

Statutory Inspection Policy			
Policy✓	Code of Practice...	Guidance...	Procedure...
Organisation-wide✓		Local...	
Approved by the University Health & Safety Committee			
Chairperson: Dr Manuel Alonso	Date 08/02/2024	Review date 2027	
<p>The purpose of presenting this document to the University Health and Safety Committee</p> <p>Standard 3 year re-fresh ✓ Changes in practice and/or legislation... New Policy ...</p>			

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1. Introduction and Background

Brunel University London (BUL) has a statutory obligation under the Health and Safety at Work Act 1974 to ensure all buildings are safe to occupy, with all associated building services and systems within them safe to use. The Estates Department are responsible for ensuring that all building services and associated systems are legally compliant.

Certain equipment is required by Health and Safety Legislation to be examined at periodic intervals by a competent person. Such legislation is prescriptive and explicitly requires certain inspections and tests to be carried out at given intervals. Failure to carry out and record such inspections and testing is a serious breach of Health and Safety Legislation and may result in serious injury, or legal action being taken against the University.

Statutory examinations and tests must be carried out by a competent person. The competent person would typically be provided by a specialist inspection company, the engineering arm of the University's insurance provider or an external contractor. The period between tests is either determined by statute, or as a result of a risk assessment that considers frequency, type of use, environmental conditions, together with the type of persons who might be exposed to the hazards.

This Policy specifies the University's requirements for Statutory Inspection to reduce the risk of injury and to meet our legal and insurance obligations.

2. Definition

"The University" or **"Brunel University"** or **"Brunel University London"** means Brunel University London, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.

"Responsible Person" is someone who has the duty of ensuring that their Department/College/Institute equipment is inspected in accordance with statutory legislation.

"Competent Person" is someone who has been proven to possess suitable and sufficient training, skills, experience, knowledge, attitude, and physical ability to carry out their work safely to the required standard.

"Statutory Inspection" is defined as an inspection as per statute or an inspection as required by current legislation and regulation, carried out by a Competent Person.

"Asset" means a specific item of department equipment.

3. Scope

The policy applies to all equipment / machinery owned by Brunel University London that requires statutory testing.

4. Roles & Responsibilities

4.1 Finance Department

- 4.1.1 To be the main point of contact with the Insurer/ Statutory Inspection provider.
- 4.1.2 To ensure each relevant College/Research Institute or Department formally appoints a Responsible Person and to maintain a list of appointed Responsible Persons.
- 4.1.3 To provide the Responsible Persons with contact details for the insurance inspectors to enable them to arrange their statutory inspections.
- 4.1.4 To provide the Responsible Persons with access to the web-based insurance examination-reporting system (Insurance Inspection portal), where equipment inspection reports can be accessed.

4.2 Colleges, Research Institutes and Departments

- 4.2.1 Deans of College, Directors and/or Heads of Departments are responsible for compliance with this Policy and for ensuring that measures are in place to ensure that statutory inspections are managed within their area(s) of responsibility, and that asset registers are maintained.
- 4.2.2 Each College/Institute/Department **must appoint a Responsible Person** to oversee compliance with this policy and statutory testing requirements within their own areas/departments. While multiple individuals may have access to the Insurance Inspection portal within an area or department, and these individuals may undertake various activities relating to the statutory inspection process, a single named individual, the Responsible Person must be in place to ensure oversight of compliance within that area/department.
- 4.2.3 In general, the responsibility for equipment under this policy lies with the Responsible Person within the College/Research Institute or Department in whose area the equipment is located. Equipment is organised into “Site” specific asset registers which are held in the Insurance Inspection portal. Certain equipment whilst located within a College/Research Institute or Department, will fall under the responsibility of the Estates Department Responsible Person.
- 4.2.4 Details of the structure of the Site Equipment Register can be found on the Estates Engineering Compliance intranet page:

[Engineering Compliance \(brunel.ac.uk\)](http://brunel.ac.uk)

4.3 Responsible Person(s)

- 4.3.1 The Responsible Person within the College/Research Institute/Department must ensure that Statutory Inspections of the equipment they are responsible for have been arranged and completed, ensuring that all equipment is examined within the specified time period. Equipment that has not been inspected by the statutory specified inspection date, must be removed from service until the inspection has taken place and the equipment been found to be compliant.
- 4.3.2 The Responsible Person of each College/Research Institute/Department must update, maintain and ensure the accuracy of the site asset register held in the Insurance Inspection portal, for items of

equipment that are required for statutory inspection under the relevant regulations (e.g. LOLER, PUWER, COSHH and PSSR), together with ensuring that each equipment item is uniquely labelled and identifiable in accordance with the site asset register.

- 4.3.3 The Responsible Person must ensure that equipment is prepared and made available at the time of inspection.
- 4.3.4 The Responsible Person must ensure that defects detailed in any inspection/examination report are repaired and the equipment subjected to further inspection/examination if applicable.
- 4.3.5 Upon receiving a serious defect report from an inspector warranting immediate action; the Responsible Person shall ensure that the equipment is removed from service by electrical and mechanical isolation and lock off.
- 4.3.6 The Responsible Person must ensure that a record is kept of all statutory inspections and of defects identified during these inspections and must produce evidence on request to show that action has been taken to complete effective repair. The Responsible Person will be required to provide updates at College/Professional Services Safety Committees on (a) whether statutory testing has been completed or has been arranged and (b) on defects identified and actions taken to address such defects. The Responsible Person will also be required to provide a Statutory Inspection status report to the University insurers upon request.
- 4.3.7 The Responsible Person(s) must attend relevant safety training (determined by risk assessment), and as a minimum must have completed the “Statutory Testing Overview” workshop delivered by HSET.

4.4 Health, Safety & Environment Team (HSET)

- 4.4.1 HSET will sample audit adherence to this policy and statutory testing requirements throughout the year as part of the ISO 45001 internal audit process.
- 4.4.2 HSET will deliver Statutory Testing Overview workshops to Responsible Person(s) as required.

4.5 Estates Department

- 4.5.1 The Estates Department will amend and review this policy as necessary.