Places for London

The TfL Property Company

MAYOR OF LONDON

A guide to statutory compliance

Customer handbook: a supplementary guide

Contents

Our guide will help you ensure your premises are a safe place to work

An introduction to statutory compliance for business premises

Understanding your roles and responsibilities as a Places for London customer

It is imperative that everyone across our estate understands what is required of them to ensure every property remains compliant. We will help all our customers understand how to fulfil their compliance requirements are are always available to provide advice or additional guidance should you need it.

This document will help you understand how statutory compliance applies to your property and provide guidance on the most common types of compliance documents you will need. The information in this guide is not exhaustive and we advise that you obtain all the relevant statutory compliance documentation for the type of installation and equipment you use on your premises and the type of business you operate.

If you are unsure about the documents you need to complete, please speak to your Property Compliance Manager or Property Manager.

What is statutory compliance?

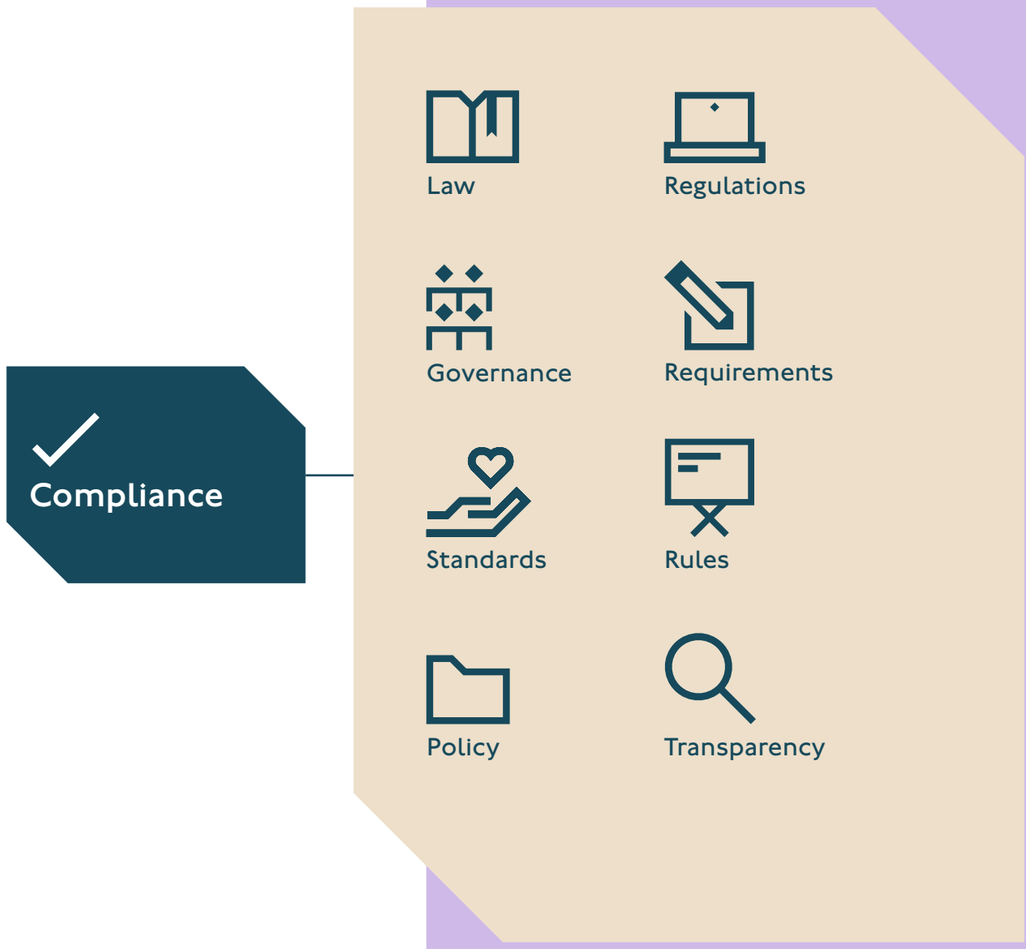
Statutory compliance refers to the UK laws that you must follow to keep you, your employees, your customers and your premises safe. These laws are usually enforced by Government agencies such as the Health and Safety Executive (HSE) or Environmental Health departments of local councils.

What is compliance maintenance?

Compliance maintenance means running your property in a way that follows relevant legislation. Health and safety regulations are integral to managing a building. Statutory compliance, maintenance assessments and inspections are a legal requirement and need to be carried out regularly to keep your premises safe.

Our property compliance team

Our property compliance team is dedicated to making sure we all cover our statutory obligations and stay safe. You may have already met your property compliance manager. If not, ask your property manager and they will be happy to put you in touch. If you don't know who your property manager is, please email pmqueries@tfl.gov.uk and a member of the team will respond.



Market Halls, Victoria

Welcome to Places for London

We're here to help our customers thrive and ensure our local communities flourish

Places for London is a shared endeavour that can only be achieved in partnership. We work with one of London's best set of businesses and it is our job to help our customers, like you, to thrive. In turn we will, together, support London's inclusive growth.

We own around 2,500 properties across London, including kiosks in stations, railway arches, high street shops and large spaces for cultural experiences. We can support your businesses' growth and development, from pop-ups and testing ideas to expanding your footprint across the city.

Any customer on our estate is required to meet specific compliance standards, so that we know they are operating safely and with the correct, certified equipment. Health and safety is a non-negotiable for us, and we'll work with our customers to ensure you know what is expected and by when.

This is part of our promise to do more for the customers on our estate for the mutual benefit of you, us and London.

We've included our customer vision and partnership commitments here for you, so you know what is most important to us.

Our customer vision

We will work with you as partners. By getting to know you better, understanding the support and services you need, we will grow together. That is how we will create the best spaces around London, ensuring that our local communities flourish.

