

# Schools Statutory Testing Logbook

This Log Book is reviewed and updated regularly and is intended to provide a quick reference / guide to your responsibilities for Premise and Statutory Tests and Inspections.

In addition to the tests and checks detailed in this logbook there may be user and/or visual checks required.

To ensure you have the most comprehensive and up to date information you should refer to the topic specific School Safety Guides(SSG) on the PPS website maintained by Sandwell Councils Health & Safety Unit (HSU).

## Site details

Include your site details here:

1. Site/establishment: .....
2. Address: .....
3. Unique Property Reference Number (UPRN) if known: .....
4. Premise manager(s): .....
5. Issue date: .....

<b>Comments</b>	
<b>Signature of Headteacher / Principle</b> .....	<b>Date:</b> .....



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**Plant and Equipment Testing Checklist****1. Gas boilers - annual service**

Gas boilers require an annual service by a “Gas Safe Register” registered contractor under the Gas Safety (Installation and Use) Regulations 1998.

- 1.1 Has service been carried out? ..... **Yes/No**
- 1.2 Date of service: .....
- 1.3 Name of contractor: .....
- 1.4 Contractor’s “Gas Safe Register” registration no.....
- 1.5 Certificate completed and retained? ..... **Yes/No**

**General observations - boiler plant room:**

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**2. Gas appliances - annual gas safety check**

All gas appliances are required to have an annual gas safety check carried out by a “Gas Safe Register” registered contractor under the Gas Safety (Installation and Use) Regulations 1998 (gas fires will be checked as part of the Property Services’ service if you have entered into that contract).

- 2.1 Have appliances been checked, dated and identified? ..... **Yes/No**
- 2.2 Date of checks:.....
- 2.3 Name of contractor: .....
- 2.4 Contractor’s “Gas Safe Register” registration no: .....
- 2.5 Certificate completed and retained? ..... **Yes/No**

**3. Gas catering equipment - annual check**

All gas catering equipment has to be serviced on an annual basis by a "Gas Safe Register" registered contractor. (Also see gas appliances section 2 above)

- 3.1 Have appliances been serviced? ..... **Yes/No**
- 3.2 Date of service: .....
- 3.3 Name of contractor: .....
- 3.4 Contractor's "Gas Safe Register" Registration No. ....
- 3.5 Certificate completed and retained? ..... **Yes/No**

**General observations:**

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**4. Oil storage tanks - Control of Pollution (Oil Storage) (England) Regulations 2001**

These Regulations were introduced to minimise the risk of pollution caused by inadequately stored oil and apply to non-domestic oil storage tanks over 200L. Non-domestic installations include commercial premises such as schools and public sector buildings.

- 4.1 Does the site have oil storage facilities? ..... **Yes/No**
- 4.2 Has the installation been subjected to an annual test? ..... **Yes/No**
- 4.3 Date of test: .....
- 4.4 Name of approved Oil Firing Technical Association (OFTEC) contractor:  
.....  
.....  
.....
- 4.5 Certificate completed and retained? ..... **Yes/No**

**General observations - oil storage tanks and bund walls:**

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**5. Oil-fired boilers - six monthly service**

Oil-fired boilers require a six-monthly service by a competent person trained in the maintenance of oil-fired boilers and in accordance with the manufacturer’s instructions. In addition, certain items such as flues and combustion air, require servicing/checking by a “Gas Safe Register” registered contractor under the Gas Safety (Installation and Use) Regulations 1998. This work should all be completed at the same time.

- 5.1 Has service been carried out? ..... **Yes/No**
- 5.2 Date of service: .....
- 5.3 Name of contractor: .....
- 5.4 Contractor’s “Gas Safe Register” registration no.: .....
- 5.5 Certificate completed and retained?..... **Yes/No**

**General observations - boiler plant room:** .....

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**6. Control of Legionella and Water safety**

Tests on all hot water and cold water services including appropriate air conditioning plant, shower heads and drip trays to chillers need to be carried out in accordance with the Approved Code of Practice and Guidance L8 entitled *The control of legionella bacteria in water systems* which came into effect on the 8 January 2001. It is recommended that site management develop a method statement for the process

The following items are not exhaustive the Code of Practice must be consulted in respect of other specialist features.

