Passenger</li> <li>• Platform lifts</li> </ul>		Thorough examination annually by engineer surveyor (insurance company)  6 monthly by engineer surveyor (insurance company)	
Lifts <ul style="list-style-type: none"> <li>• Goods e.g. Hoists,</li> </ul>		Thorough examination annually by engineer surveyor (insurance company)  6 monthly by engineer surveyor (insurance company)	
Lightning Conductors		Annual	

Local Exhaust Ventilation e.g. Fume / Dust Extraction Systems as Provided on Woodworking / Metal Working Machines, Welding Equipment, Fume Cupboards Etc.		*Maximum period of time should not exceed 14 months	
Personal Protective Equipment		As identified by risk assessment	
Powered Doors / Gates		Annually	
Pressure Systems e.g. Autoclaves, Compressors, Or As Installed In Some Leisure Centres / Water Systems In Some High Rise Blocks		*Usually annually or as directed by the 'competent' person in the written examination scheme	
Pumps e.g. For Water / Heating Systems		Annual	
Safety Signs	Daily visual		
Safety Glazing			
Scaffolding	Daily visual checks	Certificated and 'scaff-tagged' by a competent person prior to use. Weekly checks	
Security Systems e.g. Panic Alarms, Rising Screens e.g. at Public Counters, CCTV	Daily	As recommended by the manufacturer	
Water Systems e.g. WCs, Taps, Showers	Weekly usage/running off Monthly temperature checks	As identified by risk assessment and management procedure	
Windows – Devices To Limit The Opening		As identified by risk assessment	
Work Equipment e.g. Powered Tools	Visual prior to use	As identified by risk assessment	
Work Vehicles	Check prior to use	As recommended by the manufacturer	

Fire Prevention / Detection / Fighting – Refer to Guidance and Information note 18 – ‘Workplace Fire Precautions’ for further information		
Plant / Equipment	By Appointed Local Colleagues	By ‘Competent’ Person
Call points (break glass) to test alarm system	Weekly test	Quarterly
Emergency lighting	Daily visual Monthly test	6 monthly
Evac chairs	Daily visual	
Exit routes	Daily visual	
Fire alarm panel	Daily visual	Quarterly
Fire alarm systems		Quarterly
Fire Detection e.g. smoke / heat detectors		Quarterly
Fire Doors – automatic closing device	Weekly test	Quarterly
Fire doors, internal with self closers	Daily visual	
Fire drill	At least annually or time period identified by risk assessment or Fire Certification	
Fire exit doors	Monthly check	
Fire extinguishers / fire hose reels	Daily visual	Annual

**\*Statutory Requirement** (i.e. required by legislation)

**‘Competent’ Person** Is a person who has *sufficient training and experience or knowledge and other qualities* e.g. CORGI engineer, electrician, lift engineer, water services engineer, heating / ventilation engineers etc.