

Guide for Maintenance, Examination and Inspection (Systems and Equipment)

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Summary Guide for Maintenance, Examination and Inspection (Systems and Equipment)

1. Introduction

- 1.1 Blackwood Homes and Care has systems and equipment throughout the organisation that are subject to a program of planned maintenance and inspection. In some cases, the required inspection of systems or equipment is a statutory requirement, e.g. hoists are covered by the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.
- 1.2 This procedure covers only the specific subjects as outlined below and should be used as a guide for frequency of examination and inspection/test. Detailed information relating to system or equipment maintenance is available within the relevant Policy, Strategy or Guide within the Safety Management System.

2. Responsibility

- 2.1 The Designated Manager of the premises is responsible for ensuring that examination and inspection/test for the systems and equipment noted in this procedure are implemented.

3. Legislation

- 3.1 There are varied legislative requirements placed on workplace systems and equipment. Although not exhaustive, examples of relevant legislation are listed below:
 - Electricity at Work Regulations 1989
 - Gas Safety (Installation and Use) Regulations 1998
 - Lifting Operations and Lifting Equipment Regulations 1998
 - Fire Scotland Act 2005 & Fire Safety (Scotland) Regulations 2006
 - Provision and Use of Workplace Equipment 1998.
 - Manual Handling Operations 1992
 - Control of Substances Hazardous to Health Regulations 2002
 - Management of Health and Safety at Work Regulations 1999

4. Inspection and Examination Schedule

- 4.1 The sections below outline the requirements for examination and inspection/test of systems and equipment to assist managers of premises to meet statutory requirements as well as the safe management of systems and equipment maintenance.
- 4.2 Appendix 1 provides the information in a summarised table format.

5. Electrical Systems/Equipment

- 5.1 In accordance to the Electricity at Work Regulations 1989 (EAWR) electrical installations will be inspected and where necessary tested. The frequency of inspections will be conducted in line with IEE Wiring Regulations.
- Commercial property - Change of occupancy/5 years
 - Domestic accommodation, general – Change of occupancy/10 years
 - Domestic accommodation rented houses and flats - Change of occupancy/5 years
- 5.2 Portable electrical appliances within places of work will be examined annually to ensure that they are safe to use.
- 5.3 More detailed information is available within the Electricity at Work Policy and Procedure.

6. Gas Systems /Equipment

- 6.1 In accordance with The Gas Safety (Installation and Use) Regulations 1998 all appliances and flues are inspected by a Gas Safe Registered engineer annually and at any re-let.
- 6.2 More detailed information is available within the Gas Safety Procedure.

7. Lifting Equipment

- 7.1 The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) states that equipment used for lifting or lowering requires a periodic thorough examination by an independent competent person. Any hoist and associated accessories used for lifting or lowering persons, as well as passenger lifts, require a thorough examination at 6 monthly intervals.
- 7.2 Blackwood employees should visually check lifting equipment prior to use according to the manufacturers' guidance.
- 7.3 More detailed information is available within Procedure Note CP13.

8. Fire Systems/Equipment

- 8.1 The Fire Scotland Act 2005 and Fire Safety (Scotland) Regulations 2006 requires certain fire safety systems and equipment to be maintained, inspected and tested periodically. The examination and inspection/test routine are conducted using a combination of external contractors and Blackwood employees.

- 8.2 Systems and equipment that require examination and inspection/testing within premises are fire alarms, automatic detection, emergency lighting, fire doors, firefighting equipment, suppression systems and smoke control systems. Appendix 1 provides details of timescales for examination and inspection/testing.
- 8.3 Fire doors within care homes should be inspected as part of a daily walk through to check that self-closing doors are not wedged open and the doors appear to be in functioning condition. Fire doors within other relevant premises can undergo this type of inspection weekly.
- 8.4 Six monthly inspection should ensure that fire doors are in good working order, any signs of warping or distortion, fire-resisting glazed panels are in good condition and secure in their frame, and that intumescent strips and smoke seals are in good condition.
- 8.5 More detailed information is available within Fire Safety Policy CP05.

9. Safe Water Temperature

- 9.1 In accordance with HSE guidance document HSG220 "*Health and Safety in Care Homes*", Anti Scald Devices (ASD) in the form of Thermostatic Mixing Valves are fitted to water outlets within care homes, communal areas of properties previously classed as Sheltered and properties with guestrooms. Additionally, specific tenant premises have also been fitted with ASDs.
- 9.2 Before a bath or shower is used within a care home the water temperature test must be carried out using a calibrated thermometer. Where we support vulnerable customers in their own properties the customers individual Support Plan will identify if this test needs to be carried out
- 9.3 The water temperatures must not exceed:
- 41°C for a shower or wash hand basin
 - 44°C for a bath

10. Water Hygiene

- 10.1 To reduce the risk of legionella a risk assessment shall be undertaken of water storage tanks, calorifiers and associated pipework which are susceptible to colonisation by Legionella bacteria. This risk assessment will be conducted by a competent contractor every 2 years.
- 10.2 Little used hot and cold outlets should be flushed weekly for approx. 3 min by running water slowly so as not to create splashing. Shower heads and hoses should be cleaned by immersing in Milton or similar product monthly.
- 10.3 More detailed information is available within Procedure Note CP20 Legionella Management Policy.

11. Kitchen/Food Safety

- 11.1 To ensure high standards of food safety kitchen equipment require to be cleaned regularly and food kept at suitable temperatures.

- 11.2 Cooker canopies and ducting require deep cleaning at regular intervals relating to their usage, i.e.
- Light use (2-6hrs) – deep clean annually
 - Medium use (6-12hrs) – deep clean 6 monthly
 - Heavy use (12-16hrs) – deep clean 3 monthly
- 11.3 Temperature of freezers and fridges at all premises should be verified daily with a calibrated thermometer. This is applicable where Hazard Analysis and Critical Control Point Procedure (HACCP) applies and where food is prepared and presented.
- The recommended settings are as follows:
- Refrigerators: between 1 and 4°C
 - Freezers: not less than -18°C
 - Note: some fridges/freezers are fitted with digital thermometers. The thermometer readings must also be verified via a calibrated thermometer.
- 11.4** More detailed information is available within the Food Safety and Hygiene Policy CP07

12. Emergency Call System

- 12.1 All voice and pull cord systems must be checked for functionality at intervals of three months for Care Homes and six months in the case of Supported Living Units.
- 12.2 Day to day use of a pull cord or voice system may be regarded as the functional check.

13. Window Safety Catches

- 13.1 Window safety catches installed within Care Homes and Supported Living Units above ground level should be checked at 6 monthly intervals.
- 13.2 The optimum gap setting for safety catches is 100mm.

14. Bed Rails

- 14.1 Bed rails when in use within care homes are considered both work equipment and medical devices. The use requires to be compliant with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the design and supply fall under the authority of the Medicines and Healthcare products Regulatory Agency (MHRA).
- 14.2 Bed rails require to be inspected after fitting, installation of a new mattress and before use, then subsequently at regular intervals.
- 14.3 In accordance with HSE guidance document HSG220 *“Health and Safety in Care Homes”* the gaps should be:
- Bed rail and headboard no greater than 60mm
 - Bed rail and footboard no greater than 60mm or greater than 318mm

- Two-section split rails between rails no greater than 60mm or greater than 318mm.

15. Records

- 15.1 Records of all planned equipment and service records should be maintained at the premises for a minimum of 3 years or for the life of the equipment.

Examination and Inspection/Testing Schedule

Appendix 1

	System/Equipment	Examination by Competent Person	Inspection/test (in house)	Additional Information
1.	Electrical			
a)	Installation domestic	10 years		
b)	Installation commercial	5 years		
c)	Portable appliances	Annual		
2.	Gas system			
a)	Appliances and Flues	Annual		
3.	Lifting Equipment			
a)	Hoists and associate accessories	6 months	Pre-use/daily	
b)	Passenger lifts	6 months	Pre-use/daily	
4.	Fire			
a)	Fire alarm Control/Indicator Panel	6 months	Daily	
b)	Fire alarm call points	6 months	Weekly	
c)	Automatic smoke/heat detection	6 months	Monthly	
d)	Emergency lighting	Annual	Monthly	
e)	Portable firefighting equipment	Annual	Monthly	
f)	Suppression systems (e.g. sprinklers)	Annual	Monthly	
g)	Smoke control system	Annual	Weekly	
h)	Fire doors	6 months	Daily/Weekly*	* see section 8.3 & 8.4

	System/Equipment	Examination by Competent Person	Inspection/test (in house)	Additional Information
5.	Safe Water Temperature			
a)	Anti-scald Device	Annual		
b)	Temperature for bath/shower use		Before each use	Shower/wash basin 41°C, Bath 44°C
c)	Calibrated thermometer	Annual		Calibrated between 35 and 60°C
6.	Water Hygiene			
a)	Legionella Risk Assessment	Every 2 years		
b)	Little used hot and cold outlets flushed		Weekly	Duration 3min
c)	Shower head disinfected		Monthly	
7.	Kitchen/Food Safety			
a)	Canopy/ducting cleaning (light use)	Annual		Light: is 2-6hrs daily use
b)	Canopy/ducting cleaning (medium use)	6 months		Medium: is 6-12hrs daily use
c)	Canopy/ducting cleaning (heavy use)	3 months		Heavy: is 12-16hrs daily use
d)	Fridge temperature between 1-4°C			
e)	Freezer temperature at least 18°C			
8.	Emergency Call System			
a)	Voice/pull cord systems (Care Homes)		3 months	Day to day use can be accepted
b)	Voice/pull cord systems (Supported Living)		6 months	Day to day use can be accepted
9.	Window Safety			
a)	Window Safety Catches	6 months	Monthly	

	System/Equipment	Examination by Competent Person	Inspection/test (in house)	Additional Information
10.	Bed Safety			
a)	Bed Rails	At Installation	Monthly/Annual	