- 6.1 Name of contractor: .....
- 6.2 Has a risk assessment of all the water services been carried out and any recommended remedial work been completed? ..... **Yes/No**
- 6.3 Is a management plan in place based on risk assessment? ..... **Yes/No**

**7. Asbestos - The Duty to Manage**

- 7.1 Does the site have an up to date asbestos survey/register?.....**Yes/No/NA**
- 7.2 Is a risk assessment in place and has an asbestos management plan been produced? ..... **Yes/No/NA**
- 7.3 Are remaining ACMs monitored regularly? ..... **Yes/No/NA**
- 7.4 Is information on the location of ACMs shared with contractors? ..... **Yes/No/NA**

**8. Portable electrical appliance testing - periodic test**

All **portable** electrical appliances must be tested on a periodic basis and labelled and dated to confirm the test according to The Electricity at Work Regulations 1989, IEE Wiring Regulations - Current Edition.

- 8.1 Have appliances been checked and labelled/dated? ..... **Yes/No**
- 8.2 Name of contractor/trained tester:.....

**9. Portable electrical catering appliance testing - annual test**

- 9.1 Have appliances been checked and labelled/dated? ..... **Yes/No**
- 9.2 Name of contractor/trained tester:.....

**10. Electrical catering equipment (static) - annual test**

10.1 Have appliances been serviced? ..... **Yes/No**

10.2 Date of service: .....

10.3 Name of contractor: .....

10.4 Contractor's NICEIC Registration No: .....

**General observations**

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**11. Fixed electrical wiring installation test - five year**

11.1 Date of most recent test: .....

11.2 Certificate completed and retained?..... **Yes/No**

11.3 Has recommended remedial work been completed? ..... **Yes/No**

11.4 Name of contractor:.....

11.5 Contractor NICEIC/ECA Registration No: .....

**12. Fixed RCD/RCBO (residual current devices)**

12.1 Operate (push to test button) on at least a quarterly basis. Record test frequency dates. In the event the system fails the unit should be switched off and professional advice sought. .... **Yes/No**

**13. High voltage switch gear/transformer maintenance**

High voltage switch gear/transformers require regular maintenance i.e. annual test/service by a competent contractor

13.1 Does the site have high voltage switch gear/transformers? ..... **Yes/No**

13.2 Has the installation been tested and maintained in accordance with the Electricity at Work Regulations 1989? ..... **Yes/No**

13.3 Date of test/service: .....

13.4 Name of approved contractor: .....

13.5 Certificate completed and retained? ..... **Yes/No**

**General observations - high voltage switch gear/transformer maintenance**

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 .....  
 .....

**14. Fire management**

14.1 Have you had a fire risk assessment carried out? ..... **Yes/No**  
 (If yes, include **date** of assessment .....)

14.2 Are there any outstanding actions from the risk assessment? ..... **Yes/No**

14.3 Do you have a fire log book in place? ..... **Yes/No**

14.4 Date of your last planned fire evacuation: .....

14.5 Are the fire escape routes kept free from obstructions? ..... **Yes/No**



**15. Portable firefighting equipment - annual service**

All portable firefighting equipment has to be checked on an annual basis (including extinguishers, fire blankets, valves and hoses)

In all areas,

15.1 Has equipment been serviced? ..... **Yes/No**

15.2 Date of service: .....

15.3 Name of contractor: .....

15.4 Certificate completed and retained? ..... **Yes/No**

**16. Fire alarms - weekly/six monthly**

Fire Alarms' tests need to be carried out weekly. (Ref: Regulatory Reform (Fire Safety) Order 2005).

The **Premise Manager** should carry out audible fire alarms tests on a weekly basis using a different location, with all other servicing/inspection being carried out by an electrical contractor. Care must be taken to ensure that fire escapes are free from obstruction at all times.

16.1 Are the weekly fire alarms audible/audibility tests carried out? ..... **Yes/No**

16.2 Dates of the most recent six monthly service by an approved contractor: .....

16.3 Has recommended remedial work been completed? ..... **Yes/No/NA**

16.4 Certificate completed and retained?..... **Yes/No**

16.5 Name of contractor: .....

**17. Emergency lighting – monthly and annual tests**

Emergency Lighting, where applicable, needs to be tested on a 6 monthly and annual basis.

Ref. Regulatory Reform (Fire Safety) Order 2005).

17.1 Dates of most recent tests:

Monthly: .....

6 monthly inspection by an approved contractor: .....

