



# TfL Property: Customer handbook

Supplementary guide: Statutory compliance of business premises

MAYOR OF LONDON



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# 01

## Introduction

The purpose of this document is to help you understand statutory compliance, how it applies to your property and provide guidance on the most common types of compliance documents you'll need.

Statutory compliance laws are in place to keep you, your employees and your customers safe. The information provided is not exhaustive, and we advise that you obtain all the relevant statutory compliance paperwork for the type of installation and equipment you use on your premises, and the type of business you operate.

### What is statutory compliance?

Statutory compliance refers to the UK laws that the business or facility must follow to keep the people and premises safe. These laws tend to be static and are enforced by Government agencies such as the Health and Safety Executive (HSE) or Environmental Health departments in local councils.

### What is compliance maintenance?

Compliance maintenance refers to the act of adhering to all relevant legislation in the running of the property. Statutory compliance, maintenance assessments

and inspections are a legal requirement and need to be carried out on a regular basis to ensure the premises are safe. Health and safety regulations are integral to managing a building, and it is vital that the business adheres to all relevant legislation.





# 02

## Our vision

Thank you for being part of the TfL property estate. We look after one of London’s best set of businesses and it is our job to help our amazing customers, like you, to stay safe and thrive.

We own 2,500 properties across the city, including kiosks in stations, railway arches, high street shops and large spaces for cultural experiences.

We can support your business growth and development, from pop-ups and testing ideas, to expanding a growing chain across the city.

Our estate is a thriving, connected marketplace, giving excellent flexibility and access. We put our customers in some of the highest footfall areas of the capital and work hard so that we, and our customers, are an active part of the local community.

For the past few years, we’ve been on a journey. We want to do more for the customers on our estate for the benefit of you, London and ourselves, too. We wanted to put this down in writing, so we’ve included our vision and our customer promises here:

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



We want to ensure that our local communities flourish

### We are changing:

- ♦ We have a shared responsibility to create diverse, vibrant places across London
- ♦ We want to work in partnership with you, so we can learn and grow together

### We will get to know you better:

- ♦ We will listen and be active. We want two-way conversations. We will earn your trust by being open, honest and transparent
- ♦ We want to hear your feedback – good, bad or ugly – and will always take feedback constructively

### We are an active member of the community:

- ♦ Together we will always be part of the local community
- ♦ We will use our extensive network and expertise to support businesses and connect neighbours, creating strong, resilient communities



# 03

# Electrical Installation Condition Report


An Electrical Installation Condition Report (EICR) is an official document provided after an assessment of the fixed electrical wiring within a property.

The assessment must be completed by a qualified electrician registered with a United Kingdom Accreditation Service (UKAS) approved trade body such as NICEIC or NAPIT. The electrician must be competent to work on the type of electrical installation in place.

The assessment must be carried out in accordance with BS 7671 (IET Wiring Regulations). It should be completed

at least every three years if the property is located within a London Underground station, and at least every five years for all other properties, but this 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 completed in a timely manner and recorded.



**NICEIC**  
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

### 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 F1) without delay is required.

This report is based on the model forms shown in Appendix 6 of BS 7671  
Published by Certsure LLP Certsure LLP operates the NICEIC & ELECSA brands  
Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX

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Please see the 'Notes for Recipient'

Page 1 of

Original (to the person ordering the work)

An example of the front page of an EICR certificate



## What is included in an EICR?

- The condition of electrical accessories such as plug socket outlets and light switches
- The suitability of earthing and bonding
- The type and condition of cabling
- Whether suitable signs and notices are provided
- The risk of electric shock
- An assessment of whether the electrical installation is in good condition and safe to use

## Further information

Visit the [Maintaining electrical equipment safety](#) and [Electrical inspection and testing](#) pages of the HSE website.

To find an accredited electrician, use the search function on the [NICEIC website](#) or the [NAPIT website](#).

## Relevant legislation and guidance

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



It's vital electrical accessories and outlets are known to be safe



# 04

## Portable Appliance Testing

**Portable Appliance Testing (PAT) must be carried out on all portable electrical equipment to confirm it is safe to use.**

It is relevant for anything that is connected to an electrical installation via a flexible cable and either a plug and socket or a spur box, or similar means. This includes large items of equipment that are generally kept in one place but could be moved, for example an office printer or a fridge-freezer. Extension leads should also be covered by a PAT check.

