

# SEE CARE SHARE SAFETY CONVERSATION



SEE



CARE



SHARE

WE LOOK OUT FOR EACH OTHER

## STATUTORY COMPLIANCE

### WHAT WE ARE GOING TO LEARN

We have a duty of care to our teams to ensure that all statutory compliance is being completed in line with legislative requirements, this includes Gas, Electrical, Pressure Systems, Lifts and Lifting Equipment, Extract and Ventilation, Fire, Water, Asbestos and Air Conditioning Systems.

### HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand what needs to be checked and when.
- Have a record of who is responsible.
- Ensure you follow up with the duty holder as required.

### WHAT YOU NEED TO KNOW

#### Documentation

The key document that must be completed in unit by the unit management is the Work Premises: Statutory Compliance Declaration. This document is located within the Additional Health and Safety Documents Section of the Workplace Safety Management System Folder or alternatively is available on the HSE Website by clicking here: [WSMS](#)

This document must be completed and reviewed annually to ensure there are no changes to either duty holders or documentation reference locations. The "Duty holder" is the person responsible for ensuring the inspections and testing is completed in line with the legislative requirements.

You must ensure that the document is completed and signed by all identified duty holders, in some cases Compass will be the duty holder and in others the "Client" will be the duty holder. Once agreed and at what time frames the re-inspecting is required, you should complete the HSE Activity Calendar with the relevant dates to ensure you plan in the annual reviews.

#### What needs checking when

Each inspection and testing will be determined by both the legislative requirements and any site-specific risk assessment. As a minimum, below are the indicative requirements, however your service provider will advise;

Gas Safety (including equipment and pipework supply) – Annually  
Electrical Safety of Portable Appliances – Annually  
Electrical Hard Wiring – 5 Yearly  
Pressure Vessels (including Barista style coffee machines) – Annually  
Lifts & Lifting Equipment – 6 Monthly for passenger lifts & Annually for Goods  
Mechanical Extract (Duct Cleaning) – Annually  
Fire Systems and Equipment – Annually  
Asbestos – As required (*any building constructed pre 2000 should have an Asbestos Register*)  
Water Systems (Legionella) – Annually  
Air Conditioning Systems – Annually

#### Review and Action

This document as part of our Workplace Management System must be completed and reviewed as part of our duty of care and ensuring that all statutory compliance is completed.

If your client is not willing to sign this document, you should consult with your Sector HSE Lead for further advice.

We must also ensure that any initial requests are given to the client in writing by email and that any follow ups and chases for completion are carried out in the same manner.

Once completed, the document should be stored in your WSMS Folder and then reviewed annually.



### SPEAK OUT

If there are any Statutory Inspections that have not been completed or you have not received confirmation in writing of such completions, you should raise this with both your Line Manager and the Sector HSE Lead.

Any equipment that is faulty or we are not confident has been inspected and tested for safety, should be taken out of use.

### BE MINDFUL

Always ensure that equipment is checked before use to ensure all elements are in a safe condition. If a piece of equipment is missing any parts such as control knobs or safety switches, then this equipment should be isolated and taken out of use and your line manager informed immediately.

### GET INVOLVED

Ensure you encourage all team members to conduct pre-use checks on equipment for their own safety and the safety of others in that area.

Pre-use checks on equipment are covered in the Site Safety Information Pack in your Workplace Safety Management System in the following sections; Electrical Safety, Use of Gas Appliances and Use of Work Equipment

### MORE INFORMATION

HSE Website; Workplace Safety Management System

Work Premises: Statutory Compliance Declaration

Or contact your Sector HSE Lead