@

Find out more about how we work together in our Partnership statement, Lettings policy, Rent policy and Small business policy

Our partnership commitments

Commitment 1
We will communicate clearly and understand and embrace our responsibilities

Commitment 2
We will get the essentials right

Commitment 3
We will invest for good growth and to positively impact people and the planet

Commitment 4
We will be innovative, open-minded and want to improve

Commitment 5
We will get to know each other better, seek out each other's views and come to decisions together when we can

Electrical installation condition report

The Electricity at Work Regulations 1989 require all commercial premises with mains-fed electrical installations to be maintained in a condition suitable for that use, and to be properly used.

An electrical installation condition report (EICR) is a comprehensive assessment of the fixed electrical wiring within a property. This assessment must be carried out by a qualified electrician registered with an approved trade body such as NICEIC or NAPIT.

The electrician must be competent to work on the type of electrical installation in place, and the assessment must be carried out in accordance with BS 7671, the IET Wiring Regulations.

The frequency of conducting an EICR should be at least:

- Every three years if the property is within a London Underground station
- Every five years for all other properties

The precise interval is determined by your electrical contractor and depends on the age and condition of the wiring in your tenancy.

Any issues identified on the report that require action must be rectified in a timely manner and recorded in order to provide confirmation that the installation is safe.

What is included in an EICR?

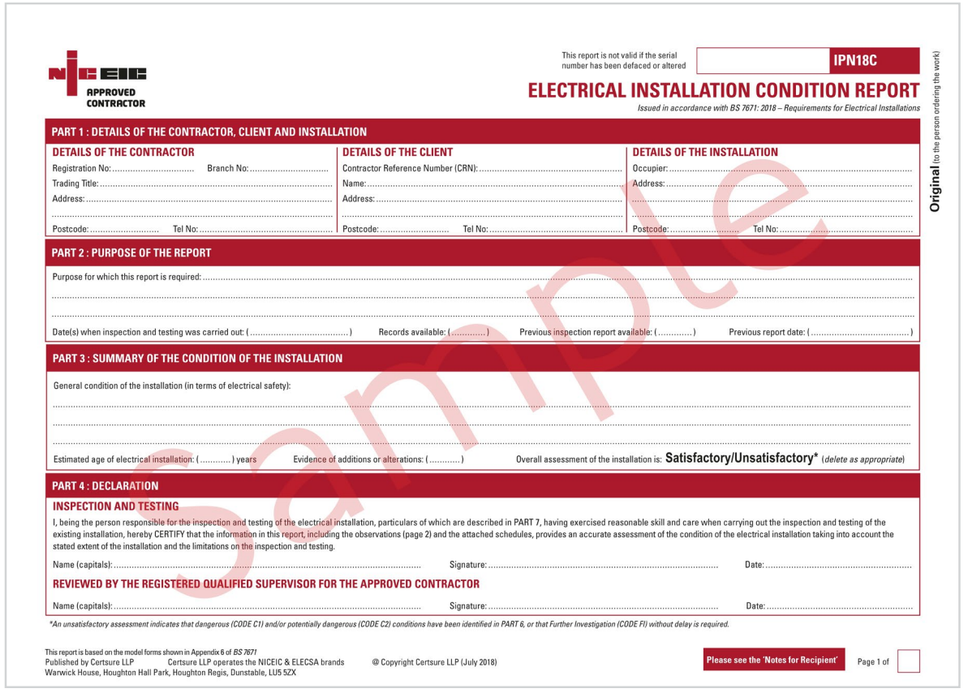
An EICR includes the type and condition of cabling; the condition of accessories such as plug sockets and light switches; the suitability of earthing and bonding; whether suitable signs and notices are provided; the risk of electric shock; and an assessment of whether the electrical installation is in good condition and safe to use.

Relevant legislation and guidance

- Electricity at Work Regulations 1989
- Health and Safety at Work Act 1974
- Building Regulations Approved Document B (fire safety)
- BS 7671 (IET Wiring Regulations)

Further information

- HSE's Electrical safety web page – hse.gov.uk/electricity
- Find an electrician through NICEIC – niceic.com – or NAPIT – napit.org.uk



APPROVED CONTRACTOR

This report is not valid if the serial number has been defaced or altered

IPN18C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR
Registration No:..... Branch No:.....
Trading Title:.....
Address:.....
.....
Postcode:..... Tel No:.....

DETAILS OF THE CLIENT
Contractor Reference Number (CRN):.....
Name:.....
Address:.....
.....
Postcode:..... Tel No:.....

DETAILS OF THE INSTALLATION
Occupier:.....
Address:.....
.....
Postcode:..... Tel No:.....

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:.....
.....
.....
Date(s) when inspection and testing was carried out: (.....) Records available: (.....) Previous inspection report available: (.....) Previous report date: (.....)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):
.....
.....
.....
Estimated age of electrical installation: (.....) years Evidence of additions or alterations: (.....) Overall assessment of the installation is: **Satisfactory/Unsatisfactory*** *(delete as appropriate)*

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capitals):..... Signature:..... Date:.....

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capitals):..... Signature:..... Date:.....

**An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE FI) without delay is required.*

This report is based on the model forms shown in Appendix 6 of *BS 7671*
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Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

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Please see the 'Notes for Recipient' Page 1 of

SAMPLE

Sample electrical installation condition report form

Action checklist

1. Appoint a qualified electrician to complete the EICR
2. Rectify any issues identified in the report
3. Submit a copy of the EICR to and confirmation that any identified issues are resolved to your Property Compliance Manager

Portable appliance testing

The Electricity at Work Regulations 1989 require all commercial premises with mains-fed electrical installations to be maintained in a condition suitable for that use, and to be properly used.

Portable appliance testing (PAT) must be carried out on all portable electrical appliances to confirm they are safe to use.

Portable appliance testing is required for all equipment connected to an electricity supply via a flexible cable, either plugged into a socket or wired into a spur box or similar means.

