1. **OBJECTIVE AND SCOPE**

Workplace Health and Safety Inspections is one of a number of documents forming the Trust’s Health, Safety and Wellbeing Policy written arrangements in compliance with the general duties under Section 2 of the [Health and Safety at Work etc. Act 1974.](http://www.legislation.gov.uk/ukpga/1974/37/contents)

These arrangements relate specifically to management inspections of Trust premises; offices, depots, workshops etc. The implementation of this standard demonstrates active monitoring of safety standards within the workplace.

East Ayrshire Leisure are responsible for the management of a range of venues on behalf of East Ayrshire Council and must follow the guidance set out within this standard.

1. **RESPONSIBILITY**

Development Managers will ensure arrangements are in place to ensure full compliance with this standard.

Premise Managers will ensure workplace health and safety inspections are carried out for premises under their control, including the co-ordination of inspection in multi- occupied establishments where required.

**CONTENTS**

1. **INTRODUCTION**
2. **WORKPLACE HEALTH AND SAFETY INSPECTIONS**

**3 CONTACT INFORMATION**

 **APPENDIX1**: Workplace Health and Safety Inspection

#

# 1. INTRODUCTION

* 1. This Standard has been developed to provide Premise Managers with the necessary information to carry out an annual workplace health and safety inspection of Trust premises for which they are responsible.
	2. Completion of the *Workplace Inspection* will enable Premise Managers to accurately inspect the health and safety management arrangements in place and carry out a general safety tour of the premises, recording the results in one comprehensive inspection report. Appendix 1 - Workplace Health and Safety Inspection.
	3. Workplace inspections should now be carried out using the online format which is available on the Dashboard. Hyperlinks are provided to the relevant health and safety intranet pages, where the person carrying out the inspection can access further information where required.
1. **WORKPLACE HEALTH AND SAFETY INSPECTIONS**
	1. A health and safety inspection of every Trust workplace should be carried out each **May** by the Premise Manager or other employee(s) designated by the Premises Manager. As the process for carrying out the inspection has recently been updated and moved to an online format, in 2021 the submission date has been extended until the end of June.
	2. Each inspection must include a walk round of the premises to ensure that all questions applicable to the workplace are considered.
	3. Whilst the responsibility to carry out the workplace inspection rests with the Premises Manager, it is recommended that any local Trade Union safety representatives or other key members of staff are involved in or consulted as appropriate, for their input and support during all or part of the inspection process.
	4. Where an inspection question requires confirmation that a process or procedure is being implemented within the workplace, the person carrying out the inspection should question a sample of employees during the inspection to confirm that they are involved in and understand the process or procedure in question.
	5. Where there is more than one employer or service on site i.e. a multi-occupancy location, the nominated Premises Manager shall co-ordinate the inspection to ensure they are completed within the specified time period by each occupant service. This should assist in co-ordinating any identified remedial action, especially where communal areas, systems or the fabric of the building are affected.
	6. Some services may have in place other local health and safety inspection reports which are specific to the service they provide e.g. catering facilities. Where this is the case, it is recommended that the local inspection is completed prior to the workplaceinspection and a copy of the local inspection report submitted to the Premises Manager, for consideration within the overall workplace inspection.
	7. In all cases where specific service inspections are required, the Premises Manager must be informed of the outcome to ensure that a consistent and co-ordinated approach to workplace inspection is achieved.
	8. The online inspection report form should be completed via the Dashboard **no later than the end of May each year**, with the exception of 2021 where submissions will be accepted until the end of June.
	9. The online form can be found on the Dashboard <https://eastayrshire-dash.achieveservice.com/service/Workplace_Inspections> and is split into three sections, all of which much be completed:
* Details of the Premises
* Safety Management Procedures
* Workplace

2.10 Where the answer to any question is *No*, a remedial action must be raised in the box provided. An action plan will then be created on the system, which can be updated as actions are completed.

2.11 A printed copy of the questions can be used during the inspection to take notes (Appendix 1). However, there is no longer a requirement to email a completed inspection report to Health & Safety; the report will be sent automatically to both Health and Safety, and Facilities and Property Management on submission of the online version.

2.12 A copy of the inspection will be saved on the system and Premises Managers can opt to save and download a copy of their records.

