



BBC Studioworks

# Statutory Inspections Policy

Health and safety policy

## 1. Introduction

Legislation requires that equipment provided for use at work is maintained in a safe condition. BBC Studioworks Health and Safety Policy states that managers 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 studio/ BBC Studioworks personnel.

This policy covers all such equipment television centre/BBC Studioworks owns or uses, i.e.:

- Pressure systems
- Lifting equipment
- Power presses stamping out cold metal (where used in studio works or facility)
- Local exhaust ventilation
- Radiation monitors

Examples of equipment covered are may be found in the Appendix

### **The Competent Person will either:**

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

The M&E Manager and Facility Manager are responsible for ensuring that any of the specified equipment within their control is inspected, examined and/or tested in accordance with legislation. Facility management, in liaison with external source of competent advice are responsible 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.

## 2. Policy

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

- a) **M&E Manager must ensure that:**
  - Only equipment with a current certificate is used;
  - Arrangements are made to prevent the use of equipment without a current certificate.
- b) **For equipment owned by the BBC Studioworks, the M&E Manager must:**
  - Ensure compliance with the inspection, test and/or examination requirements for the specific equipment under their control;
  - Notify the Facility Manager before putting into service or when taking out of service any such equipment in their department, 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 Facilities Management of inspection, examination and/or test organised by individual departments;
  - Take action to comply with the recommendations and requirements of the Competent Person, keep records of any action taken and notify the Facilities Management of that action.

### 3. For equipment NOT owned by the BBC Studioworks (i.e. leased, hired or borrowed) M&E Manager must:

- Notify facility management before they put into service or take out of service any such equipment in their department for the purposes of maintaining the inventory;
- Establish with the owner whether they or BBC Studioworks are responsible for ensuring compliance with the inspection, testing and examination requirements for the specific equipment under their control;
- For equipment for which BBC Studioworks have deemed responsible, ensure that the requirements of 2(a) 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 facilities management wherever necessary.

### 4. The Facility Manager must:

- Maintain an inventory of such equipment notified to him/her by the M&E Manager;
- Maintain a record of such equipment over which he/she has control;
- Assist BBC Studioworks in identifying appropriate Competent Persons;
- Monitor equipment in the studios/plant areas etc. 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 department.

## 5. The Facility Manager 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.

## 6. 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.

Pressure systems may be fixed systems, usually a part of the building or studio 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
- ❖ 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/chain blocks and 'motors'
- ❖ 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

### **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)