Equipment that should be tested includes small items such as power tools and kettles. It also includes larger items that are usually kept in one place but could be moved, such as an office printer or a fridge-freezer. Extension leads should also be tested.

Portable appliance testing involves examination of electrical equipment by a competent person. This could be someone who has completed relevant training, such as the City and Guilds Electrical equipment maintenance and testing course (2377).

The frequency and method of testing is determined by the person responsible for the property – which is you, our customer. You should consider how the equipment is used, where it is located and how often it is used. People who use electrical equipment should also regularly check the cables and plugs to ensure there is no visible damage.

There is no legal requirement to label equipment that has been tested. However, a label is a good way to demonstrate that inspections are carried out regularly.

Relevant legislation and guidance

- Electricity at Work Regulations 1989

Further information

- HSE's Electrical safety web page – hse.gov.uk/electricity
- This includes a 'Maintaining portable electical equipment' guide and 'Portable appliance testing FAQs'

Labels show equipment has been tested

Action checklist

1. Identify a competent person to complete testing of portable appliances
2. Identify all the items that need to be tested and determine the frequency and method of testing
3. We recommend you keep a record of testing and/or label all items, noting when the item was last tested and by whom

Gas safety record

A gas safety record is a document issued by a registered engineer after they have carried out a service or safety check on any gas appliances on your premises.

All gas businesses and their engineers must be on the Gas Safe Register to work legally on gas appliances and installations.

A gas safety record includes:

- A description and location of each appliance or flue that was checked
- The name, registration number and signature of the engineer who made the checks
- The date the checks were carried out
- The address of the property where the appliances or flues are installed
- Your name and address
- Details of any safety defects and actions needed or taken to fix them
- The results of all operational safety checks carried out on the appliance

Any issues identified on the record that require action must be rectified in a timely manner and recorded in order to provide confirmation that the installation is safe.

Relevant legislation and guidance

- Building Regulations Approved Document B (fire safety)
- Gas Safety (Installation and Use) Regulations 1998

Further information

- Find a gas engineer at Gas Safe Register – gassaferegister.co.uk

Only use Gas Safe registered engineers

Action checklist

1. Appoint a registered gas engineer to complete and issue a gas safety record
2. Rectify any issues identified in the report
3. Submit a copy of the gas safety record and confirmation that any identified issues are resolved to your Property Compliance Manager

Fire risk assessment

The Regulatory Reform (Fire Safety) Order 2005, amended October 2023, requires all businesses to make a written assessment of the fire risks to which relevant people are exposed. This needs to be suitable and sufficient to identify what general precautions against fire are needed.

A fire risk assessment is a document issued by a competent fire risk assessor after an inspection of your premises and activities. Its purpose is to help you understand fire risks in your property and improve your precautions. We recommend using the TfL form for Fire Risk Assessment (F6154 – TfL tenancy Fire Risk Assessment) in line with TfL fire risk assessment procedure PR0087.

The assessment covers:

- Emergency routes and exits, and emergency lighting and signage
- Fire detection and warning systems
- Firefighting equipment
- Fire suppression
- The removal or safe storage of dangerous substances
- An emergency fire evacuation plan
- The needs of vulnerable people, such as older people, children or disabled people
- Providing information to employees and other people on the premises
- Fire safety training for employees

Review frequency

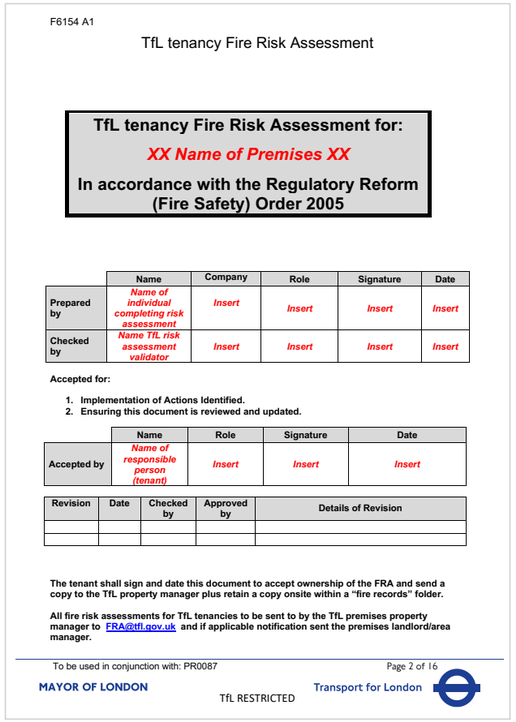
A fire risk assessment must be reviewed regularly to ensure it is valid and the risks are controlled. To determine the review period, the business activities and locations should be considered. For further information, speak to your Property Compliance Manager.

Relevant legislation and guidance

- Building Regulations Approved Document B (fire safety)
- Regulatory Reform (Fire Safety) Order 2005
- Fire Precautions (Sub-surface Railway Stations) (England) Regulations 2009
- TfL Fire Safety Guide

Further information

- The Government's 'Fire safety in the workplace' web page – gov.uk/ workplace-fire-safety-your-responsibilities
- London Fire Brigade's Fire safety advice – london-fire.gov.uk/safety
- Find a fire risk assessor through the Institution of Fire Engineers – ife.org.uk – or the Fire Protection Association – thefpa.co.uk



F6154 A1

TfL tenancy Fire Risk Assessment

TfL tenancy Fire Risk Assessment for:

XX Name of Premises XX

In accordance with the Regulatory Reform (Fire Safety) Order 2005

	Name	Company	Role	Signature	Date
Prepared by	*Name of individual completing risk assessment*	*Insert*	*Insert*	*Insert*	*Insert*
Checked by	*Name TfL risk assessment validator*	*Insert*	*Insert*	*Insert*	*Insert*

Accepted for:

1. **Implementation of Actions Identified.**
2. **Ensuring this document is reviewed and updated.**

	Name	Role	Signature	Date
Accepted by	*Name of responsible person (tenant)*	*Insert*	*Insert*	*Insert*

Revision	Date	Checked by	Approved by	Details of Revision

The tenant shall sign and date this document to accept ownership of the FRA and send a copy to the TfL property manager plus retain a copy onsite within a "fire records" folder.

All fire risk assessments for TfL tenancies to be sent to by the TfL premises property manager to FRA@tfl.gov.uk and if applicable notification sent the premises landlord/area manager.

To be used in conjunction with: PR0087 Page 2 of 16

MAYOR OF LONDON TfL RESTRICTED Transport for London

Sample fire risk assessment form

Action checklist

1. Identify a competent person to complete the fire risk assessment for your property
2. The competent person to complete the fire risk assessment. We recommend using the TfL tenancy fire risk assessment form, which your Property Compliance Manager will provide
3. Submit a copy of the fire risk assessment to your Property Compliance Manager

Fire safety equipment

It is imperative all our properties have the appropriate fire safety equipment installed, and that it is regularly maintained. Fire safety equipment includes but is not limited to fire extinguishers, fire alarms and fire detection and suppression systems.

Fire extinguishers

Portable fire extinguishers are often the first line of defence against small fires. The type of fire extinguisher you need depends on the fire risks at your property. You may need more than one type. To find out what type of fire extinguisher you need, visit the London Fire Brigade website.

You must carry out regular maintenance of fire extinguishers following the manufacturer's service manual. Fire extinguishers must also be inspected annually by a certified person.

Each fire extinguisher must have a tag or label securely attached that shows it is ready to use. It must include the following:

- Month and year the maintenance was carried out
- Name of the person who performed the inspection
- Name of the agency the person who carried out the inspection works for

Fire detection and alarm systems

You must keep records of when the fire detection and alarm systems are maintained. Checks should be carried out in accordance with BS 5839 (fire detection and alarm systems for buildings). These standards cover design, installation, commissioning and maintenance.

Records must include:

- An asset register. This is an inventory of all items tested and where they are located. It should include central control panels, smoke detectors, heat detectors, manual call points, sounders, fire extinguishers and sprinklers
- Results of the tests carried out on all assets
- Instructions on testing requirements and methods
- A fire alarm log book to record all routine tests and observations, recommendations and remedial actions taken

Relevant legislation and guidance

- Building Regulations Approved Document B
- Regulatory Reform (Fire Safety) Order 2005
- Fire Precautions (Sub-surface Railway Stations) (England) Regulations 2009
- BS 5839 (fire detection and alarm systems for buildings)
- TfL Fire Safety Guide

Fire extinguishers should be checked as part of your fire safety regime

Further information

- London Fire Brigade's Fire safety advice – london-fire.gov.uk/safety
- BAFE Fire Safety Register's Fire extinguisher guidance – bafe.org.uk/bafe-fire-safety-guidance

Action checklist

1. Consult your fire risk assessment and ensure you have the correct fire safety equipment installed in your property
2. Ensure fire extinguishers are inspected annually by a certified person and the tags are kept up to date
3. Keep records of when the fire detection and alarm systems are maintained

Emergency lighting

Emergency lighting is essential for evacuating people safely from a building in the event of a power failure. It must be tested regularly to ensure that it will operate correctly during an emergency.

The fire risk assessment for your property will state if you need emergency lighting. Your electrician will tell you during your fit-out which rooms and areas in your property need emergency lighting.

Record information

You must keep the following items on the premises, either as digital or paper copies:

- Emergency lighting installation drawings
- An emergency lighting log book to record all test results and monitor faults in need of repair. This can be combined with your fire alarm log book

Tests

- Short duration tests should be carried out monthly. These involve simulating a failure of the general power supply.
- Full duration tests should be carried out annually. These tests should be carried out by the responsible person or a qualified electrician. The Regulatory Reform (Fire Safety) Order 2005 sets out how to identify the responsible person for your property.

Relevant legislation and guidance

- Building Regulations Approved Document B
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- BS 5266 (Emergency lighting)
- BS EN 50172 (Emergency escape lighting systems)

Further information

- Fire Protection Agency's guide to emergency lighting testing – thefpa.co.uk/advice-and-guidance
- Fire Safety Advice Centre's Emergency lighting web page – firesafe.org.uk/emergency-lighting

An example of an internally illuminated emergency exit sign

Action checklist

1. Ensure you know what emergency lighting is required for your property and that you have access to all emergency lighting installation drawings
2. Complete short duration tests monthly
3. The responsible person or a qualified electrician to complete full-duration tests every year
4. Keep a record of all test results and monitor faults in need of repair

Asbestos management

The Control of Asbestos Regulations 2012 require all duty holders to manage asbestos in non-domestic properties.

Who is the duty holder?

The person who has the duty to manage asbestos in non-domestic premises could include the:

- Building owner
- Landlord of the premises
- Person or organisation with clear responsibility for maintenance or repair of the building

Duty holders must identify the location and condition of asbestos and manage the risk to prevent harm to anyone who works on the building or to building occupants.

What is an asbestos management plan?

An asbestos management plan sets out how asbestos is being managed in a property and what actions will be undertaken to ensure people are protected against exposure to asbestos.

An asbestos management plan includes:

- Who is responsible for managing asbestos in the property (the duty holder)
- The asbestos register
- Plans for work on asbestos materials
- The schedule for monitoring the condition of these materials
- Locations of asbestos in the building

Relevant legislation and guidance

- Control of Asbestos Regulations 2012

Further information

- HSE's Asbestos safety web page – hse.gov.uk/asbestos
- Find a company accredited to work with asbestos via the UK Accreditation Service – ukas.com

An asbestos management plan helps ensure people remain safe

Action checklist

1. Confirm with your Property Compliance Manager or Property Manager if you need an asbestos management plan for your property
2. If you do, complete and submit a copy of your asbestos management plan to your Property Compliance Manager

Water risk assessment

A water risk assessment is legally required for non-domestic premises with water on site. The assessment must be carried out by a competent person and covers the following:

- Water systems and associated equipment in your property where there is a risk of Legionella bacteria growing and spreading
- A survey of the condition of all relevant assets that summarises the actions required to reduce the risk to a manageable level
- An audit of all current actions relating to control of Legionella bacteria, in line with the Approved Code of Practice (ACOP): Legionnaires' disease (L8)
- A comprehensive management plan or water hygiene log book system that includes detailed policies, procedures and method statements to ensure the site fully complies with all guidance and legislation

Review frequency

A water risk assessment must be reviewed regularly to ensure it is valid and the risks are controlled. To determine the review period, the business activities and types of water systems should be considered.

For more information on minimum review periods and using the Places for London water risk assessment template for simple systems, speak to your Property Manager or Property Compliance Manager.

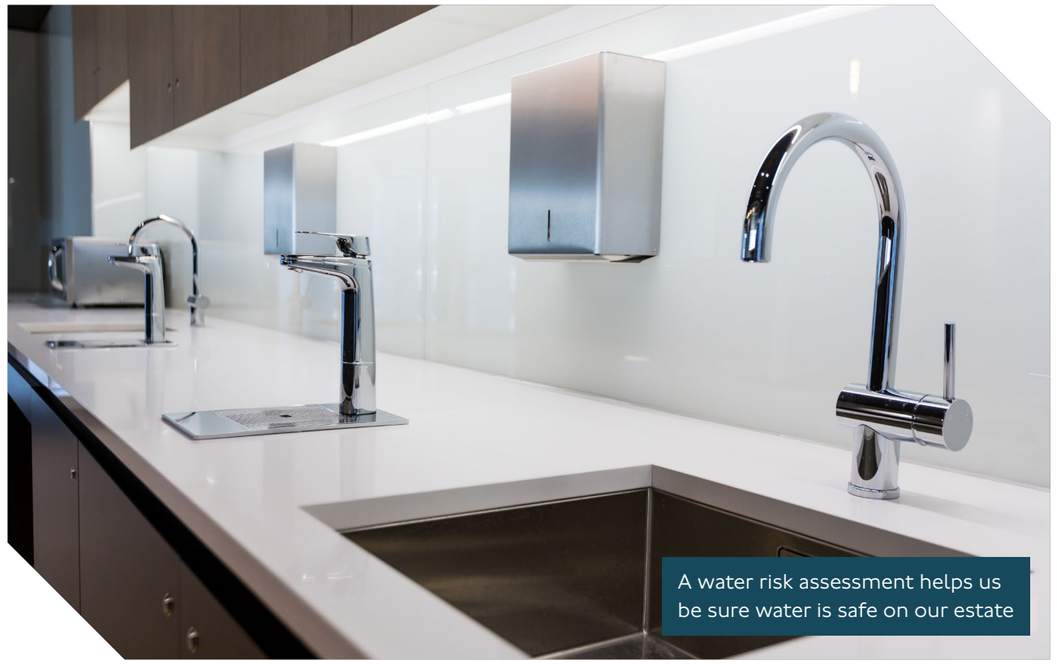
Note that a separate risk assessment needs to be undertaken for cooling towers and you will need specialist advice for this.

Relevant legislation and guidance

- Control of Substances Hazardous to Health Regulations 2002
- ACOP: Legionnaires' disease (L8)

Further information

- HSE's Legionella and legionnaires' disease web page – hse.gov.uk/legionnaires
- Find an accredited service provider, through the Legionella Control Association – legionellacontrol.org.uk



A water risk assessment helps us be sure water is safe on our estate

Action checklist

1. Identify the competent person to complete the water risk assessment
2. Complete and submit a copy of your water risk assessment to your Property Compliance Manager. We recommend using the template that your Property Compliance Manager will provide
3. Speak with your Property Compliance Manager or Property Manager to determine how frequently your should review the water risk assessment

Lifting equipment

Lifting Operations and Lifting Equipment Regulations (LOLER) require regular thorough examination of all lifting equipment. This includes passenger lifts, goods lifts, dumb waiters, scissor-lift platforms, construction hoists and eyebolts.

'Thorough examination' is a systematic and detailed examination of the equipment and safety-critical parts. It must be carried out at specified intervals:

- At least every six months for lifting equipment for persons or an accessory for lifting
- At least every 12 months for all other lifting equipment

The examination must be carried out by a competent person who must then complete a written report. This report must contain the information required by LOLER Schedule 1, including:

- The examination date
- The date when the next thorough examination is due
- Any defects found which are, or could potentially become, a danger to people

Relevant legislation and guidance

- Lifting Operations and Lifting Equipment Regulations 1998

Further information

- HSE's Equipment and machinery web page – hse.gov.uk/work-equipment-machinery

Lifting equipment must be tested regularly for safety

LOLER regulations cover passenger lifts

Action checklist

1. Identify if you have lifting equipment in your property
2. If you do, identify a competent person to complete thorough examination of the equipment
3. Resolve any defects that are found
4. Ensure the thorough examination is completed at the specified intervals

Pressure systems

People who own or use pressure systems that contain fluid need to know the safe operating limits (principally pressure and temperature) of their systems, and that they are safe under those conditions.

The term fluid covers: compressed or liquefied gas, including air, at a pressure greater than 0.5 bar (approximately seven psi) above atmospheric pressure; pressurised hot water above 110 degrees Celsius; and steam at any pressure.

Pressure systems include hot water immersion tanks, coffee machines and air compressors. They do not include gas cylinders (which are classed as transportable pressure receptacles or transportable pressure vessels), tanks or tank containers.

