

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD
General Health & Safety Inspections

Version Number	Version 1	Date of Approval	13 September 2016	Review Date	Three years from acceptance by UHSC
Author and Lead	Paul Maggs; Health & Safety Adviser				
History	This standard replaces the General Health & Safety Inspections Policy (March 2015).				
Aims	<p>The University recognises the importance of health & safety monitoring, including proactive inspection programmes, as a tool to evaluate and improve health & safety performance. The purpose of inspection is twofold:</p> <ol style="list-style-type: none"> To provide assurance that workplace precautions are effective and are being used as intended; and To detect areas of concern, enabling remedial action to be taken before any loss is suffered. 				
Scope	<p>This standard is for general health & safety inspections of premises, equipment, operating procedures and behaviours. This standard does not extend to statutory requirements to inspect equipment, such as those undertaken for lifting equipment or local exhaust ventilation (which is covered by other policies and standards).</p> <p>The University recognises the right of Safety Representatives appointed by the recognised Trade Unions to perform inspections. Any inspection undertaken by Safety Representative will be in addition to inspections undertaken by the University.</p>				
Relevant Legislation	<p>Health & Safety at Work Act 1974</p> <p>Management of Health & Safety at Work Regulations 1999</p> <p>Safety Representatives & Safety Committees Regulations 1977</p>				
Definitions	<p>Inspection means systematic checks of premises, plant and equipment by staff to ensure the continued effective operation of workplace precautions. The inspection can include:</p> <ul style="list-style-type: none"> A systematic check of premises, plant and equipment to ensure continual effective operation of workplace precautions; and/or A systematic direct observation of work and behaviour to assess compliance with risk control systems, procedures and rules. 				
Responsibility for implementation	Heads of Department & Department Safety Coordinators				
Training availability:	Self-serve training is available online				
Standard to meet:			Accountability	Reference documents and more information	
	Identify health & safety inspection checks needed				
1	Departments have identified what health & safety inspection checks are needed and how often the checks need to be made.		Head of Department	Checks might be required for premises, equipment, operating procedures or behaviours.	
2	When deciding what health and safety checks are needed, the Department consulted its health & safety documentation, especially risk assessments.		Head of Department	Some Departments may contain low and high hazard areas requiring different inspection regimes	

	Health & safety inspection checklists		
3	Departments have a health and safety inspection checklist that reflects the significant hazards present in the department.	Head of Department	<p>UHSE provides a library of health & safety inspection checklists that Departments can adopt or adapt for their use.</p> <p>Departments may, if they wish, develop their own health & safety inspection checklists.</p>
	Make a schedule of inspections checks		
4	<p>Departments have a schedule of the health & safety inspections to be made. The schedule:</p> <ul style="list-style-type: none"> • Sets out the checks to be made; • Sets out when the checks are to be made; and • Clearly delegates the inspection to a member of staff 	Head of Department	<p>As a general rule:</p> <p>Low hazard Departments (eg office based) will complete at least two inspections per year.</p> <p>High hazard Departments (eg laboratory or workshop based) will complete at least four inspections per year.</p>
5	Departments document their general inspection regime in their Departmental Health & Safety Handbook.	Head of Department	
	Complete health & safety inspections		
6	Departments complete the health & safety inspections as scheduled.	Head of Department	
7	Departments track the completion of the scheduled health & safety inspections and take remedial action should they fall behind the schedule.	Head of Department	
	Record the findings of health & safety inspections		
8	Departments record the findings of health & safety inspections. The findings record both positive and negative results.	Head of Department	The results of inspections can be recorded as paper or electronic records.
9	Departments record the inspection results in a manner that lends itself to analysis such that inspection results can be compared over time.	Head of Department	Departments may wish to use an electronic checklist system such as iAuditor – visit https://wiki.bath.ac.uk/display/URAL/iAuditor+Toolkit
	Record and track any recommendations made		
10	Departments record any recommendations made to rectify any deficiencies found. The recommendations are made in a SMART format.	Head of Department	SMART is an acronym for specific, measurable, achievable, realistic & time bound.
11	Departments track all recommendations made to completion.	Head of Department	
	Report inspection results		

12	Departments report the findings of inspections and recommendations made to the Departmental Health & Safety Committee (or similar).	Head of Department	
13	Departments report the results from tracking recommendations to the Departmental Health & Safety Committee (or similar). If recommendations are not on track, then remedial action is taken.	Head of Department	
Review inspection programme			
14	Departments review their inspections regimes annually to ensure that relevant checks are being made at a suitable frequency.	Head of Department	
15	When reviewing the inspection regime, Departments consider past inspection results.	Head of Department	
16	When reviewing the inspection regime, Departments consider changes in equipment, premises & activities.	Head of Department	
17	Departments report the findings of their inspection regime reviews to their Departmental Health & Safety Committee (or similar).	Head of Department	

Standard Monitoring and Measurement Criteria

For high-risk departments, at the scheduled UHSE Departmental audit, the UHSE auditor will examine the inspection records and other relevant documentation to establish that the Department is being adequately inspected and that remedial actions are being taken where the need for these has been identified by the inspections.

For low-risk departments, at the scheduled UHSE Departmental audit, the UHSE auditor will request confirmation that inspection records and other relevant documentation is held. During the audit of two low-risk department per year, the auditor will examine the inspection records and other relevant documentation.

Relevant additional documentation will include:

- The Departmental Health and Safety Handbook
- Minutes of the Departmental Health & Safety Committee (or equivalent).

A summary of the audit findings will be reported to the University Health and Safety Committee at the next HSC Meeting following the completion of the audit.

1.	The Department has one or more inspection checklists that reflect the significant hazards present in the Department.
2.	Departments have documented their inspection arrangements in the Departmental Health & Safety Handbook (or equivalent).
3.	The Department has a schedule of health & safety inspections to be made that takes into consideration risk assessments and other relevant health and safety documentation.
4.	The Department has completed health & safety inspections as per the inspection schedule, and a record has been kept that records both positive & negative findings.
5.	Health & safety inspections result in SMART recommendations to improve health and safety, and the recommendations are implemented with a record of the actions taken to remedy the deficiency. The actions are completed within the time limit set.
6	Minutes of the Departmental Health & Safety Committee (or equivalent) show evidence that the findings of the health & safety inspection programme are reported to the Committee.
7	Minutes of the Departmental Health & Safety Committee (or equivalent) show evidence that recommendations arising from the health & safety inspection programme are reported to the Committee, and that the Committee tracks the actions taken and receives reports of the completion of the recommendations. The reports include recommendations that have been completed, recommendations that are on schedule for completion, and recommendations that are likely to fall behind schedule or that have fallen behind schedule.

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Minutes of the Departmental Health & Safety Committee (or equivalent) show that Departments have reviewed their health & safety inspection regime in the past year.

Appendix: Inspection Programme Elements