PAT checks involve visual inspections and testing by a competent person. An example of competence is the City and Guilds 2377 course, Electrical equipment maintenance and testing.

The frequency and method of testing is decided by the person responsible for the premises and should consider how the equipment is used, where it is located and how often it is used. Users of electrical equipment should also regularly

check the electrical cables and plugs connected to equipment to ensure there is no visible damage. There is no legal requirement to label equipment that has been tested, however it can be a good way of demonstrating that a regular inspection is in place.

### Further information

Visit the [Maintaining portable electrical equipment](#) and the [Electrical safety pages](#) of the HSE website.

If you have further questions, visit the [FAQs](#) page of the HSE website.

### Relevant legislation and guidance

Electricity at work regulations 1989



An example of a PAT sticker on a plug



# 05

## Gas Safe certificate

**A Gas Safe certificate is the documentation issued by a Gas Safe Register gas engineer on the completion of their safety check of the gas appliances on the premises.**

The Gas Safe Register is the official list of gas engineers who are qualified to work legally on gas installations and appliances.

**A Gas Safe certificate includes the following:**

- 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 were installed

- Information on any safety defects and actions needed or taken to fix them
- The results of all operational safety checks carried out on the appliances

**Further information**

To search for a Gas Safe Register engineer, visit the [Gas Safe Register website](https://www.gas-saferegister.co.uk/).

**Relevant legislation and guidance**

Building Regulations Approved Document B/Gas Safety (Installation and Use) Regulations 1998



Use the Gas Safe Register to find a qualified gas engineer



# 06

## Fire Risk Assessment

A Fire Risk Assessment is a document issued by a competent fire risk assessor after their inspection of your premises and activities.

It is about understanding what your potential risks are, and then improving your fire safety precautions to keep people safe. It is recommended that you use the TfL form for Fire Risk Assessment (F6154 – TfL tenancy Fire Risk Assessment) in line with the TfL fire risk assessment procedure PR0087.

A Fire Risk Assessment includes the following:

- Emergency routes and exits
- Fire detection and warning systems
- Firefighting equipment
- Fire suppression
- Emergency lighting and signage

- The removal or safe storage of dangerous substances
- An emergency fire evacuation plan
- The needs of vulnerable people, for example the elderly, young children or those with disabilities
- Providing information to employees and other people on the premises
- Fire safety training for employees

Further information

Search ‘Fire Risk Assessment’ on the [GOV. UK website](#) or the [London Fire Brigade website](#).

To find a competent fire risk assessor, visit [The Institution of Fire Engineers](#) or the [Fire Protection Association](#) websites.

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

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MAYOR OF LONDON

TfL RESTRICTED

Transport for London



Sample Fire Risk Assessment form

Relevant legislation and guidance

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



# 07

## Fire safety systems

There is a range of fire safety equipment that is available, including fire extinguishers, fire detection, fire alarms and suppression systems.

### Fire extinguishers

Portable fire extinguishers are often the first line of defence against small fires. The type of fire extinguisher required depends on the type of fire risk present at a property.

Like all types of equipment, they require regular maintenance. This should be carried out on the items detailed in the manufacturer's service manual, including a thorough examination of the basic elements of the fire extinguisher. An external maintenance examination must be conducted on a yearly basis by a certified person.

### Record information

Each fire extinguisher must have a tag or label securely attached that indicates that maintenance was performed and the

extinguisher is ready to use. The tag or label needs to identify the following:

- Month and year maintenance was performed
- Person performing the work
- Name of the agency performing the work

### Fire alarm maintenance records

Fire alarm maintenance records are mandatory and checks should be carried out in accordance with BS5839.

These regulations are part of the fire detection and fire alarm systems for buildings and they cover design commissioning and maintenance.



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

Fire alarm maintenance records include the following:

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

### Further information

Search 'safety' on the [London Fire Brigade website](#).

Search 'fire extinguisher guidance' on the [BAFE website](#).

### Relevant legislation and guidance

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



# 08

## Emergency lighting test certification

**Emergency lighting is essential for people to evacuate a building safely in the event of a power failure.**

As a result, it must be tested regularly to ensure that it is available for use in an emergency.