Written scheme of examination

Before any pressure system (new or otherwise) on your premises may be used, it must be examined by a competent person and you must have in place a written scheme for periodic examination. Qualifying pressure systems are those that contain steam or have a pressure x volume capacity equal to or in excess of 250 bar per litre.

The written scheme will identify, among other things: which parts of the system need to be examined, the critical parts of the system, and the maximum interval between examinations.

The user of an installed system, or the owner of a mobile system, must ensure the parts identified in the written scheme are examined by a competent person within the specified intervals.

Relevant legislation and guidance

- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998

Further information

- HSE's Pressure systems web page – hse.gov.uk/pressure-systems

Pressure systems that contain fluid must be examined regularly

Coffee machines operate fluid under pressure

Action checklist

1. Identify if you have one or more pressure systems on your premises that you will be using for your business
2. If you do, ensure any pressure system is examined before use for the first time and then at the specified intervals
3. Ensure you have a written scheme for periodic examination in place for all pressure systems on your premises

Extraction systems

Cooking in commercial kitchens generates airborne grease, carbon and steam, which can stick to the insides of the extraction ductwork.

If the cooker's extraction system is not cleaned regularly, these deposits build up, reducing airflow, creating smells and causing a significant fire hazard.

The TRI9 code developed by the British Engineering Services Association (BESA) in 1998 is widely accepted by British insurers as the standard to which extraction systems should be cleaned.

The frequency of cleaning will depend on use. As a guide, an extraction system that has heavy use – for example, eight hours every day – would need cleaning at least every three months.

The BESA's Vent Hygiene Register is a list of contractors who are audited and accredited to carry out cleaning of extraction systems that is compliant with TRI9.

Relevant legislation and guidance

- Regulatory Reform Fire Safety Order 2005
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002

Further information

- Find an accredited contractor through the BESA – thebesa.com
- You can search the 'Vent hygiene register' and order the 'TRI9 Grease specification' from the site

Extraction systems should be cleaned regularly

Action checklist

1. Determine how often you need to clean your extraction system. If you are unsure, please consult your Property Compliance Manager
2. Appoint an accredited contractor to clean the extraction system and keep a record of the date of cleaning

Local exhaust ventilation systems

If your work or business involves dust, fumes or vapours, local exhaust ventilation (LEV) systems ensure that the health of you and your employees is not affected by the substances used.

You are legally required to maintain the LEV system in efficient working order. The law says it must undergo thorough examination and testing at least every 14 months and that a record of these tests must be kept for at least five years.

In addition, you should have information on the installed LEV system to confirm it provides adequate protection, which should be kept for the entire life of the equipment.

Relevant legislation and guidance

- Control of Substances Hazardous to Health Regulations 2002

Further information

- HSE's Local exhaust ventilation web page – hse.gov.uk/lev

Find a service provider through one of the following organisations:

- Institute of Local Exhaust Ventilation Engineers – cibse.org
- Building Engineering Services Association – thebesa.com
- British Occupational Hygiene Society – bohs.org

Ventilation systems need to be maintained and inspected

Action checklist

1. Identify if your property requires a LEV system and if so, confirm that the system provides adequate protection. If you are unsure, please consult your Property Compliance Manager
2. Maintain the LEV system and conduct a thorough examination and test at least every 14 months
3. Keep a record of the examination for at least five years

Control of substances hazardous to health

Many materials or substances used in the workplace have the potential to be harmful to the health of you, your employees or your customers.

This includes substances that are obviously harmful, such as petrol, bleach or wood dust, but also many other substances such as flour dust, pigeon droppings or washing-up liquid.

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 require employers to control substances that could be hazardous to health by assessing the product, the form it is used in, how often it's used, how long for and by whom.

For example, washing-up liquid is a powerful degreaser and while using it for short periods at home is not harmful, if used by an employee every day in the kitchen of a restaurant, it can lead to dry, damaged, cracked and bleeding hands or even a permanent injury such as dermatitis.

Risk assessment

A risk assessment will enable employers to make valid decisions to protect their employees from the risks associated with substances hazardous to health. The assessment should identify what measures are needed to prevent or adequately control their exposure to these substances at work.

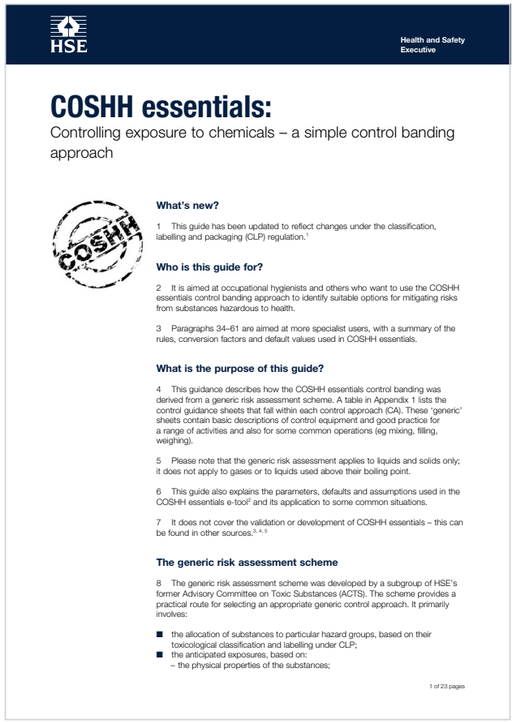
The assessment should be reviewed immediately when there is evidence it is no longer valid.

Relevant legislation and guidance

- Control of Substances Hazardous to Health Regulations 2002

Further information

- HSE's Control of substances hazardous to health web page – hse.gov.uk/coshh



HSE

Health and Safety Executive

COSHH essentials:

Controlling exposure to chemicals – a simple control banding approach

What's new?

1 This guide has been updated to reflect changes under the classification, labelling and packaging (CLP) regulation.[1]

Who is this guide for?

