



THE UNIVERSITY
OF BIRMINGHAM

Health and Safety Policy

**Statutory Inspection, Examination and/or
Testing of Specified Equipment:**

**Pressure Systems;
Lifting Equipment;
Power Presses Stamping Out Cold Metal;
Local Exhaust Ventilation;
Radiation Monitors**

UHSP/16/SIET/01

This document sets out in more detail the arrangements for compliance with University Health and Safety Policy at Budget Centre level and it gives guidance on how these requirements may be met. This document forms a part of the University Health and Safety Policy. It has been approved by the Environment, Health and Safety Executive Committee, in consultation with the Joint Safety Advisory Committee, and it will be subject to review.

The Office of Estate Management has duties under this Policy and can also provide assistance in meeting the requirements of this Policy. Notes on the Estate Management arrangements may be found at:

<http://www.bham.ac.uk/SafetyUnit/univ/docs/EMSIET.DOC>

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INTRODUCTION

Legislation¹ requires that equipment provided for use at work is maintained in a safe condition. The University's Health and Safety Policy (UHSP/0/99) states that Heads of Budget Centres have the responsibility to ensure compliance with this requirement.

However there is more specific legislation for certain types of equipment where there is a greater risk if it is not maintained correctly. In these circumstances the law requires inspection, examination and/or testing by a *Competent Person* with a specified frequency. A written scheme of examination may also be required to be drawn up by a *Competent Person*. The *Competent Person* may be external specialist contractors and are often employed by insurance companies. They may also be appropriately trained and qualified University personnel.

This policy covers all such equipment the University owns or uses, i.e.:

- Pressure systems²
- Lifting equipment³
- Power presses stamping out cold metal⁴
- Local exhaust ventilation⁵
- Radiation monitors⁶

Examples of equipment covered are may be found in the Appendix

The *Competent Person* will either:

- If the equipment is safe for use, issue a certificate allowing its use or continued use, (they may recommend non-critical repairs);

or

- If the equipment is not considered safe for use, issue a notice prohibiting its use. They will detail the reasons why he has prohibited its use.

Before equipment that the *Competent Person* has prohibited from use can be used again, repairs must be made and the equipment re-inspected by the *Competent Person*. If satisfied the *Competent Person* will then issue a certificate and the use of the equipment will be permitted.

Equipment can only be used if it has a valid certificate.

¹ Health and Safety at Work Act etc. 1974

² The Pressure Systems Safety Regulations 2000

³ Lifting Operations and Lifting Equipment Regulations 1998

⁴ Provision and Use of Work Equipment Regulations 1998 as applied to power presses

⁵ Control of Substances Hazardous to Health Regulations 1999

⁶ Ionising Radiation Regulations 1999

Heads of Budget Centres are responsible for ensuring that any of the specified equipment within their control is inspected, examined and/or tested in accordance with legislation. The Office of Estate Management, in liaison with the Health and Safety Unit, is responsible on behalf of the University for assisting in identifying appropriate *Competent Persons*, maintaining a register of equipment requiring such tests and inspection, monitoring that the appropriate tests are carried out and taking action where there is non-compliance.

The only exception to this is radiation monitors, which are examined and tested through the Health and Safety Unit.

POLICY

For all specified equipment that requires inspection, examination and/or testing:

1. Heads of Budget Centres must ensure that:

- Only equipment with a current certificate is used;
- Arrangements are made to prevent the use of equipment without a current certificate.

2. For equipment owned by the University, Heads of Budget Centres must:

- Ensure compliance with the inspection, test and/or examination requirements for the specific equipment under their control;
- Notify the Office of Estate Management before putting into service or when taking out of service any such equipment in their Budget Centre, for the purposes of maintaining the inventory; (This will include equipment purchased new or second hand and equipment made in house.)
- Keep records of any inspection, examination and/or test and send copies to the Office of Estate Management of inspection, examination and/or test organised by the Budget Centre (rather than through the Office of Estate Management);
- Take action to comply with the recommendations and requirements of the *Competent Person*, keep records of any action taken and notify the Office of Estate Management of that action.

3. For equipment NOT owned by the University (i.e. leased, hired or borrowed) Heads of Budget Centres must:

- Notify the Office of Estate Management before they put into service or take out of service any such equipment in their Budget Centre for the purposes of maintaining the inventory;
- Establish with the owner whether the owner or the University is responsible for ensuring compliance with the inspection, testing and examination requirements for the specific equipment under their control;
- For equipment for which the University is deemed responsible, ensure that the requirements of 1 above are complied with;
- For equipment for which the owner is deemed responsible, obtain proof from the owner that the requirements are being complied with and pass this proof onto the Office of Estate Management.

(Examples may include bulk storage vessels of liquefied gases and associated equipment.)