The Fire Risk Assessment for your premises will state whether emergency lighting is required. Your electrician should determine during your fit-out which rooms and areas require emergency light fittings.

### Record information

- A digital or paper copy of the emergency lighting installation drawings should be kept on the premises
- An emergency lighting log book must also be kept on the premises and updated to record all test results and monitor faults in need of repair. This can be combined with your fire alarm log book and can be either in digital or paper format

### Tests

Short duration tests should be carried out monthly by simulating a failure of the general power supply, and full duration tests should be carried out annually. These tests should be carried out by the Responsible Person or a qualified electrician. The Responsible Person is assigned to this duty as outlined in the RRO 2005 legislation.

### Further information

Visit the [How to test emergency lighting page](#) on the Fire Protection Agency website. Or, visit the [Emergency lighting page](#) on the Fire Safety Advice Centre website.



An example of an internally illuminated emergency exit sign

### Relevant legislation and guidance

- 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



# 09

## Asbestos management plan

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**An asbestos management plan sets out how asbestos is being managed in a property and what activities will be undertaken to ensure people remain safe from asbestos exposure.**

### **An asbestos management plan includes:**

- Who is responsible for managing asbestos in the property
- The asbestos register
- Plans for work on asbestos materials
- The schedule for monitoring the materials' condition
- Location of asbestos in the building

### **Further information**

Search 'asbestos' on the [HSE website](#).  
To find an accredited asbestos company, visit [UKAS](#), the National Accreditation Body for the UK.

### **Relevant legislation and guidance**

Control of Asbestos Regulations 2012



An asbestos management plan helps ensure people remain safe



# 10

## Water Risk Assessment

**A Water Risk Assessment is legally required for non-domestic premises with water on site.**

### It includes the following:

- All relevant assets, plants and systems on site which could increase the risk of the growth and dissemination of Legionella bacteria
- A condition survey of all relevant assets that summarises the actions required to reduce the risk to a manageable level
- An audit of all current activities on site regarding Legionella control, as per ACOP L8, and 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
- Note that a separate risk assessment needs to be undertaken for cooling towers and for this you'll need specialist advice

### Further information

Search 'Water Risk Assessment' on the [HSE website](#).

To find a service provider, visit the [Legionella Control Association](#).

### Relevant legislation and guidance

Control of Substances Hazardous to Health Regulations 2002 Control of Legionella (L8)



A Water Risk Assessment helps us be sure water is safe on our estate



# 11

## Lifting Operations and Lifting Equipment Regulations

**Lifting Operations and Lifting Equipment Regulations (LOLER)** involve an examination to inspect lifting equipment such as passenger lifts, goods lifts, dumb waiters, scissor lift platforms, construction hoists and eyebolts.

It is a systematic and detailed examination of the equipment and safety-critical parts, carried out at specified intervals 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

### Further information

Search 'LOLER' on the [HSE website](#).

### Relevant legislation and guidance

Lifting Operations and Lifting Equipment Regulations 1998



Lift equipment must meet regulations for safety



Regulations help keep customers safe



# 12

## Thorough working examination of pressure systems

**Users and owners of 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°C; and steam at any pressure. It covers items such as hot water immersion tanks, coffee machines and air compressors. It does not cover gas cylinders (which are now referred to as transportable pressure receptacles or transportable pressure vessels), tanks or tank containers.

### Further information

Search 'pressure systems' on the [HSE website](#).

### Relevant legislation and guidance

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



Fluid held at pressure needs to be inspected to ensure it is safe to use



Coffee machines operate fluid under pressure



# 13

## Cleaning of extraction systems

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

If regular cleaning of the cooker extract system is not carried out, these deposits build up, reducing airflow, creating smells and a significant fire hazard for your business.

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

The frequency of cleaning will depend on use. As a guide, extract that has heavy use, for example for eight hours daily, would need cleaning at least every three months.

### Further information

Search 'TRI9' on the [Building Engineering Services Association website](#).

### 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



Extraction systems should be regularly cleaned



# 14

## Local Exhaust Ventilation certification

If the type of work or business involves dust, fumes or vapours, then Local Exhaust Ventilation (LEV) systems ensure that the health of you and your employees is not affected by the substances used.

