

# Statutory Testing & Inspection of Fixed Installations in Nottingham City Council Properties

## Policy statement & Testing Procedures

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Property Safety & Compliance  
Development Department



Nottingham  
City Council

# Statutory Testing & Inspection of Fixed Installations

## Policy statement & Testing Procedures

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# Statutory Testing & Inspection of Fixed Installations

## Policy statement & Testing Procedures

### Property Safety and Compliance Team

The Property Safety and Compliance team were formed in January 2012. The team focus is on ensuring Statutory and Legislative Maintenance and testing regimes are undertaken within NCC portfolio of properties, ensuring all property related Health and Safety issues are addressed. The descriptive role of the team is further identified within the document with a team contact list in Part 4 of the document.

### Foreword

This document has been produced by the Property Safety & Compliance Team to explain and confirm Nottingham City Council's responsibilities and intentions as 'Corporate Landlord' in relation to tests and inspections carried out in Nottingham City Council properties, in line with the corporate policies.

The document is aimed to give support and advice and ensure clarifications of property related Health and Safety responsibilities are understood.

Where tests and inspections are required as part of a health and safety management system, such as asbestos, legionella or fire safety. Separate policies relating specifically to these items are included in the appendices B, C and D.

The requirement for this document is explained in **Part 1** 'Introduction' and 'Rationale' sections.

A list of tests and inspections is included at **Appendix A** "Scope of Inspections". This also identifies key responsibilities in undertaking these inspections.

**Part 2** of the document lists the procedures relating to each test or inspection, together with any additional requirements, which must be carried out by the Responsible Person / Duty Holder and also where the test or inspection is arranged and carried out by Property Safety & Compliance Team or its contractor.

It should also be noted that some of the tests and inspections, as indicated, are entirely the **responsibility of the Service Provider/End User**.

This document will be updated when additional tests are required or identified and when testing regimes are altered through changes in legislation or NCC policy. When this is necessary, updated documents or relevant pages will be issued to all holders of the document, with appropriate notes explaining the changes.

Any queries regarding the document or its contents should be directed to the Team Leader, Property Safety & Compliance Team.

## **RESPONSIBILITIES**

The general responsibilities of the various sections and individuals for arranging and carrying out the necessary tests and inspections are indicated below. Specific requirements relating to a particular test or inspection are indicated with each procedure.

### **Property Section –**

Identifying maintenance issues or new installations requiring additional or new tests and inspections.

### **Property Safety & Compliance Team**

- Delivery of a rolling test and inspection regime on known assets and properties in compliance with appropriate statutory, regulatory and corporate standards
- Rolling Test and Inspection shall include for all known fixed wiring, pipework, plant and associated controls and accessories within the property. This **does not** include portable appliance testing (PAT), portable systems or specialist control wiring – see below
- Frequency and scope of testing shall be as indicated in each procedure unless alternative notification has been given to responsible person / duty holder. See also Appendix A.
- Delivery of a 3 yearly visual electrical inspection where identified on specific properties only
- Collation of historic data, drawings and certification
- Issue completed certification to service responsible person /duty holder on completion of test or as requested
- Where Service Level Agreement identifies.  
Action immediate remedial works which have failed certification test, to ensure any non-compliance is dealt with quickly and efficiently
- Where Service Level Agreement identifies.  
Issue recommendations and cost estimates to service provider/end user on identified works required outside the requirement for immediate compliance
- Property Safety & Compliance Team will offer advice and guidance where necessary
- Amend Asset schedules on managed programmes to reflect property changes when they have been made known to them by the responsible person / duty holder

## **Responsible Persons / Duty Holder / Service Provider / End User**

- Ensure property and assets are known to the Property Safety and Compliance team for inclusion into asset registers and planned programmes for statutory and legislative testing.
- Give access and site induction to all visiting contractors. Complete Site Induction Form and retain copy on site - see Part 3. Ensure all contractors are aware of known operational and building risks including known or suspected asbestos
- Ensure relevant registers are signed as read by the contractor before works commence (particularly the Asbestos register)
- Ensure Property Safety and Compliance team are notified of alteration works to the property
- Ensure Property Safety and Compliance team are notified of proposed alteration works effecting fixed earthing conductors at least 60days prior to proposed works
- Report all major damage to systems to the Project Delivery and Planned Maintenance team
- Action recommendations issued from Property Safety & Compliance team
- All portable appliance testing is the sole responsibility of the Service Provider/End User – see specific requirements for PAT testing

## **H & S Responsibilities**

Whilst the responsibility for health and safety, statutory compliance and property maintenance will ultimately rest at corporate or director level, that responsibility is delegated to Property Services (as managers of tenanted properties), to the Property Safety and Compliance Team, to the Service Provider and End User occupying the property, or to the Responsible (or Designated) person for the particular property. Details of levels of responsibility are further highlighted in the document and its appendices.

## DEFINITION

### **Responsible Person / Duty Holder (end user / designated person)**

All Council owned or occupied buildings have an appointed, responsible person, who is responsible for managing and identifying, on a daily basis the maintenance and Testing requirements within the premises.

The responsible person is deemed to be the senior person on site or a named person delegated the duty by this person. e.g.

- **Within a School this is deemed as the Head Teacher.**
- **Where the site is un manned : -  
The responsible person is deemed as the managing agent or an appointed Management agent**
- **Where a site is operated by committee:-  
The responsible person is deemed as the committee chairperson**
- **Where a site is manned and operated by Facilities Management (FM) this shall deemed as the senior FM lead or senior Building Manager**

The responsible person must be competent to ensure all relevant maintenance and testing requirements are completed and understand the duties undertaken by the Compliance teams in support of this role.

The responsible person shall ensure all relevant documentation is held in a centrally located position for ease of inspection by visiting contractors and or authorised bodies.

The responsible person may delegate some of their duties to a named duty holder.

It is the responsibility of the responsible person to ensure the appointed duty holder is named and competent to undertake their duties.

Responsible persons and Duty Holder training can be obtained from the Corporate Safety Advisors located at Loxley House.

As part of Corporate Landlord role the Property Safety and Compliance team will aid and manage the statutory and legislative testing and maintenance programme / regimes, in support of responsible person's role. This is extended to assets that have been made known to the Property Safety and Compliance team within the relevant allocated financial budgets.

If further advice is required to extent or inclusion within this role please contact the Safety and Compliance Team Leader.

The Responsible Persons need to ensure their operational and routine weekly and monthly tests are undertaken and recorded on site. The Property Safety and Compliance team shall give technical guidance where reasonably requested.

The following is extracted from the Council's Health & Safety Guidance & Information Sheet No. 14:

*"The designated person must:*

- *Be aware of what equipment, plant and systems are on site;*
- *Know what maintenance is required;*
- *Know how it is arranged;*
- *Know who the main contacts are to enable the work to be carried out;*
- *Know what action is required locally as regards testing and checking e.g. call points and emergency lighting;*

*Organise necessary inspections and keep appropriate formal records."*

### **DUTY HOLDER**

The responsible person can only appoint the Duty holder.  
The duty holder must be competent to undertake the task appointed to them.  
The duty holder and responsible person can be the same person.

# PART 1

## POLICIES

### Introduction

The Health and Safety at Work Act 1974 places a general duty on employers to “ensure so far as is reasonably practicable the health, safety and welfare at work of all of their employees”. Section 3 of the Act, **General Duty to Others** requires employers to conduct their undertaking in a way that does not pose risk to the health and safety of non-employees. This section is designed to give protection to the general public and other non-employees such as children at school and contractors.

This policy has been produced to ensure that Nottingham City Council, as an employer and property owner, can comply “so far as is reasonably practicable” with appropriate statutory, regulatory and corporate standards in relation to property maintenance, which includes statutory testing and inspection of services, equipment, fixtures and fittings within the properties which the Council owns, manages and or occupies, which may be accessed by employees, tenants and members of the public.

Property Services, within the Development Department, are responsible for ensuring legal compliance in matters relating to the Council’s properties using both internal maintenance staff (where appropriate) and external contractors to carry out the required tests and inspections.

### Rationale

In order to achieve a competent level of functionality the Council will consider the relevant legislation and documentation, which may include:

- Statutory Legislation and Regulation
- Industry Regulation
- Approved Codes of Practice
- Guidance documentation
- Equipment manufacturers’ instructions and recommendations
- Best practice

When required by Statutory Legislation and Industry Regulation, this work **MUST** be carried out correctly, to the relevant and applicable standard, and in a timely manner to ensure that the Council is always within the law and compliant.

Approved Codes of Practice and Guidance documentation give advice on ways of achieving compliance and/or maintaining safe systems. These documents are not legislation in their own right, but can be referenced and used in law to support decisions made and actions taken.

Appropriate Industry Best Practice is a generally accepted way of achieving or exceeding compliance, and any such work **SHOULD** be carried out. Nottingham City Council will strive to achieve "best practice" in order to demonstrate commitment to other general legislation or general moral standing.

### **Health and safety practice**

The Council is committed to creating safe and healthy working environments, and to the application of good health and safety practice in the maintenance of all of its properties.

### **Records**

**Appendix A** contains a generic list of tests and inspections, and also indicates those responsible for arranging them. All records of tests and inspections arranged and controlled by Property Safety & Compliance Team will be held centrally; these will provide an ongoing record of outstanding works and dates when remedial action was taken.

The Property Safety & Compliance Team has put in place a timetable for tests and inspections, which reflects a combination of statutory guidance and appropriate practice.

Some records, as indicated in the Appendix, will be required on site at all times and must be available to any contractors or other authorised personnel carrying out further inspections, maintenance or construction work. The Council has specific 'log books' for the management of asbestos, legionella and fire safety.

### **Policies**

Policies dealing with specific risks, and the testing and record keeping regime adopted by Nottingham City Council are included in the appendices at the end of this document. These include asbestos, fire safety and legionella management.

### **Training**

The Responsible Person will normally be given appropriate training in the operation of plant and equipment required for the day-to-day operation of the Council's properties, such as heating systems and fire alarms. Additional training will be given for tests or inspections, which form part of the management of particular aspects of a property, which have been delegated to service provider, end user or Designated Person.

No one would be expected to carry out any tests, inspections or other work for which they have not received appropriate training, or cannot demonstrate a recognised level of competence.

## **Operation of Plant and Equipment**

All responsible persons and duty holders responsible for routine operation and tests i.e. weekly or monthly checks should be competent in the task.

**If in doubt ask the relevant Safety and Compliance Officer for guidance or a member of the Health and Safety Advisors unit.**

## **Certification**

Where a programme of Statutory and Legislative testing / maintenance works are managed by the Safety and Compliance team, certification shall be obtained and held centrally before closure of the order.

Where on site certification is required to be held, the Safety and Compliance Team shall issue copies when received, if copies are not automatically left by the service contractor.

The Responsible persons shall ensure all documentation is securely stored and available for all visitors and contractors when requested.

Where certification and documentation is held on a central database e.g. Seram the responsible person shall ensure they have access to the database. Where access may not be available the responsible person shall contact the Safety and Compliance team for advice.

## **Logbooks**

When a service or maintenance visit has been undertaken the responsible person shall ensure the relevant contractor has completed their logbook entries before entering or leaving the property.

It is **mandatory** for all contractors to sign the asbestos logbook before undertaking any works

## Appendix A

### Scope of statutory and non-statutory inspections

 Property Safety & Compliance team – (Where informed of assets and service requirement)  Insurance checks required  Responsible Person (Occupier / Service Provider / Owner / Managing Agent)	Daily	Weekly	Monthly	3 Monthly	6 Monthly	Annually	Every 2 Years	Every 3 Years	5 Yearly
<b>Air handling systems</b>									
A1 - Air Handling Ventilation (✘)				▲					
A2 - AC Units (✘)					▲				
A3 – For future Use									
A4 – Combined Heat & Power Units						▲			
A5 - Fan Cleaning				▲					
<b>Electrical installations</b>									
E1 - Circuit Testing (✘)									▲
E2 - Portable Appliance Testing (PAT)	●					●			
E3 - Emergency Lighting (✘) central batt units @ monthly intervals			●		▲				
E4 - Fire Alarms (✘)		●		▲		▲			
E5 - Lightning Conductors (at 11month intervals)						▲			
E6 - High Voltage Installations							▲		
E7 - Intruder Alarms (✘)					▲				
E8 - Street Lighting (none adopted roads)									▲
<b>Fire systems</b>									
F1 - Fire Hydrants						▲			
F2 - Wet and Dry Risers		●				▲			
F3 - Portable Fire Equipment (✘)		●				▲			
F4 – Fire Risk Assessments (✘)						●			
F5 - Sprinkler Systems (✘)		●/▲				▲			
<b>Gas &amp; Heating installations</b>									
G1 - Gas Appliances (✘)						▲			
G2 - Gas and Solid Fuel Boilers (✘)						▲			
G3 - Heat Pumps (✘)						▲			
G4 – Biomass Boilers(✘)					▲				
<b>Lifting Equipment</b>									
L1 - Passenger Lifts(✘) Kept in lift motor room			▲		■				
L2 - Goods Lifts(✘) Kept in lift motor room			▲			■			
L3 - Platform Lifts(✘) Kept in lift motor room				▲		■			
L4 - Stair Lifts(✘) Kept in lift motor room						■▲			
L5 - Fixed Hoists (✘) Kept in lift motor room						■▲			
L6 - Beds	●				●				
L7 - Hand powered Lifting equipment	●				●				
L8 - Portable Hoists	●				●				
L9 - Slings	●				●				

(✘) Indicates that records, surveys, logbooks or test certificates must be retained on site as well as centrally.

## Scope of statutory and non-statutory inspections

▲ Property Safety & Compliance team – (Where informed of assets and service requirement) ■ Insurance checks required ● Occupier / Service provider	Daily	Weekly	Monthly	3 Monthly	6 Monthly	Annually	Every 2 Years	Every 3 Years	5 Yearly
<b>Miscellaneous</b>									
M1 - Asbestos Survey (✘)			●						
M2 - Structural Inspection						▲			
M3 - Fall Arrest Systems (✘)						▲			
M4 - Safety Glazing						▲			
M5 - Auto Doors					▲				
M6 - Auto Gates						▲			
M7 - Public Clocks						▲			
M8 – Local Exhaust Ventilation						● ■			
M9 - Smoke Ventilation					▲				
M10 – Grey Water Systems	UNDER DEVELOPMENT								
<b>Pools &amp; baths</b>									
P1 - Specialist Baths					▲				
P2 - Filtration and Chemical Dosing					▲				
P3 - Flumes & Water Features						▲			
P4 - Floating Pool Floors						▲			
P5 - Diving Platforms					▲				
P6 - Chlorine Dioxide Dosing Unit					▲				
P7 - UV Systems					▲				
P8 - Balance Tanks					▲				
<b>Water services</b>									
W1 - Legionella Risk assessments (✘)							▲		
W2 – Hot & Cold Water Services				▲					
W3 - Water Sampling (Public Pool)	●		▲						
W4 - For Future Use									
W5 - Chlorine Dioxide Dosing Unit			▲						
W6 - Pressure Sets						■ ▲			
W7 - Reduced Pressure Zone valves						▲			
W8 - Water Hygiene management		●	●						

(✘) Indicates that surveys, logbooks or test certificates must be retained on site as well as centrally.

(#) Indicates during operational period only

ABOVE LIST IS GENERIC TYPE FUNCTION AND FREQUENCY.

**IF IN DOUBT CONTACT PROPERTY SAFETY AND COMPLIANCE TEAM FOR GUIDANCE**

Where responsibilities of provision with Responsible Person / Duty Holder are given, Property Safety & Compliance Team will offer technical advice and assistance.

## Appendix B

### **ASBESTOS MANAGEMENT POLICY STATEMENT - NOTTINGHAM CITY COUNCIL**

**All responsible persons and their duty holders must have undertaken the Asbestos training module as delivered by the Corporate Safety Advisors Unit**

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**Asbestos presents a potentially high risk to Nottingham City Council and this document sets out the Council's intentions for reducing and managing this risk.**

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#### **POLICY STATEMENT**

Nottingham City Council is committed to providing a safe and healthy workplace

It is the law that asbestos-containing materials shall not be introduced into our properties. If existing asbestos containing materials pose a serious risk to the health of persons using our premises appropriate action shall be undertaken to ensure fibres will not be released and the materials shall be made safe, encapsulated or removed as soon as possible.

Where asbestos containing materials are present and do not pose a serious risk, we shall take the opportunity to remove them progressively from our properties, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ we shall ensure they are managed in such a manner so that the risk to the health of our employees, contractors, visitors, public and other people using the premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards (Control of Asbestos Regulations 2012) and best working practices by licensed contractors only.

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*The following policy has been determined and is in keeping / extracted from the Corporate Health and Safety Guidance & Information Sheet No.2, which also sets out the procedures for managing asbestos in City Council premises.*

**The responsible person shall ensure they are fully aware of the Guidance & Information Sheet No 2 dated September 2013.**

## Policy

### Introduction

There is a legal duty to manage all asbestos present in non-domestic premises e.g. workplaces, business and industrial units, and 'common' parts of domestic premises e.g. foyers, corridors, lifts, lift shafts, staircases, boiler-houses, outbuildings etc. The Property Safety and Compliance Team have a prioritised programme in place to ensure that asbestos surveys are carried out for all premises for which Nottingham City Council has maintenance responsibility. However, please be aware that these asbestos **surveys are non-destructive**, and it may be necessary to take further action to identify the presence of asbestos.

The responsibility for the upkeep of the asbestos survey and log book is with the management of the premises and the responsible person. If missing an asbestos logbook for premises to compile, a copy is available from the 'Corporate Safety Advice' intranet site.

The responsible person appointed in control of the building is responsible for keeping these documents up to date as detailed below. It is essential that these documents are readily available in an accessible location on site e.g. in reception linked to the signing in book (see 'information for contractors').

Before any construction / building works within a property is carried out, the responsible person is required to identify to relevant persons undertaking works any known asbestos. All asbestos surveys, log books and relevant documentation need to be fully disseminated to persons undertaking the works and a signature entered in the log book demonstrating their awareness too and understanding of known asbestos present and adherence to all statutory and legislative compliance when coming in to contact with asbestos containing materials.

**Before any building Intrusive or Destructive works are completed within a property, a full refurbishment and demolition asbestos survey is required to be undertaken before commencement of works.**

### Asbestos log book

This needs to be kept up to date by the 'responsible person' who is identified as being in control of the building on a monthly basis detailing:,

- The condition of all asbestos identified or presumed to be in the premises (see assessing the condition of asbestos materials').
- The Asbestos survey and where works have been undertaken
- The named person appointed responsible for asbestos management

## Asbestos survey

These records must be updated by the person appointed in control of the building, whenever asbestos is removed, encapsulated, or found and include the following details: -

- The location of asbestos.
- The form of asbestos (coating, insulation board, etc.).
- The type of asbestos (blue, white, etc.).
- Area of removal / encapsulation

The responsible person has the responsibility to ensure compliance is undertaken

## Labelling

Staff and contractors should be made aware of the location of asbestos in the areas in which they work or intend to work. Asbestos materials should be clearly labelled with either an appropriate asbestos warning sign, or some other warning system (for example colour coding) so that those who need to know about the asbestos are effectively alerted to its presence.

If you decide not to label asbestos, you need to make sure that those who might work on the material know that it contains asbestos **it must be documented as to why labelling is not used and control method used for identification of material to a third party.**

Labelling should not be relied upon as the only means of informing persons of the presence of asbestos and should always be supplemented by a reliable procedure.

**NOTE** The HSE strongly recommend the labelling policy to be consistent across properties, operating the same or similar service provision.

Therefore it is advised that properties undertaking the same service delivery adopt a singular policy across the properties they operate from in keeping with their service delivery.

## **Appendix C**

### **FIRE SAFETY POLICY STATEMENT - NOTTINGHAM CITY COUNCIL**

Fire presents a potentially high risk to Nottingham City Council and this document sets out the Council's intentions for reducing and managing this risk.

#### **All responsible persons and their duty holders must ensure they have undertaken a Fire Risk Assessment for the premises**

#### **Policy**

Nottingham City Council will comply with all relevant fire safety legislation and standards.

Fire safety management is delegated to departmental responsible persons, senior managers, premises and facilities managers to maintain and apply the fire risk management policies and procedures within their areas of responsibility and control.

#### **Introduction**

Overall responsibility for fire precautions and fire safety management within Nottingham City Council lies with the Chief Executive of the Council. This Fire Safety Policy Statement reflects the importance that the Council attaches to the safety of its staff, service users, members of the public and other persons who may be affected by its activities and its premises in relation to fire safety. Nottingham City Council takes all reasonable and practicable steps to achieve the objectives and measures outlined below. This policy statement will be reviewed every 3 years or at more frequent intervals if there are relevant legislative changes.

#### **Objectives**

Through risk assessment, the objective of fire risk management is to:

- Minimise the potential for fire to occur.
- Reduce fire incidences.
- Safeguard all persons on Nottingham City Council premises from death or injury in the event of a fire.

In respect of all premises, which it owns or leases, Nottingham City Council will:

- Provide appropriate and adequate means of escape in case of fire.
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use.
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- Provide and maintain in working order all fire fighting appliances and devices.

- Provide appropriate instruction and/or training for all persons, including contractors and other visitors, on the actions to be taken in the event of fire.
- Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property.
- Ensure that measures, which are commensurate with the risks and the significance of consequential losses, are taken to protect buildings, installations and equipment from fire.
- Work with Nottinghamshire Fire and Rescue Service to promote fire safety within the organisation

## **Managerial and Employee Responsibilities**

Individual responsibilities and legal duties in respect of fire safety for all Nottingham City Council employees are detailed within the Safety Manual, Guidance and Information Sheet No. 18, which considers fire safety management. This guidance and information also identifies the responsibilities of managers, staff and others in respect of fire safety. This duty for management extends to ensuring a suitable and effective risk assessment for fire safety is in place for all Nottingham City Council premises and those it occupies.

The Safety Advisers Unit and Safety Compliance, in conjunction with premises managers, Nottinghamshire Fire and Rescue Service and other responsible persons will monitor and advise on the effectiveness of fire safety arrangements on behalf of Nottingham City Council to enable it to meet both its legislative and other fire safety management requirements.

## Appendix D

### LEGIONELLA POLICY – NOTTINGHAM CITY COUNCIL

All responsible persons and their duty holders must have undertaken the Legionella training module, as delivered by the Corporate Safety Advisors Unit.

All responsible persons and their duty holders shall be required to have undertaken Seram database training. Training can be delivered through the Safety and Compliance team, and or their nominated contractor / consultant.

On appointment of new staff requiring to undertake weekly and or monthly water tests and data input. The responsible person shall be required to contact the Senior Mechanical Compliance Officer to determine and arrange training needs required.

**All little / un used outlets within premises shall require a weekly flushing regime, conducted by the responsible persons and their duty holders. All flushing activities to be recorded within a site logbook with monthly acknowledgement entered on to Seram.**

*The following policy is extracted from the Corporate Health and Safety Guidance & Information Sheet No.5, which also sets out the procedures for managing Legionella bacteria in City Council premises.*

#### **Introduction**

Legionella presents a potentially high risk to Nottingham City Council and this document sets out the Council's intentions for reducing and managing this risk.

