

## UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD

### General Health & Safety Inspections

Version Number	Version 2	Date of Approval	September 2019	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). This standard was updated in 2019 to closely align it with HASMAP 2015 (the health and safety audit standard adopted by the University).				
Aims	<p>The University recognises the importance of health &amp; safety monitoring, including proactive inspection programmes, as a tool to evaluate and improve health &amp; safety performance. The purpose of inspections is twofold:</p> <ol style="list-style-type: none"> <li>1. To provide assurance that workplace precautions are effective and are being used as intended; and</li> <li>2. To detect areas of concern, enabling remedial action to be taken before any loss is suffered.</li> </ol>				
Scope	<p>This standard provides a practical means of meeting the inspection requirements within the University Health and Safety Policy <a href="https://www.bath.ac.uk/corporate-information/health-and-safety-policy/">https://www.bath.ac.uk/corporate-information/health-and-safety-policy/</a></p> <p>This standard is for general health &amp; safety inspections of premises, equipment, operating procedures and behaviours.</p> <p>This standard does not apply 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 &amp; Safety at Work Act 1974</p> <p>Management of Health &amp; Safety at Work Regulations 1999</p> <p>Safety Representatives &amp; 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"> <li>• A systematic check of premises, plant and equipment to ensure continual effective operation of workplace precautions; and/or</li> <li>• A systematic direct observation of work and behaviour to assess compliance with risk control systems, procedures and rules.</li> </ul>				
Responsibility for implementation	Heads of Department & Department Safety Coordinators				
Training availability:	<a href="#">Self-serve training is available online</a>				
Standard to meet:			Accountability	Reference documents and more information	
	<b>Identify health &amp; safety inspection checks needed</b>				
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, including risk assessments, past inspection findings and the Departments risk profile.	Head of Department	Some Departments may contain different areas or activities that require different inspection regimes
3	Departments have health and safety inspection checklist that reflects the significant hazards present in the department. Some Department may contain areas or activities that require different inspection regimes.	Head of Department	<a href="#">UHSE provides a library of health &amp; safety inspection checklists</a> that Departments can adopt or adapt if they wish they wish, develop their own health & safety inspection checklists.
	<b>Make a schedule of inspections checks</b>		
4	Departments have a schedule of the health & safety inspections to be made. The schedule: <ul style="list-style-type: none"> <li>• Sets out the checks to be made;</li> <li>• Sets out when the checks are to be made; and</li> <li>• Clearly delegates the inspection to a member of staff to complete</li> </ul>	Head of Department	As a minimum Low hazard areas (e.g. offices) will be inspected once a year. High hazard areas (e.g. laboratories or workshops) will be inspected three times a year.
5	Departments document their inspection regimes in their Departmental Health & Safety Handbook.	Head of Department	
6	Sufficient resources to complete inspection are available. If monitoring equipment is needed then this is available, calibrated and records maintained as required.	Head of Department	
	<b>Complete health &amp; safety inspections</b>		
6	Department Heads participate in at least one inspection each year.  Other staff are involved in the inspection as appropriate to the risk profile of the area being inspected.  Other staff from outside of the Department participate in at least one inspection each year.	Head of Department	
7	Departments complete the health & safety inspections as scheduled.  Departments track the completion of the scheduled health & safety inspections and take remedial action should they fall behind schedule.	Head of Department	
8	Departments record the findings of health & safety inspections. Records are kept of both positive and negative results.  Departments record the inspection results in a manner that lends itself to analysis such that inspection results can be compared over time and trends can be identified.	Head of Department	The results of inspections can be recorded as paper or electronic records.
	<b>Act on the inspection results</b>		
11	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.
12	Where inspection recommendation cannot be implemented immediately, an action plan is produced for implementing	Head of Department	

	them. The completion of the action plan is tracked and remedial action taken should it fall behind.		
13	Departments track all recommendations made to completion.	Head of Department	
	<b>Report inspection results</b>		
14	Departments report on the inspection schedule and inspections completed to the Departmental Health & Safety Committee (or similar). If inspections are behind schedule, then this is discussed, and remedial actions identified.	Head of Department	
15	Departments report the significant findings of inspections and recommendations made to the Departmental Health & Safety Committee (or similar). The significant findings are discussed.	Head of Department	
16	Departments report the results from tracking recommendations and action plans to the Departmental Health & Safety Committee (or similar). If recommendations or plans are not on track, then remedial action is taken. The recommendations and action plans are discussed.	Head of Department	
	<b>Review inspection programme</b>		
17	<p>Departments review their inspections regimes at least annually to ensure that relevant checks are being made at a suitable frequency.</p> <p>When reviewing the inspection regime, Departments consider past inspection results.</p> <p>When reviewing the inspection regime, Departments consider changes in equipment, premises &amp; activities.</p>	Head of Department	
18	Departments report the findings of their inspection regime reviews to their Departmental Health & Safety Committee (or similar).	Head of Department	
<b>Standard Monitoring and Measurement Criteria</b>			
During Faculty or Departmental audits, the auditor will gauge the inspection regime against the HASMAP requirements, most notably against A2 Management commitment and engagement, H20: Inspection Audit, H21: Action Tracking and H23: Data collection and analysis.			

## Appendix: Inspection Standard Aide Memoir