2 It is aimed at occupational hygienists and others who want to use the COSHH essentials control banding approach to identify suitable options for mitigating risks from substances hazardous to health.

3 Paragraphs 34–61 are aimed at more specialist users, with a summary of the rules, conversion factors and default values used in COSHH essentials.

What is the purpose of this guide?

4 This guidance describes how the COSHH essentials control banding was derived from a generic risk assessment scheme. A table in Appendix 1 lists the control guidance sheets that fall within each control approach (CA). These 'generic' sheets contain basic descriptions of control equipment and good practice for a range of activities and also for some common operations (eg mixing, filling, weighing).

5 Please note that the generic risk assessment applies to liquids and solids only; it does not apply to gases or to liquids used above their boiling point.

6 This guide also explains the parameters, defaults and assumptions used in the COSHH essentials e-tool[2] and its application to some common situations.

7 It does not cover the validation or development of COSHH essentials – this can be found in other sources.[3, 4, 5]

The generic risk assessment scheme

8 The generic risk assessment scheme was developed by a subgroup of HSE's former Advisory Committee on Toxic Substances (ACTS). The scheme provides a practical route for selecting an appropriate generic control approach. It primarily involves:

- the allocation of substances to particular hazard groups, based on their toxicological classification and labelling under CLP;
- the anticipated exposures, based on:
  - the physical properties of the substances;

1 of 23 pages

A leaflet published by HSE about COSHH

Action checklist

1. Complete a risk assessment to identify any substances hazardous to health on your premises
2. Consider and put in place any mitigations to prevent or adequately control exposure to these substances at work
3. Submit a copy of the risk assessment to your Property Compliance Manager
4. If there is evidence that the assessment is no longer valid, it should be reviewed immediately and you should report this to your Property Compliance Manager

Dangerous substances and explosive atmospheres

Dangerous substances can put people's safety at risk from threats such as fire, explosion and corrosion. The Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) ensure employers are made responsible for protecting people from these risks to their safety.

A dangerous substance is anything that could, if not properly controlled, cause harm to people because of a fire, explosion or corrosion of metal. They can be found in nearly all workplaces and include solvents, paints, varnishes, flammable gases such as liquid petroleum gas, dust from machines and sanding operations, dust from foodstuffs, pressurised gases and substances corrosive to metal.

Typical business activities that could present a risk of creating an explosive atmosphere include joineries and breweries.

The law says you must identify any dangerous substances and either remove them or put measures in place to ensure no one is harmed. You should do this by carrying out a DSEAR risk assessment, or seek competent advice to help you carry one out. You must also have practised plans in place to reduce the risk of harm and damage from any incident or emergency involving a dangerous substance.

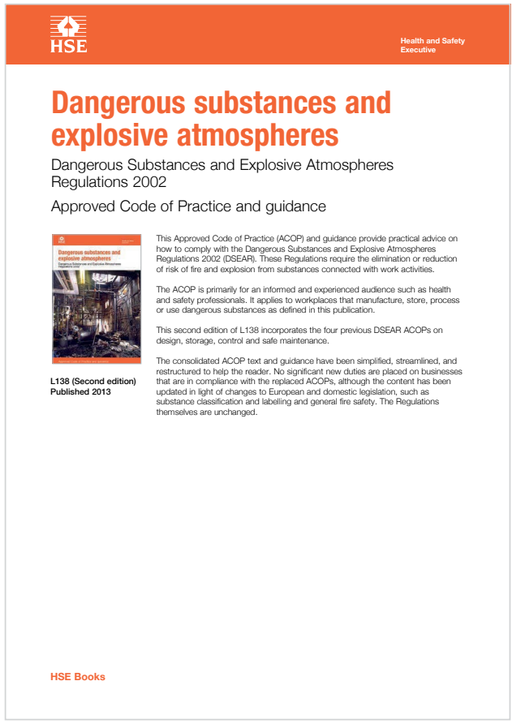
You should identify and classify parts of your workplace where an explosive atmosphere may occur and avoid any ignition sources in that area. Lastly, you must train your employees on how to work with dangerous substances and what to do in the event of an emergency.

Relevant legislation and guidance

- Regulatory Reform Fire Safety Order 2005
- Control of Substances Hazardous to Health Regulations 2002
- Dangerous Substances and Explosive Atmospheres Regulations 2002

Further information

- HSE's Fire and explosion web page – hse.gov.uk/fireandexplosion


HSE

Health and Safety Executive

Dangerous substances and explosive atmospheres

Dangerous Substances and Explosive Atmospheres Regulations 2002

Approved Code of Practice and guidance

L138 (Second edition)
Published 2013

This Approved Code of Practice (ACOP) and guidance provide practical advice on how to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR). These Regulations require the elimination or reduction of risk of fire and explosion from substances connected with work activities.

The ACOP is primarily for an informed and experienced audience such as health and safety professionals. It applies to workplaces that manufacture, store, process or use dangerous substances as defined in this publication.

This second edition of L138 incorporates the four previous DSEAR ACOPs on design, storage, control and safe maintenance.

The consolidated ACOP text and guidance have been simplified, streamlined, and restructured to help the reader. No significant new duties are placed on businesses that are in compliance with the replaced ACOPs, although the content has been updated in light of changes to European and domestic legislation, such as substance classification and labelling and general fire safety. The Regulations themselves are unchanged.

HSE Books

The HSE's DSEAR code of practice and guidance leaflet

Action checklist

1. Ensure a DSEAR risk assessment is completed, including identifying parts where an explosive atmosphere may occur and ensure there are no ignition sources in that area
2. Have practised plans in place to reduce the risk of harm and damage from an incident involving a dangerous substance
3. Ensure your employees are trained on how to work with dangerous substances and know what to do in the event of an emergency
4. Submit a copy of the DSEAR risk assessment to your Property Compliance Manager

Summary of compliance requirements

This table is a summary of what certification you need to provide for your property for statutory compliance, where and how often inspection and testing need to be carried out, and where to find further information and guidance.