#### **Legal Requirements**

The Health & Safety at Work Act 1974 places duties on employers to ensure the health, safety and welfare of their employees at work and anyone else who may be affected. This duty extends to any risks from legionella bacteria, which may arise from work activities.

The Management of Health & Safety at Work Regulations 1999 provide a broad framework for controlling health & safety at work which includes the legal requirement for employers to carry out risk assessments.

The Control of Substances Hazardous to Health Regulations 2002 also places duties on employers and occupiers of premises to carry out risk assessments, which includes the control of release of micro-organisms and microbiological agents.

In addition, the Approved Code of Practice & Guidance "Control of Legionella Bacteria in Water Systems (L8)" gives practical advice on how to comply with the law.

Nottingham City Council is committed to meeting its legal obligations to its employees and others (e.g. service users, contractors, pupils, etc.) who may be affected by its undertaking by ensuring an ongoing prioritised programme of controls is in place and implemented as follows:

- Identification, assessment and regular review of risks
- Preparation of a scheme of works for the prevention and control of identified risks
- Implementation and management of the scheme by appointing persons to be managerially responsible
- Maintenance of records and monitoring of controls
- Provision of appropriate training

## PART 2

### **PROCEDURES**

The following procedures cover the various tests and inspections carried out by Property Safety & Compliance Team on behalf of the City Council, together with those which are the responsibility of the Responsible person / Duty Holder of a property, and which should form part of the normal management regime in the property. The statutory or other reason for carrying out the test or inspection is also shown, together with the frequency and any other specific requirements, which need to be carried out.

As indicated in the chart in Appendix A the procedures have been split into groups related to the various types of building installation, together with a miscellaneous category of individual tests and inspections. Any requirement to keep records on site is also indicated, and these must be made available to contractors or other authorised persons who may need information prior to carrying out any maintenance or alteration work.



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**Procedure:** **COMBINED HEAT & POWER SYSTEMS** **A4**

**Purpose:** Inspection and maintenance programme to comply with various legislative and regulatory requirements, including Environmental Protection Act and Clean Air Act. Requirements vary according to size of installation.

**Frequency:** Annual

**Specific Requirements:**

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**Procedure:** **FAN CLEANING - KITCHENS** **Ref: A5**

**Purpose:** NCC policy to comply with HVCA Technical Report TR/19, 'Guide to Good Practice – Internal Cleanliness of Ventilation Systems'

**Frequency:** 3-monthly

**Specific Requirements:** Test sheets uploaded on to Seram Database

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**Procedure:** **Ref:**

**Purpose:**

**Frequency:**

**Specific Requirements:**

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**Procedure:** **Ref:**

**Purpose:**

**Frequency:**

**Specific Requirements:**

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**Procedure List – Electrical Installations**


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<b>Procedure:</b>	<b>FIXED WIRING CIRCUIT TESTING</b>	<b>Ref:</b>	<b>E1</b>
<b>Purpose:</b>	Rolling test programme in compliance with BS7671:2008 inc. amendments		
<b>Frequency:</b>	1 or 5 yearly cycle, with 3 yearly visual inspections on specific properties. Cycle dependant on property type and usage		
<b>Specific Requirements:</b>	Service Provider/End User – report all failures of fixed wiring systems to the Property Maintenance & Delivery team		

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<b>Procedure:</b>	<b>PAT TESTING</b>	<b>Ref:</b>	<b>E2</b>
<b>Purpose:</b>	To ensure compliance with the maintenance requirements of the Electricity at Work Regulations 1989, including amendments		
<b>Frequency:</b>	Visual check before use, plus test to be determined by risk assessment		
<b>Specific Requirements:</b>	<p>Service Provider/End User:</p> <p><b>Portable Appliance testing is the sole responsibility of the service provider/end user</b></p> <p>To Log all Portable Appliances in use within the Premises showing type, date of purchase, last test date, and condition</p> <p>The service provider/end user shall be responsible for ensuring all testing completed has been logged within a central log book and all equipment when tested have the appropriate test label fitted</p>		

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<b>Procedure:</b>	<b>EMERGENCY LIGHTING</b>	<b>Ref:</b>	<b>E3</b>
<b>Purpose:</b>	Rolling fixed emergency lighting testing programme in compliance with BS 5266 including current amendments		
<b>Frequency:</b>	Testing will be on a 6 monthly cycle / monthly for central battery systems		
<b>Specific Requirements:</b>	<p>Service Provider/End User:</p> <p>Undertake monthly checks of emergency lighting from test switches</p> <p>Maintain a Log book showing works and routine testing procedures</p> <p>Report all failures of fixed systems to the Property Maintenance &amp; Project Delivery team</p>		

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**Procedure:** **FIRE ALARMS** **Ref:** **E4**

**Purpose:** Rolling fixed conductor testing programme in compliance with BS 5839 including current amendments

**Frequency:** Testing will be on a rolling quarterly cycle of 25% of devices per visit ensuring 100% of devices inspected within a calendar year

**Specific Requirements:** Service Provider/End User:  
Carry out weekly activation tests and maintain a Log book showing works and routine testing procedures  
Report all failures of fixed wiring systems to the Property Maintenance & Project Delivery team

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**Procedure:** **LIGHTNING CONDUCTORS** **Ref:** **E5**

**Purpose:** Rolling fixed conductor testing programme in compliance with BS 6651 including current amendments

**Frequency:** Testing shall be on a rolling annual cycle, unless notification of alternative arrangements has been given to service provider/end user. Due to differing ground conditions during the year, where possible the testing shall be undertaken on an 11 month cycle

**Specific Requirements:** None

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**Procedure:** **HIGH VOLTAGE INSTALLATIONS** **Ref:** **E6**

**Purpose:** Rolling inspection of transformers and switchgear on known assets and properties in compliance with HV safety rules

**Frequency:** Testing shall be on a rolling annual inspection of switchgear

**Specific Requirements:** Permit to Work systems should be employed by the responsible person for all areas containing High Voltage Installations.

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**Procedure List – Fire Installations**


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<b>Procedure:</b>	<b>FIRE HYDRANTS</b>	<b>Ref:</b>	<b>F1</b>
<b>Purpose:</b>	Rolling test programme in compliance with BS EN 14339:2005 inc. amendments		
<b>Frequency:</b>	Annual		
<b>Specific Requirements:</b>	None		

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<b>Procedure:</b>	<b>WET &amp; DRY RISERS</b>	<b>Ref:</b>	<b>F2</b>
<b>Purpose:</b>	Rolling test programme in compliance with BS5041:1987 inc. amendments		
<b>Frequency:</b>	Annual		
<b>Specific Requirements:</b>	<b>Responsible Person / Duty Holder</b> – weekly checks to ensure valves not leaking and lock systems in place.		

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<b>Procedure:</b>	<b>PORTABLE FIRE FIGHTING EQUIPMENT</b>	<b>Ref:</b>	<b>F3</b>
<b>Purpose:</b>	Rolling test programme in compliance with BS5306-3:2009 inc. amendments		
<b>Frequency:</b>	Annual		
<b>Specific Requirements:</b>	<b>Responsible Person / Duty Holder</b> – weekly checks to ensure equipment is in place and not discharged.		

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**Procedure:** FIRE RISK ASSESSMENT **Ref:** F4

**Purpose:** To ensure that a fire risk assessment is in place to satisfy the requirements of The Regulatory Reform (Fire Safety) Order 2005.

**Frequency:** Annual reassessment

**Specific Requirements:** **Responsible Person / Duty Holder**  
**Provision of the assessment is the sole responsibility of the service provider/end user. The responsible person needs to ensure a competent person has completed the assessment. However, Property Safety & Compliance Team can assist in arranging the necessary inspections and provision of documents.**

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**Procedure:** SPRINKLER SYSTEMS **Ref:** F5

**Purpose:** Rolling test programme in compliance with BS EN 12845:2004 inc. amendments

**Frequency:** Annual

**Specific Requirements:** **Responsible Person / Duty Holder** – weekly test of systems with integral alarms or sounders (as fire alarms).

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**Procedure:** **Ref:**

**Purpose:**

**Frequency:**

**Specific Requirements:**

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## Procedure List – Gas & Heating Installations

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<b>Procedure:</b>	<b>GAS APPLIANCES</b>	<b>Ref:</b>	<b>G1</b>
<b>Purpose:</b>	To ensure compliance with The Gas Safety (Installation and Use) Regulations 1998.		
<b>Frequency:</b>	Annual inspection/service and test.		
<b>Specific Requirements:</b>	Test sheets uploaded to Seram data base		

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<b>Procedure:</b>	<b>GAS &amp; SOLID FUEL BOILERS</b>	<b>Ref:</b>	<b>G2</b>
<b>Purpose:</b>	To ensure compliance with The Gas Safety (Installation and Use) Regulations 1998.		
<b>Frequency:</b>	Annual inspection/service and test.		
<b>Specific Requirements:</b>	Test sheets uploaded to Seram data base		

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<b>Procedure:</b>	<b>HEAT PUMPS</b>	<b>Ref:</b>	<b>G3</b>
<b>Purpose:</b>	To comply with regulations applicable to this type of equipment, and meet accepted industry standards		
<b>Frequency:</b>	Annual inspection/service and test.		
<b>Specific Requirements:</b>			

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<b>Procedure:</b>	<b>BIOMASS BOILERS</b>	<b>Ref:</b>	<b>G4</b>
<b>Purpose:</b>	To comply with regulations applicable to this type of equipment, and meet manufacturers accepted industry standards		
<b>Frequency:</b>	As recommended by manufacturers recommendations – not to exceed 6 months.		
<b>Specific Requirements:</b>	Responsible Persons / Duty Holders to notify Property Safety and Compliance team of installation and usage		

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**Procedure List – Lifting Equipment**

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**Procedure:** PASSENGER LIFTS **Ref:** L1

**Purpose:** To comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER)

**Frequency:** Monthly – with 6-monthly insurance check.

**Specific Requirements:**

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**Procedure:** GOODS LIFTS **Ref:** L2

**Purpose:** To comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER)

**Frequency:** Monthly – with annual insurance check.

**Specific Requirements:**

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**Procedure:** PLATFORM LIFTS **Ref:** L3

**Purpose:** To comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER)

**Frequency:** 3-monthly – with annual insurance check.

**Specific Requirements:**

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**Procedure:** **HAND POWERED LIFTING EQUIPMENT** **Ref:** **L7**

**Purpose:** To comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER)

**Frequency:** Check prior to use, and 6-monthly inspection

**Specific Requirements:** **Responsible Person / Duty Holder**  
**Provision of the assessment is the sole responsibility of the service provider/end user. Equipment provided to facilitate the movement of elderly or disabled persons will also have to comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER)**

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**Procedure:** **PORTABLE HOISTS** **Ref:** **L8**

**Purpose:** To comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER)

**Frequency:** Check prior to use, and 6-monthly inspection

**Specific Requirements:** **Responsible Person / Duty Holder**  
**Provision of the assessment is the sole responsibility of the service provider/end user. Equipment provided to facilitate the movement of elderly or disabled persons will also have to comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER)**

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**Procedure:** **SLINGS** **Ref:** **L9**

**Purpose:** To comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. (LOLER)

**Frequency:** Check prior to use, and 6-monthly inspection

**Specific Requirements:** **Responsible Person / Duty Holder**  
**Provision of the assessment is the sole responsibility of the service provider/end user. Equipment provided to facilitate the movement of elderly or disabled persons will also have to comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER)**

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**Procedure List – Miscellaneous Installations**


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<b>Procedure:</b>	<b>ASBESTOS SURVEYS</b>	<b>Ref: M1</b>
<b>Purpose:</b>	To ensure compliance with The Control of Asbestos Regulations 2012	
<b>Frequency:</b>	As required to ensure that surveys are as up to date as possible.	
<b>Specific Requirements:</b>	<b>Responsible Person / Duty Holder</b> Carry out monthly checks as required and complete logbook inspection record. Ensure logbook is inspected and signed by all visiting contractors.	