It is a legal requirement to maintain the LEV system in efficient working order so that it gives the necessary protection. The law also says that it must have a periodic 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.

### Further information

Search 'LEV' on the [HSE website](#). To find a service provider, visit:

- [Chartered Institution of Building Services Engineers \(CIBSE\)](#)
- [Building Engineering Services Association](#)
- [Institute of Local Exhaust Ventilation Engineers \(ILEVE\)](#)
- [British Occupational Hygiene Society \(BOHS\)](#)



Ventilation systems need to be maintained and inspected

### Relevant legislation and guidance

Control of Substances Hazardous to Health Regulations 2002



# 15

## Control of Substances Hazardous to Health

Most businesses use substances, or products that are a mixture of substances, and carry out processes that create substances.

These could harm you, your employees and your customers. Sometimes substances may be obviously harmful, such as petrol, bleach or wood dust, while others are less harmful, such as flour dust, pigeon droppings or washing up liquid.

Control of Substances Hazardous to Health (COSHH) is the law that requires 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 for, how long 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.

### Further information

Search ‘COSHH’ on the [HSE website](#).

### Relevant legislation and guidance


Control of Substances Hazardous to Health Regulations 2002



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.<sup>1</sup>

**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<sup>2</sup> 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.<sup>3, 4, 5</sup>

**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



# 16


## Dangerous Substances and Explosive Atmospheres Regulations

Dangerous substances can put peoples’ safety at risk from fire, explosion and corrosion of metal.

Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) ensures 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 (LPG), dust from machines and sanding operations, dust from foodstuffs, pressurised gases and substances corrosive to metal.

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 practiced 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.

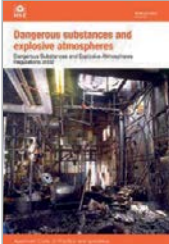


Health and Safety Executive

### 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

A leaflet published by HSE about DSEAR





### Further information

Search 'DSEAR' on the [HSE website](#).  
Search 'emergency procedure for cylinder fires' on the [BOC website](#).

### Relevant legislation and guidance

- Regulatory Reform Fire Safety Order 2005
- Control of Substances Hazardous to Health Regulations 2002
- Dangerous Substances and Explosive Atmospheres Regulations 2015





# 17

## Annual inspection of mansafe systems

**Height, safety and access systems, for example for guardrails or fixed ladders, legally require an annual inspection by trained and competent persons at a maximum of 12-month intervals.**

The inspection schedule is based on frequency of use and the environment where the equipment has been installed.

Any equipment exposed to conditions that may cause it to deteriorate resulting in a dangerous situation should be inspected at suitable intervals appropriate to the environment and use. An inspection must be done every time something happens that may affect the safety or stability of the equipment, for example adverse weather or accidental damage.

### Further information

Search 'Working at Height Regulations 2005' on the [HSE website](#).

### Relevant legislation and guidance

Workplace (Health Safety and Welfare) Regulations 1992/Working at Height Regulations 2005



Working at height must be made as safe as possible



18

Further useful information

To gain a better understanding of the compliance documents mentioned in this guide, the list below sets out the certificates required and when they need to be carried out, as well as relevant websites, legislation and guidance.

Certificate type	Where a certificate is required	Frequency of certification	Further information	Relevant legislation and guidance
Electrical Installation Condition Reports (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 the demised premises of a Tube station, every three years  May be required more frequently if recommended by your electrician	Visit the Maintaining electrical equipment safety and Electrical inspection and testing pages of the HSE website  To find an accredited electrician, use the search function on the NICEIC website or the <a href="#">NAPIT website</a>	Building Regulations Approved Document B/ BS 7671 (IEE Wiring Regulations)  Electricity at Work Regulations 1989  Health and Safety at Work Act 1974
Gas Safe certificate	Gas systems such as boilers and associated chimneys and flues	Annual	To search for a Gas Safe Register engineer, visit the Gas Safe Register website	Building Regulations Approved Document B/Gas Safety (Installation and Use) Regulations 1998
Fire Risk Assessment	All properties	As determined by the Fire Risk Assessor but usually:  Annually for higher risk areas such as catering businesses, or every two years for lower risk premises such as offices	Search 'Fire Risk Assessment' on the GOV. UK website or the London Fire Brigade website	Building Regulations Approved Document B/ Regulatory Reform (Fire Safety) Order 2005
Fire alarm and panel certificate	All properties with a mains-powered fire alarm panel	Annual	Search 'safety' on the <a href="#">London Fire Brigade website</a>	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	Visit the How to test emergency lighting page on the Fire Protection Agency website, or the Emergency lighting page on the Fire Safety Advice Centre website  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
Firefighting equipment	Fire extinguishers, catering fire suppression systems, fire blankets including kitchen and catering areas	Annual	Search 'safety' on the London Fire Brigade website  Search 'fire extinguisher guidance' on the <a href="#">BAFE website</a>	Building Regulations Approved Document B/ Regulatory Reform (Fire Safety) Order 2005



Certificate type	Where a certificate is required	Frequency of certification	Further information	Relevant legislation and guidance
<b>Sprinkler system</b>	Properties with sprinkler systems	Annual maintenance certificate and proof of maintenance contract	Search 'safety' on the <a href="#">London Fire Brigade website</a>	Building Regulations Approved Document B/Regulatory Reform (Fire Safety) Order 2005
<b>Fire detection and evidence of testing</b>	All types of fire detection such as smoke and heat detectors	Annual maintenance document and evidence of testing	Search 'safety' on the <a href="#">London Fire Brigade website</a>	Building Regulations Approved Document B/Regulatory Reform (Fire Safety) Order 2005
<b>Portable Appliance Test (PAT)</b>	All electrical equipment used in premises	Depends 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  To be determined by the Responsible Person  HSE guide HSG107 (Maintaining portable electrical equipment) includes some suggested testing frequencies for various items of equipment	Search 'PAT' on the <a href="#">HSE website</a>  Visit the <a href="#">Maintaining portable electrical equipment</a> and the <a href="#">Electrical safety</a> pages of the HSE website  Visit the <a href="#">FAQs page</a> of the HSE website	Electricity at Work Regulations 1989
<b>Asbestos management plan and survey</b>	All buildings	As determined by the surveyor	Search 'asbestos' on the <a href="#">HSE website</a>	Environmental Protection Act 1990/Control of Asbestos Regulations 2012
<b>Water Risk Assessment</b>	Properties with water systems including water tanks, systems with showers, or handwashing facilities	Every two years	Search 'Water Risk Assessment' on the <a href="#">HSE website</a>	Control of Substances Hazardous to Health Regulations 2002/Control of Legionella (L8)
<b>Legionella and Total Viable Count (TVC) testing of water tanks and outlets</b>	Properties with water systems including water tanks, systems with showers, or handwashing facilities	As determined by the Responsible Person based on the risk	Search 'Water Risk Assessment' on the <a href="#">HSE website</a>	Control of Substances Hazardous to Health Regulations 2002/Control of Legionella (L8)
<b>Statutory inspections of lifts, lifting equipment and eyebolts</b>	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	Search 'LOLER' on the <a href="#">HSE website</a>	Lifting Operations and Lifting Equipment Regulations 1998
<b>Pressure testing statutory periodic inspections</b>	Certain types of air compressors, coffee machines, boilers, air conditioning, pressure cookers	As determined by the Responsible Person based on the risk	Search 'pressure systems' on the <a href="#">HSE website</a>	Pressure Systems Safety Regulations 2000/Provision of Work Equipment Regulations 1998
<b>Extract systems/ ductwork cleaning records</b>	Properties which require extract systems such as catering facilities	Every three months for heavy use Every six months for moderate use Annually for low use	Search 'ventilation' on the <a href="#">HSE website</a>	Building Regulations Approved Document B/Regulatory Reform (Fire Safety) Order 2005
<b>Local Exhaust Ventilation (LEV) certification</b>	Properties which require local extract systems such as motor workshops	Every 14 months	Search 'LEV' on the <a href="#">HSE website</a>	Control of Substances Hazardous to Health Regulations 2002
<b>Mansafe systems</b>	Mansafe, guardrails, fixed ladders or fall arrest systems	Annually	Search 'Working at Height Regulations 2005' on the <a href="#">HSE website</a>	Workplace (Health, Safety and Welfare) Regulations 1992/ Working at Height Regulations 2005