4. The Director of Estate Management must:

- Maintain an inventory of such equipment notified to him/her by other Heads of Budget Centres;

- Maintain a record of such equipment over which he/she has control;
- Assist the University in identifying appropriate *Competent Persons*;
- Monitor equipment in Budget Centres to maintain the inventory and ensure compliance with testing, inspection, examination and/or testing requirements and that where specified by the *Competent Person*, necessary action has been taken;
- Take appropriate remedial action in the event of non-compliance of a Budget Centre.

5. The Director of Estate Management has the authority to take out of use:

- Any equipment which does not have a current certificate until the necessary remedial work has been carried out and a certificate issued;
- Any equipment that, even though it may have a current certificate, is considered to present a significant risk to users or others from its continued use, until the necessary remedial work has been carried out. (The Office of Estate Management will seek the advice of the Health and Safety Unit in such circumstances.)

6. The Director of the Health and Safety Unit has the authority to take out of use:

- Any radiation monitor that does not have a current inspection certificate.

NOTES

1. Budget Centres can either make their own arrangements to have inspection, examination and/or testing carried out or seek the assistance of the Estate Services Division.
2. The central record of equipment and of their inspection, examination and testing will be kept by the Office of Estate Management. The only exception is radiation monitor records which will be kept by the Health and Safety Unit.
3. Monitoring of equipment testing, inspection and examination will be carried out by the Office of Estate Management.
4. The Office of Estate Management will only be responsible for monitoring the inspections, examinations and/or testing specifically required by the legislation in footnotes 1-6.
5. Budget Centres should note that some items of equipment may be associated with the specific equipment covered by this policy but do not need an inspection, examination and/or test by a *Competent Person*. However, arrangements must be made to maintain these items in a safe condition. For example, in the case of pressure systems, there may be regulators, flashback arrestors etc.

APPENDIX

STATUTORY REQUIREMENTS

Pressure systems

If the pressure x volume of a system containing a relevant fluid exceeds 250 bar litre then a written scheme of examination is required to be drawn up by a *Competent Person* who will give details of the parts of the system to be examined and the frequency. Examinations must be carried out in accordance with the scheme. For more details see University Policy UHSP/10/PS/97, *Pressure Systems*.

Pressure systems may be fixed systems, usually a part of the University's plant or infrastructure e.g.:

- * boilers
- * autoclaves
- * compressed gas distribution systems
- * refrigeration plant
- * calorifiers
- * air receivers
- * static gas tanks (liquid nitrogen, oxygen etc.)

or they may be mobile, experimental or temporary e.g.:

- * air receivers
- * heat exchangers
- * autoclaves
- * calorimeter bombs
- * gas receivers
- * superheaters
- * sterilisers
- * experimental rigs

Lifting Equipment and Accessories

Lifting equipment and accessories must be examined by a *Competent Person* in accordance with a written scheme of examination drawn up by a *Competent Person*. Where lifting equipment and accessories are exposed to conditions that can cause deterioration which is liable to result in dangerous situations, the minimum frequency of examination is:

- for all passenger carrying equipment, every 6 months;
- for non passenger carrying equipment, every 12 months;
- for all lifting accessories whether passenger carrying or not, every 6 months.

However the *Competent Person* can require more frequent examinations. Additionally, the equipment must be examined by a *Competent Person* in accordance with an examination scheme if exceptional circumstances have occurred which are liable to jeopardise the safety of the lifting equipment. Furthermore, inspections may have to be carried out between examinations by the *Competent Person* to ensure that health and safety conditions are maintained and any deterioration is detected and remedied in good time.

Examples of lifting equipment include

- * slings
- * chains
- * ropes and pulleys
- * lifting trolleys
- * hooks
- * cranes
- * vehicle inspection hoists
- * front end loaders on tractors
- * eyebolts
- * lifts
- * scissors lifts
- * vehicle tail lifts
- * shackles
- * hoists
- * lifting frames
- * dumb waiters

Power Presses

Power presses stamping out cold metal must be examined by a *Competent Person* every 12 months for a press with fixed guards and every 6 months for others.

Local Exhaust Ventilation

Local exhaust ventilation systems must be examined and tested by a *Competent Person* every 14 months.

Examples of local exhaust ventilation include:

- * fume cupboards
- * fume extraction systems (e.g. welding)
- * micro-biological safety cabinets
- * dust extraction systems (e.g. wood and metal working machines)

For more details see University Policies UHSP/15/HS/00 *Hazardous Substances*, UHSP/9/BS/96 *Biological Safety*, UHSP/13/RAD/98 *Radiation Safety-Ionising and Non-ionising*.

Radiation Monitors

Radiation monitors must be examined and tested by a *Competent Person* every 12 months.

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22 January 2001
Appendix amended June 2001