



STATUTORY INSPECTIONS GUIDANCE

What are Statutory Inspections?

There is a requirement within the law for certain types of inspection to be in place and as well as this, certain levels of inspection are required in order to meet the conditions of your insurance policy.

[Click here for the Diocese Statutory Inspection Checklist](#)

Electrical Installations

- Churches should have their electrical installations inspected and tested at least once every 5 years
- The inspection and testing should be carried out in accordance with IET Regulations, Guidance Note No. 3 and an electrical installation and conditioning report issued in every case.
- Only electrical contractors with full scope registration or membership to work on commercial installations with the National Inspection Council for Electrical Installation Contracting (NICEIC), The Electrical Contractors Association (ECA) or The National Association of Professional Inspectors and Testers (NAPIT) should be employed.
- Electricians or electrical contractors who are only registered to undertake work on domestic installations under Part P of the Building Regulations are not acceptable

Portable Appliance Testing

Portable appliances are generally classed as any electrical equipment which is connected to the mains by a lead and a plug.

- Churches should conduct regular, thorough physical examinations of all portable appliances and document their findings. The Electricity at Work Regulations 1989 require all systems to be maintained so as to prevent danger and the Work Equipment Regulations 1998 require work equipment (which includes portable electrical appliances) to be maintained in an efficient state, in efficient working order and in good repair. There are also general duties under the Health and Safety at Work Act 1974 for employers to provide a safe place of work and plant and systems that are safe and without risks to health.

- There is no statutory frequency for inspection and testing, but the frequency should reflect the risk of the appliance causing damage or injury and this increases with the amount the appliance is used and the harshness of the working environment. EW would suggest inspection and testing on an annual basis initially, reducing or increasing the inspection periods according to experience. Records must be kept of all inspections, examination and maintenance carried out.
- Inspection and testing must be carried out by a competent person – this is someone with electrical knowledge and experience who understands the equipment and the hazards which could arise.

Lifting Equipment

Some churches may have large, heavy ornate font covers which are raised and lowered by a system of pulleys and counterweights. Similar mechanisms are also used to raise and lower candelabra and sanctuary lamps. Other lifting equipment in the building may include passenger lifts and hoists. The Lifting Operations and Lifting Equipment Regulations 1998 require such items to be inspected by a competent person at prescribed statutory intervals. An Engineering Insurance Company surveyor would be a competent person.

If an item of lifting equipment is used to lift people, the requirement is for this equipment to be inspected and tested every 6 months by a competent person and where there is equipment in place that does not lift people, this will need to be inspected annually. To make sure that your lifts are adequately maintained, we would recommend setting up a maintenance and inspection contract with a competent contractor. It is then important that you retain any inspection and service records that are provided by the service engineer.

Gas Heating Inspections

As far as servicing the gas or oil central heating system, it is important that this is maintained regularly in order to prevent a fire and also to ensure that the system isn't emitting any noxious gasses such as Carbon Monoxide and Carbon Dioxide. It also makes sense to maintain the heating system to make sure it is as efficient as possible to keep the fuel bills down. We would recommend that gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is required to be implemented immediately. If heating is provided by LPG heaters, it is important that Cylinders are changed outside in the open air and that spare cylinders are kept outside in a secure cage or ventilated building.

Work Equipment

Suitable inspections need to be carried out by a qualified person if work equipment is likely to become unsafe due to the environment, damage or wear. Lawnmowers and other items of churchyard maintenance equipment must be regularly checked and serviced. Also, Young persons must not be allowed to operate any machinery

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without proper instruction and supervision. Personal protective equipment, such as visors for use with trimmers, must be available and be maintained.