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<b>Procedure:</b>	<b>STRUCTURAL INSPECTION</b>	<b>Ref: M2</b>
<b>Purpose:</b>	NCC policy to comply with the requirements of the HSWA 1974, and to ensure structural integrity of all NCC properties.	
<b>Frequency:</b>	Programme to be established	
<b>Specific Requirements:</b>	<b>Responsible Person / Duty Holder</b> Report concerns to Property Maintenance Team – cracks in walls/ceilings, doors jamming etc.	

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<b>Procedure:</b>	<b>FALL ARREST SYSTEMS</b>	<b>Ref: M3</b>
<b>Purpose:</b>	To ensure compliance with the requirements of BSEN795:2012 'Protection Against Falls From Height – Anchorage Devices – Requirements And Testing'.	
<b>Frequency:</b>	Annual testing and certification.	
<b>Specific Requirements:</b>	<b>Responsible Person / Duty Holder</b> Allow appropriate access to all items of fixed equipment and PPE for testing purposes. Retain copies of certificates in the property for inspection by anyone intending to use the equipment.	

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**Procedure:** PUBLIC CLOCKS **Ref: M7**

**Purpose:** NCC policy to provide and maintain a public service

**Frequency:** 6-monthly maintenance check, plus 2 annual visits to reset GMT/BST

**Specific Requirements:** None

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**Procedure:** LOCAL EXHAUST VENTILATION **Ref: M8**

**Purpose:** NCC policy for compliance with the requirements of the HSWA 1975, and COSH regulations

**Frequency:** Annual Insurance and Maintenance checks

**Specific Requirements:** **Responsible Person / Duty Holder:**  
To arrange inspections with NCC Insurance

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**Procedure:** SMOKE VENTS **Ref: M9**

**Purpose:** NCC policy for compliance with the requirements towards FRA 2005 and BS5839, BS999

**Frequency:** 6 monthly Maintenance checks

**Specific Requirements:**

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**Procedure:** GREY WATER SYSTEMS **Ref: M10**

**Purpose:** NCC policy for compliance with the requirements of the BS8525, L8

**Frequency:** **UNDER REVIEW**

**Specific Requirements:** **Responsible Person / Duty Holder:**  
Advise Safety and Compliance team of known installations

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## Procedure List – Pool & Bath Installations

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<b>Procedure:</b>	<b>SPECIALISTS BATHS</b>	<b>Ref:</b>	<b>P1</b>
<b>Purpose:</b>	Testing and inspection programme to comply with the requirements of specialist equipment. These may fall into LOLER regulations Management of H & S in Swimming Pools		
<b>Frequency:</b>	To be determined by type and use		
<b>Specific Requirements:</b>	<b>Sole responsibility of the Responsible persons / Duty Holder due to specific need of business unit.</b>		

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<b>Procedure:</b>	<b>FILTRATION &amp; CHEMICAL DOSING</b>	<b>Ref:</b>	<b>P2</b>
<b>Purpose:</b>	Testing and inspection programme to comply with the requirements of BS EN:13451:2011 and BS PAS 65:2004. Management of H & S in Swimming Pools		
<b>Frequency:</b>	6-monthly		
<b>Specific Requirements:</b>	Chemical and Filtration Unit checks		

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<b>Procedure:</b>	<b>FLUMES &amp; WATER FEATURES</b>	<b>Ref:</b>	<b>P3</b>
<b>Purpose:</b>	Inspection and maintenance programme to comply with BS EN:1069-1 and ISRM best practice. . Management of H & S in Swimming Pools		
<b>Frequency:</b>	Annual technical service		
<b>Specific Requirements:</b>	<b>Responsible Person / Duty Holder</b> – carry out daily visual inspection		

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<b>Procedure:</b>	<b>FLOATING POOL FLOORS</b>	<b>Ref:</b>	<b>P4</b>
<b>Purpose:</b>	Inspection and maintenance programme to comply with BS EN:13451-11 and diving regulations. Management of H & S in Swimming Pools		
<b>Frequency:</b>	Annual		
<b>Specific Requirements:</b>			

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## Procedure List – Water Services Installations

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<b>Procedure:</b>	<b>LEGIONELLA RISK ASSESSMENT</b>	<b>Ref: W1</b>
<b>Purpose:</b>	Assessment in accordance with HSG 274 and HSE Code of Practice L8 'Control of Legionella Bacteria in Water Systems', to comply with requirements of HSWA and COSHH Regulations	
<b>Frequency:</b>	Reassessed every 2 years. Or if major alteration carried out on site.	
<b>Specific Requirements:</b>	<p><b>Responsible Person / Duty Holder</b> Carry out any system flushing regime as required by the assessment.</p> <p>Record actions to Property Maintenance Team via the SERAM database</p>	

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<b>Procedure:</b>	<b>HOT &amp; COLD WATER SERVICES</b>	<b>Ref: W2</b>
<b>Purpose:</b>	Maintenance in accordance with HSE Code of Practice L8 'Control of Legionella Bacteria in Water Systems', to comply with requirements of HSWA and COSHH Regulations	
<b>Frequency:</b>	3-monthly valve service, shower head and tap cleaning. Tank inspection at 6 monthly intervals	
<b>Specific Requirements:</b>	<p><b>Contractor programme initiated by Property Safety Compliance team –.</b></p> <p>Test sheets uploaded to Seram data base</p>	

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<b>Procedure:</b>	<b>WATER SAMPLING (Public Pool and Spa pools)</b>	<b>Ref: W3</b>
<b>Purpose:</b>	<p>Weekly / Monthly sampling and testing regime in accordance with "Pool Water Treatment Advisory Group" Guidelines</p> <p>Compliance team - Monthly analysis by specialist.</p> <p>Responsible Persons – Daily and Weekly tests</p>	
<b>Frequency:</b>	<p>Daily and Weekly tests required on specialist pools.</p> <p>Purpose for bacterial level count.</p> <p>Daily test by on site responsible persons to check for chemical treatment levels.</p>	
<b>Specific Requirements:</b>	<p>Record daily tests within on site logbook.</p> <p>Samples taken by specialist contractor uploaded to Seram database.</p>	

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### PART 3

## Contractors Site Induction Form

Page 1 of 2



**Nottingham**  
**City Council**

Welcome to our building. It is important that you and other building users stay safe during your visit. To help us ensure this, can you please read and familiarise yourself with the contents of this form and complete all relevant sections.