Certificates required for compliance maintenance

Certificate type	Where a certificate is required	Frequency of certification	Further information	Relevant legislation and guidance
Electrical installation condition report (EICR) Also known as a Fixed wiring test certificate or Periodic test certificate	All properties with electricity and fuse board	Every five years or, if the unit is within a Tube station, every three years May be required more frequently if recommended by your electrician	HSE's Electrical inspection and testing web page – hse.gov.uk/electricity Find an accredited electrician through NICEIC – niceic.com – or NAPIT – napit.org.uk	Building Regulations Approved Document B BS 7671 (IEE Wiring Regulations) Electricity at Work Regulations 1989 Health and Safety at Work Act 1974
Gas safety record	Gas systems such as boilers and associated chimneys and flues	Annual	Find a gas engineer through Gas Safe Register – gassaferegister.co.uk	Building Regulations Approved Document B Gas Safety (Installation and Use) Regulations 1998
Fire risk assessment	All properties	Determined by the Fire Risk Assessor but usually: Annual for higher-risk business activities or locations, such as catering businesses Every two to three years for lower-risk premises such as offices	London Fire Brigade's Fire safety advice – london-fire.gov.uk/safety Find a fire risk assessor through the Institution of Fire Engineers – ife.org.uk – or the Fire Protection Association – thefpa.co.uk	Building Regulations Approved Document B Regulatory Reform (Fire Safety) Order 2005
Fire alarm service certification	All properties with a mains-powered fire alarm panel	Annual	London Fire Brigade's Fire safety advice – london-fire.gov.uk/safety	Building Regulations Approved Document B Regulatory Reform (Fire Safety) Order 2005
Emergency lighting condition report	All properties	Monthly short duration tests and annual full discharge tests The results must be recorded in the site log book	Fire Protection Agency's guide to emergency lighting testing – thefpa.co.uk/advice-and-guidance Fire Safety Advice Centre's Emergency lighting web page – firesafe.org.uk/emergency-lighting SLL Lighting Guide LG12 BS 5266 and BS EN 50172 include model forms for recording test results	Building Regulations Approved Document B Regulatory Reform (Fire Safety) Order 2005 The Health and Safety at Work Act 1974 BS 5266 (Emergency Lighting) BS EN 50172: Emergency escape lighting systems

Certificates required for compliance maintenance (continued)

Certificate type	Where a certificate is required	Frequency of certification	Further information	Relevant legislation and guidance
Firefighting equipment	All fire extinguishers, catering fire suppression systems and fire blankets, including those in kitchen and catering areas	Annual	London Fire Brigade's Fire safety advice – london-fire.gov.uk/safety BAFE Fire Safety Register's Fire extinguisher guidance – bafe.org.uk/bafe-fire-safety-guidance	Building Regulations Approved Document B Regulatory Reform (Fire Safety) Order 2005
Sprinkler system	Properties with sprinkler systems	Annual maintenance certificate and proof of maintenance contract	London Fire Brigade's Fire safety advice – london-fire.gov.uk/safety	Building Regulations Approved Document B Regulatory Reform (Fire Safety) Order 2005
Fire detection and evidence of testing	All types of fire detection such as smoke and heat detectors	Annual maintenance document and evidence of testing	London Fire Brigade's Fire safety advice – london-fire.gov.uk/safety	Building Regulations Approved Document B Regulatory Reform (Fire Safety) Order 2005
Portable appliance testing	All electrical equipment used in premises	As determined by the responsible person, depending on the type of equipment, its location and how it is used and recorded as part of the health and safety risk assessment for the property HSE's Maintaining portable electrical equipment guide includes suggested testing frequencies for various items of equipment	HSE's Electrical safety web page – hse.gov.uk/electricity This includes a 'Maintaining portable electical equipment' guide and 'Portable appliance testing FAQs'	Electricity at Work Regulations 1989
Asbestos management	All buildings	As determined by the surveyor	HSE's Asbestos safety web page – hse.gov.uk/asbestos	Environmental Protection Act 1990 Control of Asbestos Regulations 2012
Water risk assessment	Properties with water systems including water tanks, systems with showers, or handwashing facilities	As determined by the type of business activity and the type of system, typically: Every five years for simple systems Every two years for complex systems	HSE's Legionella and legionnaires' disease web page – hse.gov.uk/legionnaires	Control of Substances Hazardous to Health Regulations 2002 Control of Legionella (L8)
Statutory inspections of lifts, lifting equipment and eyebolts	Lifting equipment such as passenger lifts, goods lifts, construction hoists and eyebolts	Every six months for passenger lifts, scissor lifts etc Annually for goods lifts, dumb waiters etc	HSE's Equipment and machinery web page – hse.gov.uk/work-equipment-machinery	Lifting Operations and Lifting Equipment Regulations 1998
Pressure testing statutory periodic inspections	Certain types of air compressors, coffee machines, boilers, air conditioning, pressure cookers	As determined by the responsible person based on the risk	HSE's Pressure systems web page – hse.gov.uk/pressure-systems	Pressure Systems Safety Regulations 2000 Provision of Work Equipment Regulations 1998
Extraction systems and ductwork cleaning records	Properties with extraction systems such as catering facilities	Every three months for heavy use Every six months for moderate use Annually for low use	HSE's Ventilation in the workplace web page – hse.gov.uk/ventilation	Building Regulations Approved Document B/ Regulatory Reform (Fire Safety) Order 2005
Local exhaust ventilation certification	Properties with local exhuast ventilation systems such as motor workshops	Every 14 months	HSE's Local exhaust ventilation web page – hse.gov.uk/lev	Control of Substances Hazardous to Health Regulations 2002

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