17.2 Has recommended remedial work been completed? ..... **Yes/No/NA**

17.3 Certificate completed and inserted into Fire Log Book? ..... **Yes/No**

17.4 Name of contractor: .....

**18. Lightning conductors – annual test**

Lightning conductors need to be checked annually.

18.1 Date of test: .....

18.2 Has recommended remedial work been completed? ..... **Yes/No/NA**

18.3 Certificate completed and retained? ..... **Yes/No**

18.4 Name of contractor:.....

**19. Lifts and lifting equipment & hoists - general****20. Passenger lifts**

Passenger lifts require a thorough examination (sometimes referred to as an insurance inspection) at six monthly intervals, or in accordance with an examination scheme. In addition, they should have a monthly planned maintenance inspection and, if the competent person deems it necessary, "supplementary tests".

19.1 Competent person and date of last thorough examination:

..... Date: .....

19.2 Are supplementary tests undertaken if required? ..... Yes/No

19.3 Are monthly visits by a lift contractor carried out? ..... Yes/No

19.4 Name of contractor:.....

**21. Non-passenger carrying lifts & hoists**

Other, non-passenger carrying, lifts require a thorough examination at 12 monthly intervals, or in accordance with an examination scheme. In addition, they should have a quarterly planned maintenance inspection and, if the competent person deems it necessary, "supplementary tests".

21.1 Competent person .....and date of last thorough examination: .....

21.2 Are supplementary tests undertaken if required? ..... **Yes/No**

21.3 Have quarterly visits by a lift contractor been carried out?..... **Yes/No**

21.4 Name of contractor:.....

**22. Physical education equipment**

Indoor fixed PE equipment and larger items of equipment should be inspected and maintained every twelve months. Where community use takes place and usage is particularly heavy, it is recommended that this is done every six months. Recognised contractors who are members of a recognised body such as the Sports and Fitness Equipment Association should carry out this work.

22.1 Have you an inventory of PE equipment? ..... **Yes/No**

22.2 Has equipment been checked at the recommended interval? ..... **Yes/No**

22.3 Has recommended maintenance and repair work been carried out? ..... **Yes/No/NA**

22.4 Name of tester: .....

22.5 Name of contractor: .....

**23. Outdoor play equipment**

Outdoor play equipment should be inspected annually by an independent inspector and its recommended to also have a quarterly (or termly) operational check by a competent person. All inspections should be carried out by a member of the Register of Play Inspectors International (RPII).

23.1 Is outdoor play equipment inspected annually by an independent RPII inspector?  
..... **Yes/No**

23.2 Is outdoor play equipment inspected quarterly/termly by a competent (RPII) person?  
..... **Yes/No**

23.3 Has recommended maintenance and repair work been carried out? ..... **Yes/No/NA**

23.4 Name of tester: .....

23.5 Name of contractor: .....

**24. Dust and fume extraction**

Tests on local exhaust ventilation (LEV) must be carried out at least every 14 months and records, including records of any repairs, must be kept for a period of five years.

24.1 Is a regular inspection made of the equipment? ..... **Yes/No**

24.2 Is local exhaust ventilation plant examined and tested by a competent and qualified person every 14 months? ..... **Yes/No**

If tested more regularly, due to heavy usage, state frequency: ..... **months**

24.3 Name of contractor: .....

24.4 Has recommended remedial work been completed? ..... **Yes/No/NA**

24.5 Certificate completed and retained?..... **Yes/No**

**25. Design and technology equipment**

Design and technology areas will contain many different items of equipment that will require regular servicing, testing and maintenance, some of which will be covered by arrangements referred to elsewhere in this document.

25.1 Have you an inventory and schedule for testing of D&T equipment?..... **Yes/No/NA**

25.2 Has equipment been checked/tested at the recommended interval?..... **Yes/No**

25.3 Has recommended maintenance and repair work been carried out?..... **Yes/No/NA**

25.4 Have appropriate certificates been completed and retained? ..... **Yes/No**

25.5 Name of tester (or contractor, please indicate which): .....

.....

**26. Swimming pools**

Where establishments which have a swimming pool on site, there are a number of tests and procedures which must be carried out to ensure the safety of pool users. Some of the checks are a daily requirement whilst others are monthly or less frequent.

Pool operatives should have received basic training in "Pool Plant Operation" to enable them to undertake **daily checks**

26.1 Do you have a plant maintenance regime in place? .....**Yes/No**

**Further comments**

**Signature of Headteacher / Principle**

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**Date:**

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