*To be completed by the Contractor*

Your name:		
Company name, address & phone number:		
Emergency contact details if different from your company:		
Name of site contact:		
Area & nature of work:		
Date:	Time:	Duration of work:

*All others to be completed by the FM/Building Responsible Person*

**Known site hazards:** (tick as appropriate)

Inform the contractor of specific site hazards they need to be aware of (either local to the work or site-wide hazards) such as those indicated on the list below, and any other site-specific hazards.

Asbestos – <b>See over</b>	<input type="checkbox"/>	Process hazards	<input type="checkbox"/>
Fragile materials	<input type="checkbox"/>	Restricted areas	<input type="checkbox"/>
Live electrics	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>
Specialist plant or equipment	<input type="checkbox"/>	Service isolation points	<input type="checkbox"/>
Hazardous areas (roof/plant rooms)	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>

**Site Rules:** (tick as appropriate)

Include items which are required for the day-to-day management of the property which will not affect the work being carried out, but which the contractor will be required to follow.

Non-smoking site	<input type="checkbox"/>	Waste disposal	<input type="checkbox"/>
Security; signing in/out	<input type="checkbox"/>	Permit to work	<input type="checkbox"/>
Welfare facilities	<input type="checkbox"/>	Authorised areas confirmed *	<input type="checkbox"/>
Car parking; loading/unloading	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>

**Emergency Procedures:** (tick as appropriate)

Describe briefly the property emergency procedures, particularly those relating to fire, but including others as necessary

Sound of fire alarm	<input type="checkbox"/>	Details of fire site plan provided	<input type="checkbox"/>
Fire assembly point	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>
Fire evacuation procedure	<input type="checkbox"/>		

**\* Identify restricted areas or areas requiring Authorised person accompaniment.**

**In the event of an incident:**

Outline the procedure to be followed in the event of an incident, including the reporting route, and how to obtain first aid.

First Aid Contact:

**Asbestos:**

If asbestos is present on the site, include the procedure to be followed if there is accidental disturbance of asbestos or suspected asbestos.

Confirm that the asbestos register has been viewed and signed by the Contractor:

YES

NO

**Risk Assessments:**

All contractors or persons carrying out works within the building are obliged to produce suitable and sufficient risk assessments and method statements for the work they are to carry out. These must be available prior to any work commencing.

Do not commence any work until the section below is completed and signed by the **Responsible Person** for the work

**NOTE: This is not an approval of, or agreement to, any risk assessment or method statement and is only a record that documents have been provided.**

**Risk assessment:**

Produced:

Not produced:

**Method statement:**

Produced:

Not produced:

**RAMS previously issued and agreed with Framework Contractor:**

YES:

NO:

**Specific permit to work required:**

YES:

NO:

**Permission to proceed with work:**

YES:

NO:

Signed:  
(Responsible Person)

Print:

Date:

**I confirm that I am aware of the induction and health & safety information**

Signature of contractor:

Print:

Date:

## PART 4

### CONTACT LIST

Property Safety & Compliance Team		
Andrew Fletcher	Team Leader	0115 8763039
Steve Bacon	Senior Mechanical Compliance Officer	0115 8763050
Mark Rees	Mechanical Compliance Officer	0115 8763052
Nikki Masters	Mechanical Compliance Officer	0115 8763055
Gary Wand	Senior Electrical Compliance Officer	0115 8763037
Ian Glennon	Electrical Compliance Officer	0115 8763059
Robert Jordan	Electrical Compliance Officer	0115 8763041
Paul Reynolds	FRA Compliance Officer	0115 8763057
Roy Hall	Asbestos Compliance Officer	0115 8763071
David Prowett	Senior Structural Engineer	0115 8763027
Paul Alcock	Senior Structural Engineer	0115 8763028
James Mitchell	Performance & Information Technician	0115 8763053

## PART 5

### VERSION CONTROL

#### AMMENDMENT RECORD

VERSION No	AMMENDMENTS		
V1.1	DRAFT VERSION	ISSUED FOR COMMENTS	MARCH 2013
V1.2A	FINAL DRAFT	ISSUE FOR UNION COMMENTS	JULY 2013
V1.2B	ISSUE		
V1.2C	PAGE 6	RESPOSIBLE PERSON DEFINITION HIGHLITED BOLD	OCTOBER 2014
	PAGE 11 & 12	APPENDIX A CHANGED A3 VENTILATION REMOVED NOW FOR FUTURE USE W4 WATER TREATMENT (COOLING TOWERS REMOVED NOW FOR FUTURE USE	OCTOBER 2014
	PAGE 21	REMOVED AS DUPLICATED WITH AIR HANDLING & VENTILATION REF A1	OCTOBER 2014
	PAGE 22	TITLE CHANGED TO FAN CLEANING - KITCHENS	OCTOBER 2014
	PAGE 24	E6 HIGH VOLTAGE FREQUENCY ANNUAL INSPECTION	OCTOBER 2014
	PAGE 25	E8 STREET LIGHTING (NON – ADOPTED ROADS) INSPECTION FREQUENCY SPECIFIED.	OCTOBER 2014
	PAGE 34	M9 SMOKE VENTS REVIEW COMPLETED – SPECIFICATION UPDATED	OCTOBER 2014
	PAGE 37	GUIDANCE DOCUMENT REF INSERTED	OCTOBER 2014

**DOCUMENT OWNER –**

**A C FLETCHER – TEAM LEADER PROPERTY SAFETY & COMPLIANCE**