2.13 Health and Safety Advisors will audit a 10% representative sample of all completed inspections each year.

1. **CONTACT INFORMATION**

Health and Safety Working Group, East Ayrshire Leisure

Telephone: 01563 554057

E Mail: EALHealthandSafety@eastayrshireleisure.com

Intranet: [Health & Safety](https://leisurenet/admin-docs/health-safety/)

Health and Safety Section East Ayrshire Council

Tel: 01563 554825

E Mail: healthandsafety@east-ayrshire.gov.uk

EAC Intranet:[Health and Safety](http://eacintranet/Services/HealthandSafety/HealthandSafety.aspx)

# Appendix 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** |  | **Section** |  |
| **Property Name** |  | **Date of Inspection** |  |
| **Inspected by**  |  | **Inspection Email** |  |
| **Name of other involved in the inspection** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Safety Management Procedures** | **Yes** | **No** | **N/A** | **Comments** |
| 1.1 | Is the required information displayed on health and safety notice boards? [Health and Safety Notice Board](http://eacintranet/Services/HealthandSafety/NoticeBoard.aspx)*A current copy of the H&S policy statement must be displayed* [Health and Safety Policy](https://leisurenet/media/1454/health-and-safety-policy.docx) |  |  |  |  |
| 1.2 | Where hardcopies are retained, is the Master Safety File up to date with reviewed standards in place? [Health and Safety Standards](https://leisurenet/admin-docs/health-safety/) |  |  |  |  |
| 1.3 | Are up to date risk assessments in place for tasks/ activities carried out within the workplace? *A sample of risk assessments should be checked as part of the inspection.* |  |  |  |  |
| 1.4 | Are there a sufficient number of trained risk assessors within the premises/ section? |  |  |  |  |
| 1.5 | Is there a procedure in place to controlling visitors/ contractors entering the building? *I.e. signing in/ checking ID, issuing visitors badges etc.* |  |  |  |  |
| 1.6 | Is the fire register kept up to date with all relevant fire safety checks carried out and recorded? [Fire Safety Standard](https://leisurenet/media/1737/fire-safety-standard.docx) |  |  |  |  |
| 1.7 | Are there sufficient numbers of trained fire wardens within the premises? |  |  |  |  |
| 1.8 | Are there a sufficient number of trained first aiders/ appointed persons within the premises? [First Aid Risk Assessment Form](https://leisurenet/media/1905/first-aid-risk-assessment-form.docx) |  |  |  |  |
| 1.9 | Where required due to the age of the premises (pre 2000), is the asbestos register being referred to and signed by contractors carrying out work in the building [Asbestos Management Standard](https://leisurenet/media/1730/asbestos-management.docx) |  |  |  |  |
| 1.10 | Are statutory inspections up to date? I.e. gas boiler, electrical fixed wire testing, fire alarm inspections, water quality etc. This information is accessible and can be checked through the [Property Portal](http://eacintra02/pp/) |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.11 | Are all applicable health and safety arrangements effectively communicated to employees? *How is this achieved Give examples e.g. team meetings, H&S meetings, inductions, toolbox talks etc.* |  |  |  |  |
| **2.** | **Workplace (general inspection)**Carry out walk round of the workplace, include any external areas  | **Yes** | **No** | **N/A** | **Comments**  |
| 2.1 | Is general cleanliness and housekeeping to a good standard? *i.e. no accumulation of waste, inappropriately stored items, tripping hazards etc.* |  |  |  |  |
| 2.2 | Are fire evacuation plans/fire action notices displayed throughout the building?  |  |  |  |  |
| 2.3 | Are all fire escape routes free of obstructions? *Check routes leading to fire exits and that final exits are clear externally.*  |  |  |  |  |
| 2.4 | Are floors clean, dry and free from slip/ trip hazards? |  |  |  |  |
| 2.5 | Has PAT testing been carried out for electrical appliances? *Check dates on sample of appliances.*  |  |  |  |  |
| 2.6 | Are electrical cupboards kept locked and free of combustible materials as far as is practical?*Check inside electrical cupboards – there should be no accumulation of materials.*  |  |  |  |  |
| 2.7 | Are hazardous substances kept in designated, secured areas? *I.e. Flammable liquids, gases, chemicals, cleaning products etc. with COSHH assessment information available where necessary.*  |  |  |  |  |
| 2.8 | Are the lighting levels reasonable? Too dark/ too bright to work comfortably. |  |  |  |  |
| 2.9 | Is the temperature within the workplace generally comfortable?*Optimal temperature for building is* ***21˚C.*** *Thermometers should be available for indoor areas*. |  |  |  |  |
| 2.10 | Are washing facilities and toilets to an adequate standard? |  |  |  |  |
| 2.11 | Is hygiene within food preparation areas to a good standard? i.e. clean surfaces/appliances/fridges etc. |  |  |  |  |
| 2.12 | Are first aid boxes kept in accessible locations and suitably stocked?  |  |  |  |  |
| 2.13 | Where a defibrillator is present, is the unit fully operational and regularly checked and checks recorded? |  |  |  |  |
| 2.14 | Are security arrangements for the premises adequate?  |  |  |  |  |
| 2.15 | Are vehicle traffic routes and parking around the premises satisfactory with appropriate advisory signage in place? |  |  |  |  |

**REMEDIAL ACTIONS MAY BE NOTED BELOW.**

Health & Safety Standards: Manual Handling I Pg 11

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Action Required** | **Action By** | **Date Due** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |